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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 Professions, Senior Vice 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. The Faculty Assembly recognizes two distinct groups within the SAHP, the Faculty Assembly and the Faculty Administration. The Members of the **Assembly** include full-time and part-time faculty members (40% or greater), with an academic rank of Instructor or above from all SAHP departments and all SAHP administrators with faculty appointments.

Section 2. Meetings. Meetings of the **Assembly** and delegate meetings are open to all members of the Faculty Assembly, including part-time and gratis faculty. Members of the Faculty Administration (Program Directors, Department Heads, Associate Deans, Assistant Deans, and the Dean of SAHP) should attend the Delegate meetings by invitation only.

Section 3. 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 the 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.

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

39 A. If a Delegate anticipates being absent, the Delegate must notify the Secretary within 24
40 hours of the absence. In this communication, the Delegate should also identify a proxy
41 to facilitate communication and information dissemination and identify the appropriate
42 Alternate Delegate as their voting member, if necessary.

43 B. Each Alternate Delegate can represent one absent Delegate. A proxy should be
44 someone from the Delegate's department but must not be another Delegate.

45 C. A Delegate should not miss more than 2 meetings annually without prior notice to the
46 secretary and a proxy. Additionally, a Delegate cannot miss more than 4 meetings in a
47 fiscal year. Should either of these occur, the Delegate will receive written notification
48 of charges and shall appear before the Delegates to answer said charges. In this case,
49 the Delegate may be removed by a two-thirds vote of the Delegates.

50 **Section 3.** Officers of the **Assembly** shall consist of the Faculty Assembly President, Faculty Assembly
51 Vice-President (President-Elect), Faculty Assembly Secretary, and Faculty Assembly Past-
52 President. The officers of the **Assembly** will comprise the **Assembly Executive Board**.

53 **Section 4.** The Faculty Assembly **President** shall:

54 A. Prepare the agenda and preside over meetings of the Assembly, Assembly Delegates,
55 and the Assembly Executive Board;

56 B. With concurrency of the Dean of the SAHP, appoint eligible faculty members to the
57 Assembly standing committees;

58 C. Appoint Delegates to the committees of the delegates described in Article VII;

59 D. Schedule meetings of the Assembly Executive Board as needed;

60 E. Schedule meetings of the Assembly Executive Board in coordination with the Dean of
61 the SAHP as needed;

62 F. State each issue clearly before the vote is taken, and announce to the Assembly the
63 results of the vote;

64 G. Appoint a member of the Assembly to keep records of any meeting where the Faculty
65 Assembly Secretary is absent;

66 H. Transmit to the Dean of the SAHP all recommendations and/or actions approved by the
67 Assembly;

68 I. Serve as an ex-officio member of the Dean of the SAHP's Executive Committee and
69 Administrative Council;

70 J. Represent SAHP as a Senator to the LSUHSC Faculty Senate to be served concurrently
71 during Executive Board term.

72 K. Participate in SAHP Faculty interviews as needed in accordance with the Faculty
73 Assembly Interview Policy and Procedure

- 75 **Section 5.** The Faculty Assembly **Vice-President (President-Elect)** shall:
- 76 A. Assume, in the absence of the Faculty Assembly President, the duties of the Faculty
77 Assembly President;
- 78 B. Assume the duties of the Faculty Assembly President if the position is vacated;
- 79 C. Perform other duties as assigned by the **Faculty Assembly President**
- 80 D. Chair the FA Constitution and Bylaws Committee
- 81 E. Serve as President for the following academic year
- 82 **F.** Represent SAHP as a Senator to the LSUHSC Faculty Senate to be served concurrently
83 during Executive Board term.
- 84 **G.** Participate in SAHP Faculty interviews as needed in accordance with the Faculty
85 Assembly Interview Policy and Procedure

- 86 **Section 6.** The **Faculty Assembly Secretary** shall:
- 87 A. Record and maintain clear minutes and all transactions of the **Assembly**, including,
88 monthly meetings, faculty forums, general faculty meetings, executive committee
89 meetings, official correspondence etc.;
- 90 B. Schedule and announce the meetings of the **Assembly of Delegates**;
- 91 C. Distribute all meeting minutes to the **Delegates** prior to each meeting;
- 92 D. Distribute all meeting minutes to the **Assembly** regularly following minute approval by the
93 **Delegates**;
- 94 E. Maintain an up-to-date compilation of all **Assembly** policies and related resolutions;
- 95 F. Distribute ballots to all members of the **Assembly** and in addition, collect the ballots, in
96 all voting and election matters related to the SAHP;
- 97 G. Maintain and distribute a list of all current elected **Delegates** and the respective term of
98 office;
- 99 H. Post a reminder for all meetings with the agenda one week before the meeting date;
- 100 I. Notify the **Assembly** of any change in regularly designated times and places;
- 101 J. Obtain a current list of all eligible members of the **Assembly** as needed;
- 102 K. Maintain an attendance record of the **Delegate's** meetings;
- 103 L. Perform other duties as assigned by the **Faculty Assembly President**.
- 104 M. Participate in SAHP Faculty interviews as needed in accordance with the Faculty
105 Assembly Interview Policy and Procedure.

- 106 **Section 7.** The Faculty Assembly **Past-President** shall:
- 107 A. Attend all scheduled meetings of the **Delegates, Assembly Executive Board,** and
108 meetings of the **Assembly**;
- 109 B. Serve as Chair of the Nomination Committee;

110 C. Perform other duties as assigned by the **Faculty Assembly President**.

111 D. Participate in SAHP Faculty interviews as needed in accordance with the Faculty
112 Assembly Interview Policy and Procedure

113 **Section 8.** A Faculty Assembly **Delegate** shall:

114 A. Attend all meetings of the **Delegates** and of the **Assembly**

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116 B. Actively participate and contribute to the Faculty Assembly including but not limited to
117 discussions, decision-making processes, committee work, and collaborative planning
118 sessions to advance the Mission and Purpose of the Faculty Assembly.

119 **Section 9.** A Faculty Assembly **Alternate Delegate** shall:

120 A. Attend all meetings of the **Delegates** and of the **Assembly**;

121
122 B. Actively participate and contribute to the **Faculty Assembly** including but not limited to
123 discussions, decision-making processes, committee work, and collaborative planning
124 sessions to advance the Mission and Purpose of the Faculty Assembly;

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126 C. Assume a voting role only in the absence of a **Delegate**. The first alternate shall serve as
127 the voting member when one **Delegate** is absent. If more than one **Delegate** is absent,
128 alternates shall assume voting roles in numerical order as designated.

129 **Section 10.** Meetings and duties associated with the **Faculty Assembly** shall take precedence over other
130 professional obligations whenever possible. See Article II, Section 2 for attendance
131 expectations.

132 **Section 11.** Recommendations and/or actions of the **Delegates** shall be provided to the **Assembly**. The
133 **Assembly** may petition the **Delegates** to change any action via the following mechanism:

134 A. Any member of the **Assembly** may create a petition that states a clear description of the
135 complaint with possible resolution options or alternatives.

136 B. The petition must be accompanied by signatures from members of the **Assembly** whose
137 number is equal to 15% of the current eligible members of the **Assembly**.

138 C. The petition must be submitted to the **Assembly** within 30 days of the initial distribution
139 of the action by the **Assembly**.

140 D. Once the petition is submitted to the **Faculty Assembly** a formal ballot will be
141 developed and administered within 30 days from receipt of the petition.

142 E. The **Assembly** may, by a two-thirds vote of those voting by electronic or written ballot,
143 may negate the action of the **Delegates** and/or accept the alternative as stated on the
144 petition provided that each member of the **Assembly** has been given at least two weeks
145 prior notification in writing.

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148 **ARTICLE III.**

149 **ASSEMBLY EXECUTIVE BOARD**

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151 **Section 1.** The **Assembly Executive Board** shall consist of the Officers of the **Assembly** including the
152 Faculty Assembly President, Faculty Assembly Vice-President (President-Elect), Faculty
153 Assembly Secretary, and Faculty Assembly Past-President.

154 **Section 2.** The **Assembly Executive Board** shall:

155 A. Provide general supervision of the affairs of the **Assembly** between meetings;

156 B. Make recommendations to the **Assembly**;

157 C. Confer before each regular meeting of the **Delegates** and assist in preparation of an
158 agenda for the meeting;

159 D. Prepare a yearly calendar of meetings of the **Delegates**, stipulating the deadlines for
160 submitting items to be included on the agenda.

161 E. Prepare an end of year Annual Report and disseminate it to the **Assembly**.

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

164 **Section 4.** The **Assembly Executive Board** shall hold regular meetings on an as-needed basis. Special
165 meetings of the **Assembly Executive Board** shall be called by the Faculty Assembly
166 President or upon written request of two members of the **Assembly Executive Board**.

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168 **ARTICLE IV.**

169 **ELECTION OF THE DELEGATES OF THE ASSEMBLY**

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

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

172 **Section 3.** Members of the **Assembly** eligible for election as **Delegates** shall include full-time and part-
173 time faculty members (40% or greater), who hold neither an administrative appointment nor
174 the position of Department Head.

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

177 A. Members of the **Assembly** eligible for election as **Delegates** shall include faculty as
178 defined in Article IV. Section 3, Election of the Delegates of the Assembly.

179 B. The Nomination Committee will consist of the Past-President, serving as chair, and a
180 minimum of two other **Delegates** appointed by the President.

181 C. The procedures for nomination and election of **Delegates** shall be administered by the
182 Nomination Committee as defined in Article IV. Section 4, Election of the Delegates of
183 the Assembly

184 D. Nomination of **Delegates** shall be held annually in the spring. Each member of the
185 **Assembly** will receive a nomination ballot and may nominate one person. The place and

186 deadline date for the return of the nomination shall be stated on the ballot. Nominations
187 received after the stated deadline shall not be considered unless there are not enough
188 nominees to fill vacant positions. The identity of the member of the **Assembly** making
189 the nomination must be identifiable (signature, email address, etc.)

190 E. After the close of nominations, each nominee will be notified and given one week to
191 accept.

192 F. Election of **Delegates** shall be held after or during the spring general meeting. Each
193 member of the **Assembly** will receive either an electronic or written ballot with voting
194 procedures.

195 G. **Assembly** members may each vote for three nominees. Votes will be counted by the
196 Nomination Committee. Ties shall be broken by lot. The two candidates receiving the
197 next highest number of votes shall fill the first and second alternate **Delegate** positions.

198 H. If there are not more than 2-3 people nominated for **Delegates'** seats, the first and a
199 second alternate may be elected by the **Assembly** or appointed by the **Delegates**

200 I. **Faculty Assembly Delegates** may appoint **Delegates** and alternates during the school
201 year to fulfill vacancies for the rest of the term, as stated in Article IV, Section 7,
202 Election of the Delegates of the Assembly.

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

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

207 **Section 7.** If a **Delegate** resigns or forfeits their elected office, the first Alternate will fill that vacancy
208 for the remainder of the delegate's term. If no alternate is available, then the **Delegates** shall
209 appoint an eligible faculty member to complete the resigning **Delegate's** term.

211 **ARTICLE V.**

212 **ELECTION OF OFFICERS**

213
214 **Section 1.** **Delegates** shall elect a Faculty Assembly President, Faculty Assembly Vice-President
215 (President-Elect), and Faculty Assembly Secretary. Officers shall be elected by secret ballot
216 at the July delegate's meeting. The officers shall perform the duties described in Article II
217 and by the Parliamentary Authority, Article XI.

218 **Section 2.** Officers shall serve for one year or until their successors are elected. The term of office shall
219 begin in July of the year they are elected.

220 **Section 3.** No **Delegate** shall hold more than one office simultaneously and no **Delegate** shall be
221 eligible to serve more than two consecutive terms in the same office. The **Past-President**
222 may not be elected **President-Elect** for the succeeding term.

223 **Section 4.** To fulfill the duties of Faculty Assembly Past-President, that individual may serve one
224 additional year as an ex-officio Delegate after completing their elected term. The original

225 delegate seat will be declared vacant. The ex-officio Delegate (Past-President) shall not have
226 voting privileges.

227 **Section 5.** **Delegates** shall fill vacancies in the offices of Faculty Assembly President, Faculty
228 Assembly Vice-President (President-Elect), and Faculty Assembly Secretary through
229 elections as specified in Article V, Section 1.

230 **Section 6.** If a Delegate is elected President-Elect during the third year of their term, the Delegate's
231 term shall be extended for one additional year to fulfill the duties of President in the
232 subsequent year.

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234 **ARTICLE VI.**

235 **MEETINGS OF THE DELEGATES AND THE ASSEMBLY**

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

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

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

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

249 **Section 5.** Called meetings of the **Assembly** may be initiated either by the majority of the **Assembly** or
250 of the **Delegates**.

251 **Section 6.** **Delegates** shall meet with the **Assembly** at least once during the Fall and Spring semesters
252 to give a formal report to the **Assembly** summarizing the actions and recommendations of
253 the **Delegates** since the last meeting of the **Assembly**.

254 **Section 7.** All votes, not related to the Constitution and Bylaws, will be approved by a majority vote of
255 the **Assembly** members present during meetings of the **Assembly**.

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257 **ARTICLE VII.**

258 **COMMITTEES OF THE DELEGATES**

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

262 **Section 2.** Charges of the Nomination Committee will include recruiting and mentoring Faculty
263 **Assembly Delegates** and officers, as well as the charges, outlined in Article IV, Elections of
264 the Delegates of Assembly, Section 4.

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

270 **Section 4.** The Constitution and Bylaws Committee will maintain the Assembly Constitution and
271 Bylaws and administer any revisions of the Constitution and/or Bylaws. The **FA Vice-**
272 **President (President-Elect)** or designee shall serve as chair of this standing committee.

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274 **ARTICLE VIII.**

275 **SCHOOL COMMITTEES**

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277 **Section 1.** The current standing committees of the SAHP as determined by the Delegates are listed in the
278 Faculty Assembly Constitution, Article VIII, School Committees.

279 **Section 2.** Committee Function:

280 A. All faculty and non-classified personnel are eligible to serve on committees. The Dean of
281 the SAHP and **Faculty Assembly President** will appoint committee members. The chair
282 and chair-elect will be selected and confirmed by committee vote in the first committee
283 meeting of the year. On the election of a new Chair, the immediate past Chair will serve
284 one year of service to the committee.

- 285 i. Eligible persons for Chair should have served at least one year on that committee
- 286 ii. There are no limitations on the number of terms served by any one Chair

287 B. Dates and times of committee meetings should be set by September 1st of the academic
288 year. Dates and times should be set by the committee chair and committee members. The
289 schedule of meetings should then be communicated to all faculty and staff of the School
290 of Allied Health Professions.

291 C. Committee meeting minutes should be recorded and uploaded to the U drive for the SAHP.
292 Committee chairs will give report during the Faculty Assembly General Meetings.

293 **Section 3.** **Delegates** shall maintain oversight with the concurrence of the Dean of the SAHP, over all
294 School Committees. Standing and ad hoc school committees shall be added as the **Delegates**
295 deem necessary.

296 **Section 4.** The Dean of the SAHP and the Faculty Assembly President will establish and charge ad hoc
297 committees for the development of projects not covered by standing committees. The Dean
298 of the SAHP and the Faculty Assembly President will appoint members to the ad hoc
299 committees.

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- 301 **Section 5.** Annual charges for committees:
- 302 A. At the beginning of each academic year, the Dean of the SAHP, Faculty Assembly
303 President, and Committee Chair will develop charges for each standing committee to
304 identify and develop specific activities for the upcoming year.
- 305 B. Each Committee Chair will report on the actions of that committee at general meetings of
306 the **Assembly**.
- 307 **Section 6.** Timeline of Committee Organization
- 308 A. June 1 – June 29 of the fiscal year, the Department Head and faculty member will discuss
309 committee participation. Decisions are agreed upon by the Department Head and faculty
310 member as to which committee(s) the faculty member will best serve.
- 311 B. July 1st of the fiscal year, the **Faculty Assembly Executive Board** and Dean review each
312 suggested committee appointment and jointly make appointments. The Dean assigns an
313 administrative liaison to each committee. An ex-officio member will be assigned to each
314 committee as necessary.
- 315 C. August 1-30 of the fiscal year, committees will hold the first meeting to confirm a chair
316 and chair-elect.
- 317 D. September 1-30 of the fiscal year, the **Faculty Assembly Executive Board**, Dean of the
318 SAHP, and Chairs of the Committees meet to discuss each committee's goals and
319 objectives as related to the School of Allied Health Professions Strategic Plan.
- 320 **Section 7.** Committee Chair duties shall include the following:
- 321 A. Schedule and lead committee meetings.
- 322 B. Serve as the main point of contact for committee members.
- 323 C. Facilitate discussions, assign tasks, and ensure progress toward annual committee charges.
- 324 D. Engage faculty input and participation in initiatives or working groups.
- 325 E. Ensure committee charges and activities align with the SAHP Strategic Plan.
- 326 F. Submit periodic updates and end-of-year summaries to the President.
- 327 G. Reports at Faculty Assembly general meetings (Fall & Spring).
- 328 **Section 8.** Administrative Liaison duties shall include the following:
- 329 A. Collaborate with the Faculty Assembly Executive Board and Dean during summer
330 appointments to ensure committee goals align with strategic priorities.
- 331 B. Assist in developing annual committee charges (July – September timeline).
- 332 C. Attend all committee meetings in a non-voting, advisory capacity.
- 333 D. Provide contextual insight regarding institutional policy, operations, and resources.
- 334 E. Provide monthly committee updates to the School of Allied Health Professions
335 administration.

- 336 F. Maintain consistent communication with administration and represent the committee's
337 interests to ensure its needs and priorities are effectively addressed.
- 338 G. Monitor committee progress, support Chairs in navigating institutional process (e.g.
339 budget requests, policy proposals, administrative approvals).
- 340 H. Collaborate on annual reporting for integration into school-wide strategic assessment.

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342 **ARTICLE IX.**

343 **FACULTY SENATE**

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- 345 **Section 1.** Five members of the **Assembly** will serve on the Faculty Senate; including the President,
346 Vice-President (President-Elect), immediate Past-President of the **Assembly**, and two
347 members of the **Assembly** with current or past experience as a **Delegate**. Only full-time
348 (75% or greater) faculty are eligible to serve on the Faculty Senate.
- 349 **Section 2.** Two Faculty Senate representatives will attend meetings of the **Delegates** to report the
350 activities of the Senate.

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352 **ARTICLE X.**

353 **FISCAL YEAR**

- 354
- 355 **Section 1.** The fiscal year shall follow the fiscal year of the LSU Health Sciences Center [Presently
356 July 1 – June 30].

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358 **ARTICLE XI.**

359 **PARLIAMENTARY AUTHORITY**

- 360
- 361 **Section 1.** The rules contained in the latest edition of Robert's Rules of Order shall govern the
362 **Assembly** in all cases unless they conflict with these Bylaws or any special rules of order
363 the **Assembly** shall adopt.

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365 **ARTICLE XII.**

366 **AMENDMENT OF BYLAWS**

- 367
- 368 **Section 1.** The Bylaws and any existing addendums may be amended by a two-thirds majority vote of
369 the total votes cast by the membership of the **Assembly**. Voting shall be by electronic or
370 written ballot, or some combination thereof. The decision on the type of ballot used shall be
371 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.

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