

**Louisiana State University Health Sciences Center  
School of Allied Health Professions  
New Orleans, LA**

**BYLAWS OF THE FACULTY ASSEMBLY**

The faculty of the School of Allied Health Professions (SAHP), Louisiana State University Health Sciences Center in New Orleans (LSUHSC-NO), within applicable laws and policies of the Dean of the School of Allied Health, Chancellor of the LSUHSC-NO, the President of the LSU System, the Board of Supervisors and the Board of Regents of LSU, do hereby effect the Bylaws of the Faculty Assembly, SAHP.

**ARTICLE I.  
MEMBERSHIP OF THE FACULTY ASSEMBLY**

**Section 1. Eligibility.** Members of the **Assembly** include full-time and part-time faculty members (40% or greater), with academic rank of Instructor or above from all SAHP departments and all SAHP administrators with faculty appointments. Meetings of the **Assembly** and delegate meetings are open to ALL faculty, including part-time and gratis faculty, and administrators without academic rank.

**Section 2. Voting Privileges.** Only members of the **Assembly** are eligible to vote during general meetings of the **Assembly** and only **Delegates** are eligible to vote during delegate meetings.

**ARTICLE II.  
FUNCTION OF DELEGATES AND OFFICERS**

**Section 1. Delegates** shall represent the **Assembly** and shall voice opinions and sentiments of the **Assembly** in matters of the SAHP and issues of LSUHSC that affect the functioning of the SAHP. **Delegates** shall report all their actions and findings to the **Assembly** and the Dean of the SAHP.

**Section 2. Delegates** are expected to attend all meetings and sponsored activities of the Assembly.

**Section 3.** Officers of the **Assembly** shall consist of the President, Vice-President, Secretary and, Past President. The officers of the **Assembly** will comprise the **Assembly Executive Board**.

**Section 4.** The **President** shall:

- A. Prepare the agenda and preside over meetings of the **Assembly, Assembly Delegates, and the Assembly Executive Board;**
- B. With concurrency of the SAHP Dean, appoint eligible faculty members to the **Assembly** standing committees;

- 47 C. Appoint **Delegates** to the committees of the delegates described in Article VII;
- 48 D. Be a voting member of the **Assembly**;
- 49 E. Schedule meetings of the **Assembly Executive Board**;
- 50 F. Schedule regular meetings of the **Assembly Executive Board** with the SAHP Dean;
- 51 G. State clearly each issue being voted on before the vote is taken and announce to the
- 52 **Assembly** the results of the vote;
- 53 H. Appoint a member of the **Assembly** to keep records of any meeting where the Secretary
- 54 is absent;
- 55 I. Transmit to the SAHP Dean all recommendations and/or actions approved by the
- 56 **Assembly**;
- 57 J. Serve as an ex-officio member of the Dean's Executive Committee and Administrative
- 58 Council;
- 59 K. Represent SAHP as a Senator to the LSUHSC Faculty Senate.

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61 **Section 5.**

The **Vice-President** shall:

- 62 A. Assume, in the absence of the President, the duties of the President;
- 63 B. Assume the duties of President if the position is vacated;
- 64 C. Be a voting member of the **Assembly**;
- 65 D. Be a member of the SAHP **Assembly Executive Board**;
- 66 E. Perform other duties as assigned by the President.

67  
68 **Section 6.**

The **Secretary** shall:

- 69 A. Record and maintain clear minutes and all transactions of the **Assembly**, including,
- 70 monthly meetings, faculty forums, general faculty meetings, executive committee
- 71 meetings, etc.;
- 72 B. Schedule and announce the meetings of the **Assembly and Delegates**;
- 73 C. Distribute all meeting minutes to the **Delegates** within two weeks of each meeting;
- 74 D. Distribute all meeting minutes to the **Assembly** after they are approved by the **Delegates**;
- 75 E. Maintain an up-to-date compilation of all **Assembly** policies and related resolutions;
- 76 F. Distribute ballots to all members of the **Assembly** and in addition, collect the ballots, in
- 77 all voting and election matters related to the SAHP;
- 78 G. Maintain and distribute a list of all current elected **Delegates** and the respective term of
- 79 office;
- 80 H. Post a reminder for all meetings with the agenda one week prior to the meeting date;
- 81 I. Notify the **Assembly** of any change in regularly designated times and places;
- 82 J. Maintain a current list of all eligible members of the **Assembly**;
- 83 K. Maintain an attendance record of the **Delegates** meetings;
- 84 L. Be a member of the Nomination Committee, a standing committee of the **Delegates**;
- 85 M. Be a member of the **Assembly Executive Board**;
- 86 N. Perform other duties as assigned by the President.

87  
88 **Section 7.**

The **Past-President** shall:

- 89 A. Serve as a member of the **Assembly Executive Board**;
  - 90 B. Attend all scheduled meetings of the **Delegates, Assembly Executive Board**, and
  - 91 meetings of the **Assembly**;
  - 92 C. Serve as Chair of the Nomination Committee;
  - 93 D. Perform other duties as assigned by the President.
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96 **Section 8.** Any officer not performing assigned duties will receive written notification of charges and  
97 shall appear before the **Delegates** to answer said charges. Any officer may be removed by  
98 two-thirds vote of the **Delegates**.  
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100 **Section 9.** A **Delegate** shall forfeit his/her elected office if absent from three regularly scheduled  
101 meetings without written notification to the Secretary of the **Assembly**. After missing two  
102 consecutive delegate meetings the **Secretary** shall give written notification to the **Delegate**  
103 stating that absence from the next regularly scheduled meeting will result in forfeiture of  
104 elected office.  
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106 **Section 10.** Recommendations and/or actions of the **Delegates** shall be provided to the  
107 **Assembly**. The **Assembly** may petition the **Delegates** to change any action via the  
108 following mechanism:  
109 A. Any member of the **Assembly** may create a petition that states a clear description of the  
110 complaint with possible resolution options or alternatives.  
111 B. The petition must be accompanied by signatures from members of the **Assembly** whose  
112 number is equal to 15% of the current eligible members of the **Assembly**.  
113 C. The petition must be submitted to the **Assembly** within 30 days of the initial distribution  
114 of the action by the **Assembly**.  
115 D. Once the petition is submitted to the **Assembly President** a formal ballot will be  
116 developed and administered within 30 days from receipt of the petition.  
117 E. The **Assembly** may, by two-thirds vote of those voting by electronic or written ballot,  
118 may negate the action of the **Delegates** and/or accept the alternative as stated on the  
119 petition provided that each member of the **Assembly** has been given at least two weeks  
120 prior notification in writing.  
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123 **ARTICLE III.**  
124 **ASSEMBLY EXECUTIVE BOARD**  
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126 **Section 1.** The **Assembly Executive Board** shall consist of the Officers of the **Assembly** including 130  
127 the President, Vice-President, Secretary, and Past-President.  
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129 **Section 2.** The **Assembly Executive Board** shall:  
130 A. Provide general supervision of the affairs of the **Assembly** between meetings;  
131 B. Make recommendations to the **Assembly**;  
132 C. Confer prior to each regular meeting of the **Delegates** and prepare an agenda for that  
133 meeting;  
134 D. Prepare a yearly calendar of meetings of the **Delegates**, stipulating the deadlines for  
135 submitting items to be included on the agenda.  
136 E. Prepare an end of year Annual Report and disseminate to the **Assembly**.  
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138 **Section 3.** The **Assembly Executive Board** shall be subject to orders of the **Assembly**, and none of its  
139 acts shall conflict with action taken by the **Assembly**.  
140

141 **Section 4.** The **Assembly Executive Board** shall hold regular meetings on an as needed basis. Special  
142 meetings of the **Assembly Executive Board** shall be called by the President or upon written  
143 request of two members of the **Assembly Executive Board**.

144 **ARTICLE IV.**  
145 **ELECTION OF THE DELEGATES OF THE ASSEMBLY**

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147 **Section 1.** The **Assembly** shall elect nine **Delegates**.

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149 **Section 2.** One-third of the **Delegates** of the **Assembly** shall be elected each year.

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151 **Section 3.** Members of the **Assembly** eligible for election as **Delegates** shall include full-time and part-  
152 time faculty members (40% or greater), who hold neither an administrative appointment nor  
153 position of Department Head. A list of eligible members of the **Assembly** shall be prepared  
154 by the Secretary of the **Assembly** prior to each election (Article II: Section 6, Duties of the  
155 Secretary).

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157 **Section 4.** The procedures for nomination and election of **Delegates** shall be administered by the  
158 Nomination Committee as outlined in Addendum A: Nomination and Election Procedures.

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160 **Section 5.** **Delegates** shall serve for 3 years or until their successor is elected. Term of service shall  
161 begin in June of the year elected.

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163 **Section 6.** **Delegates** may serve a maximum of two consecutive terms. A **Delegate** who has served  
164 more than half a term (18 months) shall be considered to have served a full term.

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166 **Section 7.** In the event that a **Delegate** resigns or forfeits his/her elected office, the first Alternate will  
167 fill that vacancy for the remainder of the delegate's term. If no alternate is available, then the  
168 **Delegates** shall appoint an eligible faculty member to complete the resigning **Delegate's**  
169 term.

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172 **ARTICLE V.**  
173 **ELECTION OF OFFICERS**

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175 **Section 1.** **Delegates** shall elect a President, Vice-President, and Secretary. Officers shall be elected by  
176 secret ballot at the June delegates meeting. The officers shall perform the duties Described in  
177 Article II and by the Parliamentary Authority, Article XI.

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179 **Section 2.** Officers shall serve for one year or until their successors are elected. Term of office shall  
180 begin in June of the year they are elected.

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182 **Section 3.** No **Delegate** shall hold more than one office simultaneously and no **Delegate** shall be  
183 eligible to serve more than two consecutive terms in the same office.

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185 **Section 4.** In order to fulfill the duties of Past-President that individual may serve an additional year as a  
186 Delegate in situations when the term has been completed.

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188 **Section 5** **Delegates** shall fill vacancies in the offices of President, Vice-Presidents, and Secretary  
189 through elections as specified in Article V, Section 1.

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192 **ARTICLE VI.**  
193 **MEETINGS OF THE DELEGATES AND OF THE ASSEMBLY**  
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- 195 **Section 1.** Regular meetings of the **Delegates** shall be held monthly unless otherwise requested by the  
196 **President**, the **Assembly Executive Board**, or by a majority of the **Delegates**. Meetings  
197 shall be attended by all **Delegates** and **Alternates**. Meetings of the **Delegates** shall be open to  
198 all members of the faculty.  
199
- 200 **Section 2.** Any **Delegate** may call for an Executive Session of the **Delegates** during a regular meeting of  
201 the **Delegates**. At that time all visitors (i.e. anyone who is not a Delegate or Alternate  
202 Delegate) shall leave the meeting, unless the **Delegates** request the presence of a specific  
203 individual to participate in the Executive Session. To return to a Regular Session of the  
204 meeting will require a majority vote of the **Delegates** present.  
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- 206 **Section 3.** Two-thirds of the **Delegates** shall constitute a quorum for **Delegate** meetings.  
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- 208 **Section 4.** Departments not represented by **Delegates** to the **Assembly** shall be invited to send a non-  
209 voting representative to each delegate meeting to facilitate communications.  
210
- 211 **Section 5.** When **Delegates** are unable to attend the **Delegates'** monthly meeting they will contact an  
212 **Alternate Delegate** who will serve as a voting member in the **Delegates** absence. Each  
213 **Alternate Delegate** can represent one absent **Delegate**.  
214
- 215 **Section 6.** Called meetings of the **Assembly** may be initiated either by a majority of the **Assembly** or of  
216 the **Delegates**.  
217
- 218 **Section 7.** **Delegates** shall meet with the **Assembly** at least once during the Fall and Spring semesters to  
219 give a formal report to the **Assembly** summarizing the actions and recommendations of the  
220 **Delegates** since the last meeting of the **Assembly**.  
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- 222 **Section 8.** All votes, not related to the Constitution and Bylaws, will be approved by a majority vote of  
223 the **Assembly** members present during meetings of the **Assembly**.  
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227 **ARTICLE VII.**  
228 **COMMITTEES OF THE DELEGATES**  
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- 230 **Section 1.** Standing committees of the **Assembly Delegates** include, but are not limited to, the  
231 Nomination Committee and the Constitution and Bylaws Committee.  
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- 233 **Section 2.** Charges of the Nomination Committee will include recruiting and mentoring Faculty  
234 **Assembly Delegates** and officers, as well as the charges outlined in Addendum A.  
235
- 236 **Section 3.** The **Assembly Executive Board** will establish and charge task forces and ad hoc committees  
237 for the development of projects not covered by standing committees of the **Delegates**. The  
238 President will appoint members to the standing committees, task forces, and ad hoc

239 committees. Each group will elect a chair who will report on the actions of that committee at  
240 each meeting of the **Delegates**.

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242 **ARTICLE VIII.**  
243 **SCHOOL COMMITTEES**

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245 **Section 1.** The current standing committees of the SAHP as determined by the Delegates are listed in  
246 Addendum B of the Bylaws.  
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248 **Section 2.** School Committee membership and function are described in Addendum B. **Delegates** shall  
249 maintain oversight with concurrence of the Dean of the SAHP, over all School Committees.  
250 Standing and ad hoc school committees shall be added as the **Delegates** deem necessary.  
251  
252 **Section 3.** The Dean and the President will establish and charge ad hoc committees for the development  
253 of projects not covered by standing committees. The Dean and the President will appoint  
254 members to the ad hoc committee.  
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256 **Section 4.** Annual charges for committees:  
257 A. At the beginning of each academic year, the Dean, Assembly President, and Committee  
258 Chair will develop charges for each standing committee to identify and develop specific  
259 activities for the upcoming year.  
260 B. Each committee chair will report on the actions of that committee at general meetings of  
261 the **Assembly**.  
262 C. Each committee chair will submit year end reports of committee activities to the  
263 Assembly Secretary.  
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267 **ARTICLE IX.**  
268 **FACULTY SENATE**

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270 **Section 1.** Five members of the **Assembly** will serve on the Faculty Senate; including the President of  
271 the **Assembly** and four members of the **Assembly** with current or past experience as a  
272 **Delegate**. Only full-time (75% or greater) faculty are eligible to serve on the Faculty Senate.  
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274 **Section 2.** Two Faculty Senate representatives will attend meetings of the **Delegates** to report the  
275 activities of the Senate.  
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281 **ARTICLE X.**  
282 **FISCAL YEAR**

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284 **Section 1.** The fiscal year shall follow the fiscal year of the LSU Health Sciences Center [Presently July  
285 1 – June 30].  
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**ARTICLE XI.  
PARLIAMENTARY AUTHORITY**

**Section 1.** The rules contained in the latest edition of Robert’s Rules of Order shall govern the **Assembly** in all cases unless they conflict with these Bylaws or any special rules of order the **Assembly** shall adopt.

**ARTICLE XII.  
AMENDMENT OF BYLAWS**

**Section 1.** The Bylaws may be amended by a two-thirds majority vote of the total votes cast by the membership of the **Assembly**. Voting shall be by electronic or written ballot, or some combination thereof. The decision on the type of ballot used shall be determined by the **Delegates**. Confidentiality will be maintained where deemed appropriate. The amendment must be submitted in writing for discussion at a regular meeting of the **Delegates** and approved by the **Delegates** before being submitted to the Assembly for a vote.

**Section 2.** The Nomination and the Committee Addendums to Bylaws, and any other addends to these Bylaws, can be modified by consensus of the **Delegates**.