

Bylaws
School of Allied Health Professions Staff Assembly

Adopted October 3, 2025

Article I: Name

The name of this body is the School of Allied Health Professions Staff Assembly, henceforth known as the SAHP Staff Assembly and throughout these bylaws as the Assembly.

Article II: Mission and Purpose

The SAHP Staff Assembly exists to:

- Encourage a collaborative, healthy, and transparent work environment.
- Engage the staff through professional growth and information sharing.
- Serve as a unified voice for School of Allied Health Professions (SAHP) staff in discussions with leadership.
- Celebrate the contributions and accomplishments of staff with the SAHP community.

Article III: Membership

All staff employed by the SAHP are members of the Assembly.

Article IV: Meetings of the Assembly

- The Assembly will have regular meetings and/or events, preferably monthly, but no less than quarterly.
- Meetings of the Assembly are open to all SAHP staff and any other member of the LSUHSC community.
- Special meetings may be called by the Chair as needed.

Article V: Officers and Roles

A. The Assembly officers are:

- Chair: calls and facilitates Assembly meetings, calls meetings of the Assembly Officers, represents the Assembly at the Dean's Administrative Council and Administrative Team Huddle, and represents the Assembly externally.
- Vice Chair (Chair-Elect): assists the Chair and facilitates meetings in their absence, leads the nomination and elections process, assumes other duties as assigned by the Assembly Chair, serves as Chair the following academic year.

- Secretary: records minutes, maintains documents, shares communications, works with IT to create and manage website.

B. Terms & Elections:

- Officers serve one-year terms.
- Elections shall be conducted online.
- Vacancies may be filled by appointment or special election, the remaining officers will meet and decide on which method to use to fill the vacancy.

C. Nominations

- All members of the Assembly are eligible to serve as officers.
- Members may self-nominate or nominate their colleagues.
- The Vice Chair (Chair-Elect) will solicit nominations and ensure the candidates are presented to the members at least two weeks before an election.

D. The Assembly officers shall:

- Provide general supervision of the Assembly between meetings and events.
- Confer before each regular meeting of the Assembly to prepare the meeting agenda.
- Prepare the Staff Assembly Year in Review report and distribute to the Assembly and Dean.

E. Assembly Timeline

- The Assembly will operate on the university fiscal year calendar – July 1 to June 30.
- In Mid-May nominations for officers shall be requested and processed, and dates selected for a June election. On July 1 new officers begin their tenure.

Article VI: Decision-Making

- Decisions are made by a simple majority vote of members present.
- In cases of conflict, Robert's Rules of Order may be followed as a guide.

Article VII: Committees

- Standing Committees of the Assembly include, but are not limited to, the Professional Development Committee and the Staff Awards Committee.
- Standing or ad hoc committees may be formed by the officers, or upon request to the offices by Assembly members, to focus on specific goals (examples: welcome committee, wellness & social events, and staff advocacy & concerns).

Article VIII: Communication and Transparency

- Meeting summaries and decisions shall be shared with all staff.
- Suggestions and feedback may be submitted to the chair and chair-elect.

Article IX: Amendments

- Any member may propose an amendment to the Bylaws. The proposal must be submitted via email to the Chair, Vice Chair, and Secretary.
- Proposed changes to the Bylaws must be submitted via email to all members prior to a scheduled vote.
- Amendments to the Bylaws become effective upon approval by two-thirds of the members present and voting at any regular scheduled meeting.