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Louisiana State University Health Sciences Center

School of Applied Health Professionals

New Orleans, LA

BYLAWS OF THE FACULTY ASSEMBLY

The faculty of the School of Allied Health Professionals (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.** 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. The Faculty Administration includes Program Directors, Department Heads, Associate Deans, and the Dean of SAHP. Members of the Faculty Administration are not eligible for Faculty Assembly membership.

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, 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.

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 Faculty Assembly President, Faculty Assembly Vice-President (President-Elect), Faculty Assembly Secretary, and Faculty Assembly Past-President. The officers of the **Assembly** will comprise the **Assembly Executive Board.**

Section 4. The Faculty Assembly **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 Dean of the SAHP, appoint eligible faculty members to the **Assembly** standing committees;

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

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

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

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

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

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

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

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

Section 5. The Faculty Assembly **Vice-President (President-Elect)** shall:

A. Assume, in the absence of the Faculty Assembly President, the duties of the Faculty Assembly President;

B. Assume the duties of the Faculty Assembly President if the position is vacated;

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

D. Chair the FA Constitution and Bylaws Committee

E. Serve as President for the following academic year

F. Serve one three-year term on the Faculty Senate concurrently

Section 6. The **Faculty Assembly 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, official correspondence etc.;

B. Schedule and announce the meetings of the **Assembly of 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 before the meeting date;

I. Notify the **Assembly** of any change in regularly designated times and places;

J. Obtain a current list of all eligible members of the **Assembly** as needed;

K. Maintain an attendance record of the **Delegate's** meetings;

L. Be a member of the Nomination Committee, a standing committee of the **Delegates**;

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

Section 7. The Faculty Assembly **Past-President** shall:

A. Attend all scheduled meetings of the **Delegates, Assembly Executive Board,** and meetings of the **Assembly**;

B. Serve as Chair of the Nomination Committee;

C. Perform other duties as assigned by the Faculty Assembly 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 a two-thirds vote of the **Delegates**.

Section 9. A **Delegate** shall forfeit their elected office if absent from three regularly scheduled meetings without written notification to the Faculty Assembly Secretary of the **Assembly**. After missing two consecutive delegate meetings the Faculty Assembly **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 **Faculty Assembly** a formal ballot will be developed and administered within 30 days from receipt of the petition.

E. The **Assembly** may, by a 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 Faculty Assembly President, Faculty Assembly Vice-President (President-Elect), Faculty Assembly Secretary, and Faculty Assembly 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 before each regular meeting of the **Delegates** and assist in preparation of an agenda for the 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 it 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 Faculty Assembly 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 and part-time faculty members (40% or greater), who hold neither an administrative appointment nor the position of Department Head.

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

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

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

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

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

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

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

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

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

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

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. If a **Delegate** resigns or forfeits their 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 Faculty Assembly President, Faculty Assembly Vice-President (President-Elect), and Faculty Assembly Secretary. Officers shall be elected by secret ballot at the June delegate's 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. The 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. To fulfill the duties of Faculty Assembly Past-President that individual may serve an additional year as a Delegate in situations when the term has been completed.

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

ARTICLE VI.

MEETINGS OF THE DELEGATES AND THE ASSEMBLY

Section 1. Regular meetings of the **Delegates** shall be held monthly unless otherwise requested by the Faculty Assembly **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 **Delegate's** absence. Each **Alternate Delegate** can represent one absent **Delegate.**

Section 6. Called meetings of the **Assembly** may be initiated either by the 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 Article IV, Elections of the Delegates of Assembly, Section 4.

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 Faculty Assembly 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**.

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

ARTICLE VIII.

SCHOOL COMMITTEES

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

Section 2. Committee Function:

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

    a. Eligible persons for Chair must have served at least one year on that committee

    b. There are no limitations on the number of terms served by any one Chair

B. Dates and times of committee meetings should be set by September 1st of the academic year. Dates and times should be set by the committee chair and committee members. The

schedule of meetings should then be communicated to all faculty and staff of the School of Allied Health Professions.

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

Section 3. **Delegates** shall maintain oversight with the 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 4. The Dean of the SAHP and the Faculty Assembly President will establish and charge ad hoc committees for the development of projects not covered by standing committees. The Dean of the SAHP and the Faculty Assembly President will appoint members to the ad hoc committees.

Section 5. Annual charges for committees:

A. At the beginning of each academic year, the Dean of the SAHP, Faculty 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**.

Section 6. Timeline of Committee Organization

A. June 1 – June 29 of the fiscal year, the Department Head and faculty member will discuss committee participation during annual evaluation. Decisions are agreed upon by the Department Head and faculty member as to which committee(s) the faculty member will best serve.

B. July 1st of the fiscal year, the **Faculty Assembly Executive Board** and Dean review each suggested committee appointment and jointly make appointments. The Dean assigns an administrative liaison and ex-officio member.

C. August 1-30 of the fiscal year, committees will hold the first meeting to confirm a chair.

D. September 1-30 of the fiscal year, the **Faculty Assembly Executive Board**, Dean of the SAHP, and Chairs of the Committees meet to discuss each committee's goals and objectives as related to the School of Allied Health Strategic Plan.

ARTICLE IX.

FACULTY SENATE

Section 1. Five members of the **Assembly** will serve on the Faculty Senate; including the President, Vice-President (President-Elect), immediate Past-President of the **Assembly,** and two members of the **Assembly** with current or past experience as a **Delegate**. Only full-time (75% or greater) faculty are eligible to serve on the Faculty Senate.

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 and any existing addendums 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.