Preamble

The Underrepresented Student Advisory Council (USAC) is a multicultural programming and leadership development council composed of various recognized, university student organizations. The council welcomes and supports organizations whose majority membership includes persons from groups that have been and continue to be underrepresented in higher education and include a multicultural and cross cultural educational component in their programming. The mission of USAC member organizations is to represent and promote diversity and equal opportunity programming initiatives in support of a more inclusive society. USAC supports this mission by funding events and activities that enhance a diverse environment here at Texas State University.

Article I: Name

Section 1. This organization shall be known as the Underrepresented Student Advisory Council (USAC).

Article II: Membership

Section 1. This USAC Council shall be open to any university organization in good standing that serves a constituent population of underrepresented students and works towards improving the diverse culture at Texas State University.

Section 2. Organizations desiring membership in USAC must:
   A. Add support and promote diversity initiatives on campus
   B. Agree to maintain all requirements for active status

Section 3. To attain membership into USAC:
   A. The organization must be nominated for membership by at least one of the following:
      1. Advisors
      2. Graduate Research Assistant (GRA)
Section 4. Each member organization is required to elect or appoint one delegate to serve on the council. These delegates will be elected in August to ensure that new delegates will be trained in preparation for the next academic year.

**Article III: Active Status**

Section 1. To remain in good standing and maintain active status, member organizations must:

A. Be in compliance with USAC and Student Involvement @ LBJSC regulations, including but not limited to:
   1. Current registration with the Student Involvement @ LBJSC office with the proper documentation on file
   2. Assign a Delegate to attend all USAC bi-weekly meetings
   3. Attend all required USAC events
   4. Attend any Student Involvement @ LBJSC functions
   5. Follow appropriate procedures when turning in USAC funding forms

Section 2. Member organizations in good standing and active status will be able to submit funding requests that will be reviewed by the USAC Executive Board.

**Article IV: Inactive Status**

Section 1. Organizations will be on "Inactive Status" if the organization has three unexcused absences at events and/or meetings. In order to not receive a penalty, the organization must request an excuse of absence from the USAC GRA three days prior to the event.

Section 2. If a member organization is put under inactive status for two consecutive semesters, this will result in removal from the council for the next academic year.

1. Organization placed on “Inactive Status” will be notified via email by the USAC GRA.
2. The President of the organization, delegate, and advisor will receive the email
**Article V: Executive Board**

Section 1. The USAC Executive Board and the Graduate Research Assistant shall comprise the Executive Board.

Section 2. Executive Board members shall cover any underrepresented population such as:
   A. African American
   B. International
   C. Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual (LGBTQIA)
   D. Hispanic
   E. Native American
   F. Disabilities
   G. Veteran
   H. Non-Traditional

Section 3. Executive Board members shall serve a full term, from September to May or when no longer supported by the USAC budget.

Section 4. Executive Board members will be paid up to 5 hours per week. President will be paid for up to 10 hours per week.

Section 5. The Executive Board shall function as liaisons between their assigned USAC organizations and the GRA or the Multicultural Student Affairs office. Duties shall include, but are not limited to:
   A. Maintain adherence to the USAC Constitution
   B. Correspond with organizations and other entities of the community
   C. Attend all USAC meetings
   D. Make recommendations to the GRA on funding for student organizations
   E. Distribute minutes and agenda by e-mail to delegates of member organizations after each USAC meeting
   F. Attend the USAC Awards
   G. Represent USAC at university events
   H. Attend Equality University Conference

Section 6. Nominations for Executive Board will be appointed or recommended by the Associate/Assistant Directors and/or Graduate Research Assistant.

Section 7. To qualify for Executive Board Candidacy, the applicant must:
   A. Have a minimum of 12 hours
   B. Hold a minimum 2.6 Texas State GPA
   C. Have previous USAC experience as a delegate
   D. Have leadership experience with student organizations
   E. Be knowledgeable of organizational dynamics
   F. Be knowledgeable about University and USAC organizations
**Article VI: Delegates**

Section 1. A Delegate represents their respective organization during any USAC function.

Section 2. Delegates shall serve a full term, from September to May.
   A. Delegate shall serve a semester at minimum

Section 3. Delegates shall function as liaisons between their respective organization and their assigned Executive Board, GRA or the Multicultural Student Affairs office. Duties shall include but are not limited to:
   A. Report any information discussed at the USAC meetings to their respective organization
   B. Attend all bi-weekly USAC meetings
   C. Assign one person to attend the USAC meeting if they will be absent
   D. Review all funding proposals from their respective organization to ensure that the proposal is properly completed and submitted

Section 4. Nominations for Delegates will be appointed or recommended by their respective organization.

Section 5. To qualify for Delegate Candidacy, the applicant must:
   A. Have a minimum of 12 credit hours
   B. Hold a minimum 2.3 Texas State GPA
   C. Be knowledgeable of organizational dynamics
   D. Be knowledgeable about University and USAC organizations

**Article VII: Advisor**

Section 1. USAC shall be advised by the Associate/Assistant Directors of the Multicultural Student Affairs Office and the Graduate Research Assistant.

**Article VIII: Meetings**

Section 1. USAC Delegates shall meet once a month, at a location determined by the USAC executive board.

Section 2. The USAC Board meetings will be once a week, at a location determined by the USAC Executive Board members, GRA, and Associate/Assistant Directors.

Section 3. Special meetings may be called at the discretion of the Executive Board or upon majority affirmative vote of the board or council delegates.
**Article IX: Funding**

Section 1. In order to be eligible to apply for funds, the organization must:
   A. Be on active status
   B. Submit an on-line USAC Funding Application to their assigned Executive Board member

Section 2. The funding application will be reviewed if:
   A. The event promotes multicultural awareness on campus or if the event is within walking distance from campus
   B. The event is open to the public
   C. The application is turned in **three weeks** prior to the event
   D. The application contains no spelling errors
   E. The application includes a budget worksheet
   F. The organization presents to the USAC Executive Board

**Article X: Amendments to the Constitution**

Section 1. Proposed amendments to the constitution or its by-laws must be presented in writing, tabled for one week and voted upon at the next meeting.

Section 2. A two-thirds (2/3) vote from organization members shall be required for ratification