

BYLAWS OF THE FACULTY ASSEMBLY

The mission of the Louisiana State University Health Sciences Center, School of Allied Health Professions is to promote development of the highest levels of intellectual and professional endeavor in programs of instruction, research, and service in the field of Allied Health. Accordingly, full-time Faculty of the School of Allied Health Professions seek to attain that goal through creation of an environment where academic excellence may flourish. Because unified efforts of both Faculty and Administration are essential in this common endeavor, members of the Faculty have organized this Assembly with elected Delegates to serve as representatives. Delegates of the Assembly constitute an elected body designed to provide an active, informed faculty with a formal mechanism for input into academic processes and promoting communication between Faculty and Administration. Delegates of the Assembly will reflect faculty issues regarding ongoing and planned operations within the Health Sciences Center and will communicate these issues to the Administration.

Objectives and purposes of the Faculty Assembly are:

1. review, make recommendations for change, and support the overall goals and policies of the School of Allied Health Professions and the Health Sciences Center;
2. provide a forum for expression of faculty needs and concerns among the School of Allied Health Programs and with the Health Sciences Center Faculty;
3. assist administration and faculty by counsel and suggestion in planning;
4. foster communication between the School of Allied Health Professions faculty and faculties of other schools within the Health Sciences Center and the administrations of the School of Allied Health Professions and the Health Sciences Center;
5. initiate and conduct activities that will foster the continuation and development of Allied Health programs; improve the quality of their services and contribute to the general well-being of the faculty;
6. declare and support the principle of academic freedom for all faculty.

The Bylaws of the **Assembly** are subject to rules and regulations of the Board of Regents, Board of Supervisors, President of the LSU System, Chancellor of the Health Sciences Center, and Dean of the School of Allied Health Professions. **Faculty members** from all departments and administrators with faculty appointments shall hold membership in the **Assembly** and are invited and encouraged to participate.

ARTICLE I. MEMBERSHIP OF THE FACULTY ASSEMBLY

Section 1. The name of the organization shall be the Faculty Assembly of the School of Allied Health Professions. The term **Assembly** shall refer to the Faculty of the School of Allied Health Professions in New Orleans (NO) and Shreveport (S). The term **Faculty** shall refer to the members of the academic staff holding the rank of Professor, Professor of *Clinical, Associate Professor, Associate Professor of *Clinical, Assistant Professor, Assistant Professor of * Clinical or Instructor and whose performance is evaluated by the Promotions and Tenure Committee of the School of Allied Health. Adjunct and gratis faculty are not eligible for membership in the **Assembly**. The term **Delegate** shall refer to the

members of the **Assembly** elected as representatives. All meetings of the **Assembly** and meetings of the **Delegates** are open to all faculty, including adjunct and gratis faculty, and administrators without academic appointments. Only members of the **Assembly** are eligible to vote.

Note: *Department Name

ARTICLE II. NATURE AND FUNCTION OF THE ASSEMBLY, DELEGATES AND OFFICERS

- Section 1.** **Delegates** shall be elected from eligible members of the **Assembly** in accordance with Article V of the Bylaws.
- Section 2.** **Delegates** shall represent the **Assembly** and shall voice opinions and sentiments of the **Assembly** in matters of the School of Allied Health Professions and issues of the Health Sciences Center that affect the functioning of the School of Allied Health Professions. **Delegates** shall report all their actions and findings to the **Assembly** and the Dean of the School of Allied Health Professions.
- Section 3.** Officers of the **Assembly** shall consist of a President, President-Elect, two Vice Presidents and two Secretaries. The offices of President and President-Elect shall alternate between NO and S annually. Each Campus will have a Vice-President and a Secretary.

Duties of the President will be:

- direct the delegates to meet;
- attend all scheduled meetings of **Delegates** on their respective campus and any other called meetings;
- prepare the agenda and preside at all meetings of the **Assembly**;
- authenticate, by signature when necessary, all acts, orders, and proceedings of the **Assembly**;
- announce the business before the **Assembly**;
- preserve order and decorum;
- decide all questions of order;
- represent and stand for the **Assembly**;
- represent the **Assembly** at the Administrative Council;
- serve as a liaison with the Administration of the School of Allied Health and/or Medical Center;
- serve as the **Assembly** representative on the Administrative Council and Executive Committee/Deans' Advisory Committee of the School of Allied Health Professions on the campus of their residence.

Duties of the President-Elect will be:

- attend all scheduled meetings of **Delegates** and Executive Committee and any other called meeting;
- preside over the meeting of the **Assembly** and fulfill other duties of the President in the absence of the President;
- serve as the **Assembly** representative on the Administrative Council and Executive Committee/Dean's Advisory Committee of the School of Allied Health Professions on

the campus of their residence.

Duties of the Vice-Presidents will be:

preside over all **Delegate** meetings on respective campuses;
announce the business before the Delegates;
preserve order and decorum;
appoint a parliamentarian;
report all actions or recommendations to the President and/or President-elect.

Duties of the Secretaries will be:

attend all meetings on their respective campuses;
keep a record of all proceedings;
read the minutes of the meetings;
prepare a list of eligible members before each election;
maintain a roster of members of the **Assembly**;
circulate the agenda for meetings two weeks prior to the meeting;
insure that the agenda is posted in areas available to the faculty;
perform other duties assigned by the President;
prepare an annual report each July 1 of **Delegates'** activities, recommendations and findings which shall be available to all **Assembly** members and shall be forwarded to the Dean's office for archival. This report will include a listing of the Delegates and the names of individuals elected to begin 3-year terms of service.

Section 4. The President-Elect, President, and immediate Past President of the **Assembly** when possible shall serve as representatives for the School of Allied Health Professions at Health Sciences Center Senate meetings. If one of these officers is not available, the Delegates may appoint another Delegate to this position.

Section 5. Any officer not performing assigned duties will receive written notification of charges and shall appear before the **Delegates** to answer said charges. An officer may be removed by two-thirds vote of the **Delegates**.

Section 6. A **Delegate** shall forfeit his/her elected office if absent from three regularly scheduled meetings without notification to the Secretary of the **Delegates of the Assembly** on the respective campus. A **Delegate** must notify an Alternate to serve in the **Delegate's** absence. An Alternate may cover for more than one Delegate when necessary, but has only one vote. The Secretary of the appropriate campus **Assembly** shall give written notification to the **Delegate** stating that absence from the next regularly scheduled meeting will result in forfeiture of elected office.

Section 7. Recommendations of the **Delegates** shall be submitted to the **Assembly** for review and approval. The **Assembly** may, by two-thirds vote of those voting by written ballot modify, overrule, or change any action taken by the **Delegates** provided that each member of the **Assembly** has been given at least two weeks prior notification in writing.

**ARTICLE III.
EXECUTIVE COMMITTEE**

- Section 1.** The Executive Committee shall consist of the President, President-Elect, two Vice-Presidents and two Secretaries.
- Section 2.** The Executive Committee shall:
provide general supervision of the affairs of the **Assembly** between meetings;
fix the time and place of meetings;
make recommendations to the **Assembly**;
perform such other duties as are consistent with these Bylaws.
- Section 3.** The Executive Committee shall be subject to orders of the **Assembly**, and none of its acts shall conflict with action taken by the **Assembly**.
- Section 4.** The Executive Committee shall hold regular meetings on an as needed basis. Special meetings of the Executive Committee shall be called by the President or upon written request of three members of the Committee.

ARTICLE IV. COMMITTEES

- Section 1.** Delegates shall maintain oversight of all School committees. Standing committees shall be established as the Delegates deem necessary. School Committee function and membership are described in the Committee Addendum.
- Section 2.** At the beginning of each academic year, the Dean charges each committee to identify and develop specific activities for the upcoming year. Each committee chair will report on the actions of that committee at each regular faculty meeting. Year end reports of committee activities are submitted by the committee chair to the Dean.

ARTICLE V. 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 Executive Committee, or by a majority of the **Delegates**. Meetings on each campus shall be attended by all **Delegates** and **Alternates**. Meetings of the **Delegates** shall be open to all members of the faculty.
- Section 2.** Two-thirds of the **Delegates** shall constitute a quorum.
- Section 3.** A majority vote of the **Delegates** shall initiate a closed session.
- Section 4.** Called meetings of the **Assembly** may be initiated either by a majority of the **Assembly** or of the **Delegates**.
- Section 5.** **Delegates** from each campus shall meet with the **Assembly** on their respective campuses at least once during the Fall and Spring semesters and report activities and recommendations to the **Assembly**.

Section 6. The regular meeting of the **Assembly** in the spring shall be known as the annual meeting and shall be for the purpose of presenting a formal report to the **Assembly** summarizing the actions and recommendations of the **Delegates** since the last annual meeting.

Section 7. Departments not represented by delegates to the **Assembly** on each campus shall be invited to send a non-voting representative to each delegate meeting to facilitate communications.

ARTICLE VI. ELECTION OF THE DELEGATES OF THE ASSEMBLY

Section 1. The **Assembly** shall elect 18 **Delegates**. Nine **Delegates** shall be members of the **Assembly** from NO campus, nine **Delegates** shall be members of the **Assembly** from S campus.

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, 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 2, Duties of the Secretary).

Section 4. The procedures for nomination and election of **Delegates** shall be administered by the Nominating Committee.

Section 5. Nomination of **Delegates** shall be held annually in the spring. Each member of the **Assembly** will receive a nomination ballot and may nominate one person. The place and deadline date for return of the nomination shall be stated on the ballot and shall not be more than two weeks following mailing of the ballot. Nominations received after the stated deadline shall not be considered. The nomination ballot must be signed by the member of the **Assembly** making the nomination.

Section 6. The number of nominees shall be limited to not more than three times the number of seats to be filled. Each nominated member shall be notified within one week after the close of nominations. Only those members who submit the acceptance of the nomination in writing will be placed on the ballot. Ties shall be broken by lot.

Section 7. Election of **Delegates** shall be held after the spring meeting. Each member of the **Assembly** will receive a ballot for his/her campus. The ballot shall list, in alphabetical order, names of the nominees. The deadline for return of the election ballot shall be stated on the ballot and shall not be more than two weeks following mailing of ballots. Late ballots will be considered invalid. The ballot shall be returned to Secretary of the **Assembly** in a self-addressed envelope included with the ballot. The return envelope shall have a space for the voting member's department and signature.

- Section 8.** NO and S **Assembly** members may each vote for three nominees. The three candidates receiving the most votes on each campus shall be elected **Delegates** and the four candidates (two - NO and two - S) receiving the next highest number of votes shall fill the first and second alternate **Delegate** positions. Ties shall be broken by lot.
- Section 9.** **Delegates** shall serve for 3 years or until their successor is elected. Term of service shall begin at the first Delegates's meeting following the Spring Election.
- Section 10.** **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 11.** 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. The Delegates shall then appoint an eligible faculty member to complete the Alternate's term.

ARTICLE VII. ELECTION OF OFFICERS

- Section 1.** **Delegates** shall elect a President-Elect maintaining campus representation on a rotating basis. Each campus shall elect a Vice-President and a Secretary from among the **Delegates** of that campus. The officers shall perform the duties prescribed in Article II and by the Parliamentary Authority, Article IX.
- Section 2.** Officers shall serve for one year or until their successors are elected. Term of office shall begin at the close of the meeting at which they are elected. President-Elect shall become President for the next term. **Delegates** with a year or less remaining in their current term are not eligible for election to President-Elect.
- 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. The President may not be elected President-Elect for the succeeding term.
- Section 4.** **Delegates** shall fill vacancies in the offices of President, President-Elect, Vice-Presidents, and Secretaries through elections as specified in Article VII, Section 1.

ARTICLE VIII. FISCAL YEAR

- Section 1.** The fiscal year shall follow the fiscal year of the LSU Health Sciences Center. Presently July 1 - June 30.

**ARTICLE IX.
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 X.
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 written ballot. The amendment must be submitted in writing for discussion at the previous regular meeting.

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

June 15, 1999. Name changed from Louisiana State University Medical Center to Louisiana State University Health Sciences Center-November 1999.