

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 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;

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

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65 **Section 5.**

The **Vice-President** shall:

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

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72 **Section 6.**

The **Secretary** shall:

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

92
93 **Section 7.**

The **Past-President** shall:

- 94 A. Serve as a member of the **Assembly Executive Board**;
95 B. Attend all scheduled meetings of the **Delegates, Assembly Executive Board**, and
96 meetings of the **Assembly**;
97 C. Serve as Chair of the Nomination Committee;
98 D. Perform other duties as assigned by the President.

- 99 **Section 8.** Any officer not performing assigned duties will receive written notification of charges and
100 shall appear before the **Delegates** to answer said charges. Any officer may be removed by
101 two-thirds vote of the **Delegates**.
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- 103 **Section 9.** A **Delegate** shall forfeit his/her elected office if absent from three regularly scheduled
104 meetings without written notification to the Secretary of the **Assembly**. After missing two
105 consecutive delegate meetings the **Secretary** shall give written notification to the **Delegate**
106 stating that absence from the next regularly scheduled meeting will result in forfeiture of
107 elected office.
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- 109 **Section 10.** Recommendations and/or actions of the **Delegates** shall be provided to the
110 **Assembly**. The **Assembly** may petition the **Delegates** to change any action via the
111 following mechanism:
112 A. Any member of the **Assembly** may create a petition that states a clear description of the
113 complaint with possible resolution options or alternatives.
114 B. The petition must be accompanied by signatures from members of the **Assembly** whose
115 number is equal to 15% of the current eligible members of the **Assembly**.
116 C. The petition must be submitted to the **Assembly** within 30 days of the initial
117 distribution of the action by the **Assembly**.
118 D. Once the petition is submitted to the **Assembly President** a formal ballot will be
119 developed and administered within 30 days from receipt of the petition.
120 E. The **Assembly** may, by two-thirds vote of those voting by electronic or written ballot,
121 may negate the action of the **Delegates** and/or accept the alternative as stated on the
122 petition provided that each member of the **Assembly** has been given at least two weeks
123 prior notification in writing.
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126 **ARTICLE III.**
127 **ASSEMBLY EXECUTIVE BOARD**
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- 129 **Section 1.** The **Assembly Executive Board** shall consist of the Officers of the **Assembly** including
130 the President, Vice-President, Secretary, and Past-President.
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- 132 **Section 2.** The **Assembly Executive Board** shall:
133 A. Provide general supervision of the affairs of the **Assembly** between meetings;
134 B. Make recommendations to the **Assembly**;
135 C. Confer prior to each regular meeting of the **Delegates** and prepare an agenda for that
136 meeting;
137 D. Prepare a yearly calendar of meetings of the **Delegates**, stipulating the deadlines for
138 submitting items to be included on the agenda.
139 E. Prepare an end of year Annual Report and disseminate to the **Assembly**.
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- 141 **Section 3.** The **Assembly Executive Board** shall be subject to orders of the **Assembly**, and none of
142 its acts shall conflict with action taken by the **Assembly**.
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- 144 **Section 4.** The **Assembly Executive Board** shall hold regular meetings on an as needed basis.
145 Special meetings of the **Assembly Executive Board** shall be called by the President or
146 upon written request of two members of the **Assembly Executive Board**.
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**ARTICLE IV.
ELECTION OF THE DELEGATES OF THE ASSEMBLY**

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- 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.

197 **ARTICLE VI.**

198 **MEETINGS OF THE DELEGATES AND OF THE ASSEMBLY**

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

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

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

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

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

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

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

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

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231 **ARTICLE VII.**

232 **COMMITTEES OF THE DELEGATES**

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

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

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

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**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,

295 **ARTICLE X.**
296 **FISCAL YEAR**

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

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305 **Section 1.** The rules contained in the latest edition of Robert’s Rules of Order shall govern
306 the **Assembly** in all cases unless they conflict with these Bylaws or any special rules
307 of order the **Assembly** shall adopt.
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310 **ARTICLE XII.**
311 **AMENDMENT OF BYLAWS**

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314 **Section 1.** The Bylaws may be amended by a two-thirds majority vote of the total votes cast
315 by the membership of the **Assembly**. Voting shall be by electronic or written ballot, or
316 some combination thereof. The decision on the type of ballot used shall be determined by
317 the Delegates. Confidentiality will be maintained where deemed appropriate. The
318 amendment must be submitted in writing for discussion at a regular meeting of the
319 **Delegates** and approved by the **Delegates** before being submitted to the Assembly for a
320 vote.
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322 **Section 2.** The Nomination and the Committee Addendums to Bylaws, and any other addends to these
323 Bylaws, can be modified by consensus of the **Delegates**.