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 faculty members (75% 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;
C. Appoint Delegates to the committees of the delegates described in Article VII;
D. Be a voting member of the Assembly;
E. Schedule meetings of the Assembly Executive Board;
F. Schedule regular meetings of the Assembly Executive Board with the SAHP Dean;
G. State clearly each issue being voted on before the vote is taken and announce to the Assembly the results of the vote;
H. Appoint a member of the Assembly to keep records of any meeting where the Secretary is absent;
I. Transmit to the SAHP Dean all recommendations and/or actions approved by the Assembly;
J. Serve as an ex-officio member of the Dean’s Executive Committee and Administrative Council;
K. Represent SAHP as a Senator to the LSUHSC Faculty Senate.

Section 5. The Vice-President shall:
A. Assume, in the absence of the President, the duties of the President;
B. Assume the duties of President if the position is vacated;
C. Be a voting member of the Assembly;
D. Be a member of the SAHP Assembly Executive Board;
E. Perform other duties as assigned by the President.

Section 6. The Secretary shall:
A. Record and maintain clear minutes and all transactions of the Assembly, including, monthly meetings, faculty forums, general faculty meetings, executive committee meetings, etc.;
B. Schedule and announce the meetings of the Assembly and Delegates;
C. Distribute all meeting minutes to the Delegates within two weeks of each meeting;
D. Distribute all meeting minutes to the Assembly after they are approved by the Delegates;
E. Maintain an up-to-date compilation of all Assembly policies and related resolutions;
F. Distribute ballots to all members of the Assembly and in addition, collect the ballots, in all voting and election matters related to the SAHP;
G. Maintain and distribute a list of all current elected Delegates and the respective term of office;
H. Post a reminder for all meetings with the agenda one week prior to the meeting date;
I. Notify the Assembly of any change in regularly designated times and places;
J. Maintain a current list of all eligible members of the Assembly;
K. Maintain an attendance record of the Delegates meetings;
L. Be a member of the Nomination Committee, a standing committee of the Delegates;
M. Be a member of the Assembly Executive Board;
N. Perform other duties as assigned by the President.

Section 7. The Past-President shall:
A. Serve as a member of the Assembly Executive Board;
B. Attend all scheduled meetings of the Delegates, Assembly Executive Board, and meetings of the Assembly;
C. Serve as Chair of the Nomination Committee;
D. Perform other duties as assigned by the President.
Section 8. Any officer not performing assigned duties will receive written notification of charges and shall appear before the Delegates to answer said charges. Any officer may be removed by two-thirds vote of the Delegates.

Section 9. A Delegate shall forfeit his/her elected office if absent from three regularly scheduled meetings without written notification to the Secretary of the Assembly. After missing two consecutive delegate meetings the Secretary shall give written notification to the Delegate stating that absence from the next regularly scheduled meeting will result in forfeiture of elected office.

Section 10. Recommendations and/or actions of the Delegates shall be provided to the Assembly. The Assembly may petition the Delegates to change any action via the following mechanism:
A. Any member of the Assembly may create a petition that states a clear description of the complaint with possible resolution options or alternatives.
B. The petition must be accompanied by signatures from members of the Assembly whose number is equal to 15% of the current eligible members of the Assembly.
C. The petition must be submitted to the Assembly within 30 days of the initial distribution of the action by the Assembly.
D. Once the petition is submitted to the Assembly President a formal ballot will be developed and administered within 30 days from receipt of the petition.
E. The Assembly may, by two-thirds vote of those voting by electronic or written ballot, may negate the action of the Delegates and/or accept the alternative as stated on the petition provided that each member of the Assembly has been given at least two weeks prior notification in writing.

ARTICLE III.
ASSEMBLY EXECUTIVE BOARD

Section 1. The Assembly Executive Board shall consist of the Officers of the Assembly including the President, Vice-President, Secretary, and Past-President.

Section 2. The Assembly Executive Board shall:
A. Provide general supervision of the affairs of the Assembly between meetings;
B. Make recommendations to the Assembly;
C. Confer prior to each regular meeting of the Delegates and prepare an agenda for that meeting;
D. Prepare a yearly calendar of meetings of the Delegates, stipulating the deadlines for submitting items to be included on the agenda.
E. Prepare an end of year Annual Report and disseminate to the Assembly.

Section 3. The Assembly Executive Board shall be subject to orders of the Assembly, and none of its acts shall conflict with action taken by the Assembly.

Section 4. The Assembly Executive Board shall hold regular meetings on an as needed basis. Special meetings of the Assembly Executive Board shall be called by the President or upon written request of two members of the Assembly Executive Board.
ARTICLE IV.
ELECTION OF THE DELEGATES OF THE ASSEMBLY

Section 1. The Assembly shall elect nine Delegates.

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

Section 3. Members of the Assembly eligible for election as Delegates shall include full-time faculty who hold neither an administrative appointment nor position of Department Head or Program Director/Program coordinator. A list of eligible members of the Assembly shall be prepared by the Secretary of the Assembly prior to each election (Article II: Section 6, Duties of the Secretary).

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

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

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

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

ARTICLE V.
ELECTION OF OFFICERS

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

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

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

Section 4. Delegates shall fill vacancies in the offices of President, Vice-Presidents, and Secretary through elections as specified in Article V, Section 1.
ARTICLE VI.
MEETINGS OF THE DELEGATES AND OF THE ASSEMBLY

Section 1. Regular meetings of the Delegates shall be held monthly unless otherwise requested by the President, the Assembly Executive Board, or by a majority of the Delegates. Meetings shall be attended by all Delegates and Alternates. Meetings of the Delegates shall be open to all members of the faculty.

Section 2. Any Delegate may call for an Executive Session of the Delegates during a regular meeting of the Delegates. At that time all visitors (i.e. anyone who is not a Delegate or Alternate Delegate) shall leave the meeting, unless the Delegates request the presence of a specific individual to participate in the Executive Session. To return to a Regular Session of the meeting will require a majority vote of the Delegates present.

Section 3. Two-thirds of the Delegates shall constitute a quorum for Delegate meetings.

Section 4. Departments not represented by Delegates to the Assembly shall be invited to send a non-voting representative to each delegate meeting to facilitate communications.

Section 5. When Delegates are unable to attend the Delegates’ monthly meeting they will contact an Alternate Delegate who will serve as a voting member in the Delegates absence. Each Alternate Delegate can represent one absent Delegate.

Section 6. Called meetings of the Assembly may be initiated either by a majority of the Assembly or of the Delegates.

Section 7. Delegates shall meet with the Assembly at least once during the Fall and Spring semesters to give a formal report to the Assembly summarizing the actions and recommendations of the Delegates since the last meeting of the Assembly.

Section 8. All votes, not related to the Constitution and Bylaws, will be approved by a majority vote of the Assembly members present during meetings of the Assembly.

ARTICLE VII.
COMMITTEES OF THE DELEGATES

Section 1. Standing committees of the Assembly Delegates include, but are not limited to, the Nomination Committee and the Constitution and Bylaws Committee.

Section 2. Charges of the Nomination Committee will include recruiting and mentoring Faculty Assembly Delegates and officers, as well as the charges outlined in Addendum A.

Section 3. The Assembly Executive Board will establish and charge task forces and ad hoc committees for the development of projects not covered by standing committees of the Delegates. The President will appoint members to the standing committees, task forces, and ad hoc committees. Each group will elect a chair who will report on the actions of that committee at each meeting of the Delegates.
ARTICLE VIII.
SCHOOL COMMITTEES

Section 1. The standing committees of the SAHP include but are not limited to:
A. Academic Affairs
B. Grand Rounds
C. Promotion and Tenure
D. Grants/Research
E. Recruitment
F. Graduate Studies
G. Clinics
H. Student Affairs
I. Continuing Professional Development
J. Alumni Affairs

Section 2. School Committee membership and function are described in Addendum B. Delegates shall maintain oversight with concurrence of the Dean of the SAHP, over all School Committees. Standing and ad hoc school committees shall be added as the Delegates deem necessary.

Section 3. The Dean and the President will establish and charge ad hoc committees for the development of projects not covered by standing committees. The Dean and the President will appoint members to the ad hoc committee.

Section 4. Annual charges for committees:
A. At the beginning of each academic year, the Dean, Assembly President, and Committee Chair will develop charges for each standing committee to identify and develop specific activities for the upcoming year.
B. Each committee chair will report on the actions of that committee at general meetings of the Assembly.
C. Each committee chair will submit year end reports of committee activities to the Assembly Secretary

ARTICLE IX.
FACULTY SENATE

Section 1. Five members of the Assembly will serve on the Faculty Senate; including the President of the Assembly and four members of the Assembly with current or past experience as a Delegate.

Section 2. Two Faculty Senate representatives will attend meetings of the Delegates to report the activities of the Senate,
ARTICLE X.
FISCAL YEAR

Section 1. The fiscal year shall follow the fiscal year of the LSU Health Sciences Center [Presently July 1 – June 30].

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.