



**Constitution of
Pilipinx American
Collegiate Endeavor
(PACE)**



Mission Statement

The Pilipina/o/x American Collegiate Endeavor, takes esteemed responsibility in providing academic support to our general members; promoting critical consciousness and self determination; and the preservation of Pilipina/o/x American culture, while offering a safe space for expression. As we continue to move forward, we aspire to cultivate unity and leadership potential in our peers through education and active involvement in the kammunity.

Article I: Name

The organization shall be known as the “Pilipinx American Collegiate Endeavor.” It's abbreviation shall be “PACE.”

Article II: Purpose

1. **Section 1:** This organization shall promote a clear understanding of, and involvement in: the political, social, economic, educational, and cultural aspects of the Pilipina/o/x kammunity by creating new channels of communication and discussion.
2. **Section 2:** This organization shall support the continued struggle of self-determination of Pilipina/o/x Americans, the United States of America, and other peoples worldwide, as well as the continued opposition to colonialism, racial hierarchy, sexism, and other forms of bigotry.
3. **Section 3:** This organization shall not affiliate with any organization which requires its chapters to support a specific political or economic policy which contradicts the purposes of PACE as stated in Article II Section 1 and 2, of the Constitution.
4. **Section 4:** Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Article III: Membership

Membership eligibility shall be open to all San Francisco State University students regardless of race, color, national origin, creed or political affiliates, sex (in accordance with Title IX), sexual orientation, religion, handicap, age, or marital status. Voting



Pilipinx American Collegiate Endeavor

membership is limited to students of SFSU. Membership will adhere to CSU's non-discriminating and open membership policies, available on <https://www.calstate.edu/csuo-system/administration/systemwide-human-resources/your-rights/Pages/default.aspx>

1. Kore Members

- a. **Section 1:** Defined as Officers who will carry on the duties of a respective department. Coordinators will be elected by the general body of Active Members.
- b. **Section 2:** In the event that a Kore member graduates in the middle of their term, the coordinator must fulfill the duties of the remaining portion of their term. The Kore member will maintain voting rights until the end of the academic year.

2. General Members

- a. Any individuals affiliated with PACE in the process of completing the Activation Process.

3. Active General Members

- a. Any member who has completed the activation process and eligible to exercise voting power in the organization.

4. Activation Process

- a. A member shall become active by becoming involved in the following:
 - i. Being involved in at least 1 off-campus kammunity organization or event
 - ii. Attending at least 1 major PACE event (i.e. Friendship Games (FG), Filipinx Night Market (FNM), Showcasing Pilipinx Artists and Mucisians (SPAM), Talentado, Pilipinx Cultural Night (PCN), FilGrad) – or- Attending at least 2 minor PACE Intern run events.
 - iii. Becoming involved in at least 1 PACE (i.e. KAP, Internship, Artivism programs)
 - iv. Volunteering for 1 PACE event/ Mula Sa Ugat affiliated organization events.
 - v. Attending and participating in at least 2 general meetings per semester along with a Title IX workshop.
- b. Once **three** of these criteria have been met, active general members' status will have been acquired. Active general membership status will carry on for the remainder of the semester and will be valid until the end of the academic year (EX: activated members from Fall 2019 will continue through Spring 2020). Active GM status grants voting rights in the election of a new Kore.



Pilipinx American Collegiate Endeavor

5. In the event that an active general member graduates in the middle of an academic year, the member may maintain voting rights until the end of the academic year.

Article IV: Finances

1. **Section 1:** The coordinators of PACE shall assure proper spending of the organization's finances as necessary for the welfare of the organization.
2. **Section 2:** Financial Statements will be available upon request from the coordinators of PACE.
3. **Section 3:** A budget proposal must be submitted to the coordinators of PACE by any entity within PACE requesting funding for a function of the organization.
4. **Section 4:** This organization shall adhere to the financial plan of the Associated Students Incorporated (ASI) of San Francisco State University.
5. **Section 5:** The coordinators may contribute funds when necessary for PACE to operate as an organization. Coordinators will be properly reimbursed for the funds they contribute given that they can provide legitimate documentation and reason for personal funds used.
6. **Section 6:** General Member Fees can be proposed/continued by the acting Finance Coordinator and executed by the acting Kore when necessary to ensure the financial welfare of the organization.

Article V: Officers

1. **Section 1:** Duties of PACE coordinators, hereby referred to collectively as “Kore.”
2. **Section 2:** All officers shall meet the eligibility requirements set forth in “Student Eligibility for Student Activities Leadership” (end. IV) passed by the Academic Senate in 1979.
3. **Section 3:** All coordinators share the responsibility for every PACE activity or event regardless of what each position entails.



Pilipinx American Collegiate Endeavor

4. **Section 4:** Coordinators shall prioritize Kore responsibilities within the given description in the Constitution over other PACE program or board responsibilities.
5. **Section 5:** Coordinators shall maintain a sense of professionalism and refrain from any actions (verbal or non-verbal) that negatively reflect the organization while carrying out their duties.
6. **Section 6:** Eligibility for membership or appointed or elected student officer positions shall not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.
6. **Section 7: Officer Titles and Descriptions:**

- a. **Executive Positions:**

- i. **Executive Director**

The Executive Director shall preside over and create the agendas for Kore meetings and be the spokesperson for the organization, in lieu of, or where appropriate, in addition to, officially designated representatives. It is the job of the Executive Director to provide general leadership and representation for the organization as a whole. The Executive Director also provides organization, stability, and direction for all the departments within PACE and may offer guidance and/or assistance for any issue pertaining to the organization. The Executive Director leads in crisis management and ensures that PACE adheres to its policies. It is strongly recommended that a prospective Executive Director have some prior experience as a PACE coordinator.

- ii. **Finance Coordinator**

The Finance Coordinator will serve as a liaison to the SFSU Associated Students, Inc. to arrange finances within our organization. The Finance Coordinator is in charge of allocating funds for all PACE-related programs, and is also required to keep



Pilipinx American Collegiate Endeavor

track of PACE's accounts, balances, and transactions. To organize as well as update PACE's official financial records. The Finance Coordinator can also propose the implementation of general member fees if the need arises. It is also highly recommended that a prospective Finance Coordinator have some experience as a PACE coordinator.

iii. **Executive Assistant**

It is the job of the Executive Assistant to handle the paperwork and correspondence necessary for the organization to deal with the various regulations to operate as an on-campus student entity. It is their job to keep track of all PACE members. The Executive Assistant documents and archives the chronology of events throughout the organization's academic school year. Moreover, the Executive Assistant tracks new developments of the organization. Additionally, posing as the secretary at meetings, the Executive Assistant takes notes. The Executive Assistant is the liaison to the Student Involvement and Career Center (SICC) as well as the Student Center 3 Governing Board (SCGB), the Cesar Chavez Student Center Staff and Associated Student Inc. (ASI). The Executive Assistant may act as an intermediary for any coordinator who is absent or unavailable. It is highly recommended that a prospective Executive Assistant have some experience as a PACE coordinator.

iv. **Internal Public Relations Coordinator**

The Internal Public Relations Coordinator oversees all information transmitted and received by PACE for integrity and adherence to the mission statement of PACE. The Internal Public Relations Coordinator is in charge of maintaining publicity, handling crisis management and ensuring that PACE adheres to its policies. Moreover, the Internal Public Relations Coordinator is responsible for the recruitment of general membership through organization of tabling and classroom presentations. The Internal Public Relations Coordinator, alongside the External Public Relations Coordinator, is also responsible for maintaining the various forms of



Pilipinx American Collegiate Endeavor

communication in which PACE engages the public; through its social media, web pages, mailing groups, and press releases.

Internal Public Relations Coordinator will be in charge of facilitating the media committee which was formerly known as PR Taskforce and will now be classified as the ***Public Relations Committee***.

This committee can be formed for a designated time period at the discretion of the Internal and External Public Relations Coordinators and the Artivism Coordinator has the option to work alongside Internal and External Public Relations Coordinators and the Public Relations Committee to create any projects of any sort. Internal and External Public Relations will have the discretion of having more than one person per position if they choose to do as well as creating new positions that correlate within the committee.

The Positions in PR Committee

- (1) **Web designer:** Webdesigner will be responsible for editing, changing and redesigning the PACE website or any website that PACE is affiliated with. The web designer is recommended to have prior knowledge of the webdesign and/or coding skills
- (2) **Photographer:** The Photographer will be in charge of going to PACE affiliated events and documenting them, editing and uploading them onto a platform that general members could get access to. The photographer is recommended to have a camera/equipment for this position
- (3) **Videographer:** The videographer will be in charge of recording PACE affiliated events and documenting, editing, and uploading them to a platform that the general members could access. The videographer is recommended to have a camera/equipment for this position
- (4) **Software master:** Software master will be responsible for creating graphics, making media for the distribution of information in PACE and editing digital media for the PR Committee. The software master is recommended to know how to use software that is used to edit content that is in 2D.
- (5) **Social media expert:** The Social media expert is responsible for uploading and creating copies of text to spread information about PACE and its affiliates in all social media platforms. The social media expert will be responsible of also doing live coverage of events and



Pilipinx American Collegiate Endeavor

keeping the audience engaged through events or announcements. The social media expert is recommended to have prior knowledge on how to use various social media platforms and upcoming platforms as well.

v. **External Public Relations Coordinator**

The External Public Relations Coordinator oversees all information transmitted and received by PACE for integrity and adherence to the mission statement of PACE. Moreover, the External Public Relations Coordinator contacts organizations outside of PACE itself to set up and maintain relations with the San Francisco State University Community. The External Public Relations Coordinator works in tandem with the Kammunity Coordinator to find events, which require participation from members and/or interns, while also building the community within the organization. The External Public Relations Coordinator, alongside the Internal Public Relations Coordinator, is also responsible for maintaining the various forms of communication in which PACE engages the public; through its social media, web pages, mailing groups, and press releases.

b. **Program Department**

i. **Co-Activities Coordinator (PACE)**

The Co-Activities Coordinator (PACE) is the social liaison of the organization. Although PACE's main goal is to bridge the gap between academia and activism, it is also understood that it is also equally important to socialize among our members and on/off campus affiliates. It is the Co-Activities Coordinator's duty to provide opportunities for PACE's interns and general members to create relationships and bonds with one another. Ranging from dinners, to gatherings, and activities to events, the Activities Coordinator ensures a safe and fun outlet for PACE's membership to unwind and/or forge new events utilizing the ideas of general members, as guided by Kore. The Activities Coordinator also helps to provide for the economic stability of the organization through various fundraisers.



i. **Co-Activities Coordinator (Friendship Games)**

The Co-Activities Coordinator (Friendship Games), whose official title is ‘Friendship Games President’, will act as the liaison between Kore and Friendship Games Board alongside the Co-Activities Coordinator (PACE). This coordinator is responsible for spearheading the Friendship Games program alongside their Friendship Games Board.

ii. **Artivism Coordinator**

The Artivism Coordinator is in charge of (but is not limited to) PACE’s Artists for a Cause Programs: **Sayawan, Pil-Harmonix and the Artivism Newsletter**. The Artivism Coordinator is responsible for creating bridges in the community through these art programs by creating a safe space for general members to express their artistic passions. The Artivism Coordinator also works in tandem with the Internal and External Public Relations Coordinators to develop and strengthen ties within our kammunity. Furthermore, the Artivism Coordinator is part of Internship Cohort and creates and facilitates weekly workshops for the Internship Program. They must prioritize Intership Program responsibilities before other Kore responsibilities. It is strongly recommended that a prospective Artivism Coordinator has completed the internship program.

iii. **Internship Coordinator**

The PACE Internship Coordinator is required to promote, organize, and provide structure for the PACE Internship Program as warranted to PACE by the College of Ethnic Studies of San Francisco State University. It is recommended that any prospective Internship Coordinator be extremely organized as well as highly available in order to provide a continued high level of communication with both teachers and students. The Internship Coordinator is responsible for maintaining amicable relations and good rapport between interns and coordinators. Furthermore, the Internship Coordinator is responsible for providing a safe haven



Pilipinx American Collegiate Endeavor

for all peers. It is highly recommended that a prospective Internship Coordinator complete the Internship Program prior to applying for this position.

In addition to that, the Internship Coordinator is also responsible for the following:

1. **Organize syllabi/curricula** for internship per semester to have themes for cohesiveness and flow of the curricula.
2. **Create and utilize Canvas** for the interns, to provide updates on slides and homework as a resource.
3. Be the **liaison** between our PACE advisor and Kore/interns.

iv. **Co-Kultural Coordinator (PCN)**

The Co-Kultural Coordinator will act as the Producer of Pilipinx Cultural Night at San Francisco State University. They will also act as the main liaison between Kore and Inner Sanctum.

PCN will reflect the PACE mission statement through showcasing the Pilipina/o/x as well as the Pilipina/o/x American experiences. PCN is a student led production, which gives members of PACE, San Francisco State University, and the community, the opportunity to creatively express themselves through the creative and performing arts. The Co-Kultural Coordinator (PCN) will provide general leadership, organization and stability for PCN as a whole. The Co-Kultural Coordinator (PCN) is responsible for the PCN program and will communicate any significant updates and information to the coordinating body. In addition, Co-Kultural Coordinator (PCN) will serve as the official representative to any and all external entities outside of PACE regarding PCN. The Co-Kultural Coordinator (PCN) appoints and handles Inner Sanctum, tasked to handling the production and execution of PCN. The Co-Kultural Coordinator (PCN) may appoint a Co-Producer tasked in balancing out the responsibilities of the production of PCN.

v. **Kammunity Coordinator**



Pilipinx American Collegiate Endeavor

Because PACE is a kammunity-oriented organization, it is the duty of the Kammunity Coordinator to maintain PACE's ties outside of itself with the various community organizations through the Bay Area and beyond. It is the Kammunity Coordinator's duty to find events, which require participation from members and/or interns, while also building the community within the organization. The Kammunity Coordinator also often helps coordinate volunteers during events. The Kammunity Coordinator will be the main head of the Kuyate Program in the organization. Furthermore, the Kammunity Coordinator can appoint a Kuyate Program Assistant to ensure maintenance of the program if necessary. The Kammunity Coordinator shall hold the social responsibility and connections with Internal and External Organizations. The Kammunity Coordinator is part of the Internship Cohort and creates and facilitates weekly workshops for the Internship Program. They must prioritize Intership Program responsibilities before other Kore responsibilities. It is strongly recommended that a prospective Kammunity Coordinator has completed the internship program.

c. Working Department

i. Academics Coordinator

The Academics Coordinator stands to inspire individuals to achieve academic excellence and higher echelons of education, to provide educational counseling, as well as promote high school outreach through the U.P.S.S. (Uniting Pilipino Students for Success) Conference in the spring. They enlighten interns and general members about academic resources available to them on the SFSU campus. Furthermore, the Academics Coordinator promotes the importance of physical, emotional, and mental well being in their workshops in order to achieve success. The Academics Coordinator will be the liaison between PACE coordinating body and Filipino Graduation Celebration, "FilGrad." They will also be the primary point of contact for schools and/or organizations wanting to partake in any related campus tours at SFSU. Lastly, they will establish an Academic task force with representatives from different colleges of studies/majors who are



Pilipinx American Collegiate Endeavor

experienced in their field to help new general members get acquainted and transition into this new college environment.

ii. **Co-Kultural Coordinator (Internship)**

The purpose of the Co-Kultural Coordinator is to promote knowledge of Pilipina/o/x heritage, traditions, and customs to our interns and general members. The Co-Kultural Coordinator ensures the examination, preservation, and production of culture through workshops and events held by PACE. The cultural workshops focuses on Pilipina/o/x AND Pilipina/o/x American culture. It is the Co-Kultural Coordinator's duty to ensure the continued support of the Veteranos in the Bayanihan Center for outreach in the community. It is the Co-Kultural Coordinator's duty to assist their Co-Kultural counterpart in Pilipinx Cultural Night at San Francisco State University once their Internship responsibilities have been fulfilled. The Co-Kultural Coordinator (Internship) is part of the Internship Cohort and creates and facilitates weekly workshops for the Internship Program. It is strongly recommended that a prospective Co-Kultural Coordinator (Internship) has completed the internship program.

iii. **Hxstory Coordinator**

The Hxstory Coordinator promotes the importance of knowing about one's self in relation to their past. The Hxstory Coordinator analyzes the Pilipina/o/x American Experience to highlight instances of resistance, unity, and self-determination to empower members of the organization. With that regard, it is highly recommended that they educate students on how to take action with instances of resistance, unity, and self-determination. Additionally, it is the job of the Hxstory Coordinator to produce the Filipinx American Hxstory Month (FAHM) event(s) in October such as The Annual Filipinx Night Market, and other FAHM events the Hxstory Coordinator decides to hold. They also must work closely with other Mula Sa Ugat organizations (Kappa Psi Epsilon, Chi Rho Omicron, & League of Filipino Students) to host joint FAHM events. They will serve as the official liaison and representative for Mula Sa Ugat Alliance on campus during MSU



Pilipinx American Collegiate Endeavor

meetings, MSU events such as MSU Bonfire, any collaborative events during FAHM, and the Filipino American Mural Celebration. The Hxstory Coordinator is part of the Internship Cohort and creates and facilitates weekly workshops for the Internship Program. They must prioritize Internship Program responsibilities before other Kore responsibilities. It is strongly recommended that a prospective Hxstory Coordinator has completed the internship program.

iv. **Political Affairs Coordinator**

The Political Affairs Coordinator adheres to the activist traditions set forth by the founders of the organization. Although, PACE is a non-partisan organization (cannot affiliate with any political party), the Political Affairs Coordinator is in charge of taking on or developing short and/or long term campaigns for the organization, emphasizing social justice and political empowerment for the Pilipina/o/x American community. They can run these campaigns by heading up a Political Affairs Committee to engage general members politically and emphasize on community action. The committee can operate and consist of:

1. Political Affairs Coordinator/PA Committee Head (1)
 - a. Facilitate PA committee meetings. The Political Affairs Coordinator can either appoint themselves or someone to be the committee head. They also appoint someone to be in the committee positions below.
2. Secretary (1)
 - a. Books meeting spaces and takes notes during committee meetings.
3. Public Relations Officer (1) - Makes fliers for events headed up by the committee. Finds events (on/off campus) that advocate for social justice and share it to the general membership. *Although the PR coordinator is the main person in charge of advertising, it is everyone's job in the committee to share these events.

The Political Affairs Coordinator enforces PACE's constitution by referring to the guidelines under Article II: Purpose. The Political Affairs workshop teaches the interns to think critically about issues



Pilipinx American Collegiate Endeavor

regarding race, ethnicity, class, gender, sexuality, religion, and power. It's also their role to build and strengthen international solidarity with other oppressed communities (who experience colonialism, imperialism) as well as Pilipina/o/x people in the Philippines and throughout the diaspora. The Political Affairs Coordinator must be the main representative of alliances that PACE is a part of (NCPASA, KABATAAN, NAFCON) through regional calls/meetings and participation in events. The Political Affairs Coordinator is part of the Internship Cohort and creates and facilitates weekly workshops for the Internship Program. They must prioritize Internship Program responsibilities before other Kore responsibilities. It is strongly recommended that a prospective Political Affairs Coordinator has completed the internship program.

Article VI - Elections

1. Section 1: Election Procedures and Guidelines

- a. Elections are to be held annually in the Spring Semester
- b. The members of PACE Kore are to be elected by a voting population consisting of active members.
- c. Kore elections are to be held annually with a minimum of two (2) weeks prior notice as announced at a general meeting or by conspicuous posting in the PACE office.
- a. Candidates running against another candidate must receive a majority of a voting population consisting of active general members. Candidates running unopposed must receive a two-thirds ($\frac{2}{3}$) majority of a voting population consisting of active general members.
- d. There may be no co-candidacies.

2. Section 2: Voting

- a. The duration of the polling session will be at the discretion of Kore, based on academic schedule and PACE programming.
- b. The votes must be counted within a public vicinity in the presence of general members.
- c. The candidate to secure the most votes will be elected into the position.

3. Section 3: Debate Procedure

- a. Date and time of the debate shall be set at the discretion of Kore.



Pilipinx American Collegiate Endeavor

- a. Debate shall be divided into three sessions, one for the Executive Department, one for the Program Department, and one for the Working Department.
 - b. Questions will be collected from active general members during the two weeks prior to the debate.
 - c. Any other questions that may arise can be addressed in an open forum that will be provided following the collected questions used at debate.
4. **Section 4: Time Calculation for Open Forum**
- a. For every candidate running for a particular position, 5 Minutes may be added in open forum time.
 - b. All questions asked during debates may be moderated during the debate by the moderator.
 - c. The moderator will be designated by Kore.
 - d. Candidates have 2 minutes to answer the question.
 - e. Candidates may ask for a one minute time extension once during the debate session.
 - f. Interpretation of the Constitution shall be made by Kore. Challenges to Kore interpretation of the Constitution may be made by a two-thirds ($\frac{2}{3}$) majority vote of the General membership assembled in quorum.
5. **Section 5: Removal of Coordinators**
- a. The removal of a Coordinator will be carried out at the sole discretion of the current Kore.
 - b. In the event where a Kore member receives a two-thirds ($\frac{2}{3}$) vote to undergo removal, the Executive Director will notify Kore.
 - i. The removal process shall consist of a 2 week period starting on the day and time in which the entirety of Kore is notified that a Kore member has received a two-thirds ($\frac{2}{3}$) vote in favor of their removal.
 - ii. The Kore member in question will be evaluated through a removal process composed of two stages: (1) interview by two groups (the number of individuals between the groups will be equally distributed) whose prior vote will not be disclosed, and (2) evaluation by Kore members.
 - iii. To maintain confidentiality in the removal process, no Kore member shall disclose their vote to anyone else in Kore.
 - iv. Upon completion of the initial removal process, another vote will take place:
 1. If the said Kore member receives a two-thirds ($\frac{2}{3}$) vote for their removal, they will be removed from their position.



Pilipinx American Collegiate Endeavor

2. If the said Kore member does not receive a two-thirds ($\frac{2}{3}$) for their removal, they will remain in their position. The Kore member is subject to further review by the acting Kore until the end of their term.
 - c. The removal of a coordinator can also be initiated by General Members if one of the following criteria are met:
 - i. If a general member submits a formal inquiry of a Kore member's violation of Title IX.
 - ii. If a general member submits proof of a Kore member's violation of the rules and regulations stated in Article II.
6. **Upon the removal of a Coordinator, the Kore shall nominate an interim Coordinator to fill that position. At the end of each semester, the interim Coordinator, and all elected coordinators, will be subject to a "vote of confidence" by the General Membership to ensure the interim Coordinator, and all elected coordinators, serves the needs of the organization and its members.**

Article VII - Kore Meetings

1. **Section 1:** During regular academic sessions (Fall and Spring) Kore must meet a minimum of once a week.
 - a. There shall be regular meetings and the frequency, time, and place shall be determined by Kore.
2. **Section 2:** The Executive Director, or in their absence, the Executive Assistant, or in both their absence, the Finance Coordinator may preside over an official meeting of the organization.
3. **Section 3:** Kore Quorum
 - a. Quorum of Kore meetings shall be fifty percent (50%) of Executive Department, fifty percent (50%) of Program Department, and fifty percent (50%) of Working Department.
 - a. Coordinators may take a leave of absence with the consent of Kore. Duties will be distributed at the discretion of Kore.
 - b. The agenda of a special meeting shall be limited to the specified purpose for which the meeting was called.
4. **Section 4:** Coordinator Attendance
 - a. Special exceptions will be granted to the following coordinators



Pilipinx American Collegiate Endeavor

- i. Co-Activities Coordinator (Friendship Games)
 - ii. Co-Kultural Coordinator (PCN)
- b. The following protocols will be followed by the coordinators mentioned in Section 4 Subsection A:
 - i. In the semester that their program is underway, they are able to leave a Kore meeting after discussing their updates and gagawins.
 - ii. If their program does not require them to be excused from a Kore meeting, they can remain present and actively participate.

Article VIII - General Meetings

1. **Section 1:** During the regular academic sessions (Fall and Spring), the General Membership must meet a minimum of once (1) a month.
 - a. In the event of a month that is not a full academic month, a General meeting does not need to take place.
2. **Section 2:** General meetings may be called to order when one-third (1/3) of the Kore, and General membership are present.
3. **Section 3:** The agenda of a special meeting shall be published and shall be limited to the specified purpose for which the meeting was called.

Article IX - Rules of Order

1. **Section 1:** If an Executive Director is not elected, the acting Kore can appoint an individual within the newly elected Kore to become Executive Director. If no individual is appointed to the position of Executive Director, the Executive Assistant can assume the position of Executive Director for the academic year.
2. **Section 2:** Call Outs can be conducted by the acting Kore to fill in any empty positions after elections have taken place.
3. **Section 3:** During a Kore term, in the event that the Executive Director is absent, one of the following may happen:
 - a. The Executive Assistant may fill the position, title and duties of Executive Director.
 - or**
 - b. The Finance Coordinator and Executive Assistant may assume the position and duties of Executive Director and may be titled Co-Executive Directors.



- 4. Section 4:** The acting Kore shall meet once during the academic year to review the PACE Constitution and ratify any amendments when necessary to meet the needs of the current Kore.