

Constitution

HFES Student Chapter at the University of Virginia

The HFES Student Chapter at the University of Virginia is organized to serve the needs of the human factors profession at the University of Virginia. Its purpose is to promote and advance the understanding of the human factors involved in the design, manufacture, and use of machines, systems, environments and devices of all kinds through the interchange of knowledge and methodology in the behavioral, biological, and physical sciences and in industrial, computer science and other relevant engineering disciplines.

The HFES Student Chapter at the University of Virginia is established as an affiliate of the Human Factors and Ergonomics Society, Inc., a nonprofit corporation chartered by the State of California, to operate exclusively for charitable, educational, scientific, and literary purposes by authority of and in accordance with the Articles of Incorporation, the Bylaws, and the Operating Rules of the Society now in force or hereafter amended.

Bylaws

The HFES Student Chapter at the University of Virginia

Article I - Name

The name of this organization is "The HFES Student Chapter at the University of Virginia".

Article II - Purpose

The HFES Student Chapter at the University of Virginia, hereinafter referred to as the Chapter, is an affiliate of the Human Factors and Ergonomics Society, Inc., a nonprofit corporation chartered by the State of California. Purposes of the Chapter are those set forth in the Articles of Incorporation of the Human Factors and Ergonomics Society, Inc., hereinafter referred to as the Society.

Article III - Membership

Section 1. Classes of Membership.

The voting membership shall include Members and Associates of the Chapter.

Section 2. Qualifications for Membership.

a. Member. Members are those students or faculty at the University of Virginia who show an interest in the field of human factors. Any Member of the Human Factors and Ergonomics Society shall be eligible for election as a Member of the Chapter.

b. Associate. Associates are those persons active or interested in human factors or related fields but who do not qualify for election to the grade of Member shall be eligible for election to the grade of Associate of the Chapter. Any Associate of the Human

Factors and Ergonomics Society shall be eligible for election as an Associate of the Chapter.

Section 3. Application for Membership. Persons who wish to apply for membership shall submit a written application to the Chapter Secretary on a prescribed form. This form must include acceptable evidence of the applicant's qualifications.

Section 4. Election to Membership. The Membership Committee shall review submitted applications for membership and nominate qualified applicants to the Executive Council. Election to membership shall occur when a nominee is approved by a majority vote of the full Executive Council.

Section 5. Privileges.

a. Members. Members in good standing shall be entitled to vote, receive notices, participate in all activities of the Chapter, inspect official records of the Chapter, insist on enforcement of the By-laws and rules of the Chapter, receive one copy of all Chapter publications, and have a hearing before expulsion. Only those members affiliated with the Society shall be able to hold office.

b. Associates. Associates in good standing shall be entitled to all privileges of Membership except that they may not hold office.

Section 6. Termination of Membership. The membership of a person in the Chapter may be terminated at any time by voluntary resignation, or by involuntary expulsion by a two-thirds vote of the full Executive Council. Sufficient causes for involuntary termination include: 1) failure to pay dues for one year, or 2) conduct prejudicial to the purposes of the Chapter (for which an appeal may be made to the Executive Council, if requested in writing 30 days from receipt of notice of termination).

Section 7. Reinstatement of Members. Procedures and conditions for the reinstatement of members shall be established by the Executive Council subject to the requirements of the other pertinent Sections of this Article.

Section 8. Dues. Annual dues for membership shall be established by the Executive Council.

Article IV - Officers

Section 1. Designation.

President
Vice President/Secretary
Vice President/Treasurer
Web Master
Directors

Section 2. Duties of Officers. The officers of the Chapter shall perform the regular and customary duties of their offices and other duties that may be required of them by the Executive Council, Chapter Bylaws, or the Human Factors and Ergonomics Society.

a. President. The President shall be the chief executive officer of the Chapter and shall be a member of the Executive Council. The President shall preside over meetings of the Chapter and the Executive Council. The President shall appoint, with the advice and consent of the Executive Council, all committee chairmen not otherwise specified in these Bylaws.

b. Vice President/Secretary. The Secretary shall keep a true and faithful record of all business meetings of the Chapter and of the Executive Council. The Secretary shall be the custodian of all records and correspondence of the Chapter and shall maintain the membership list and other mailing lists pertinent to Chapter business. The Secretary shall be a member of the Executive Council.

c. Vice President/Treasurer. The Treasurer shall be responsible for the money and securities of the Chapter. The Treasurer shall keep a true and faithful record of all financial transactions and shall prepare the annual financial status report which shall correspond to the same fiscal year as the Society. The Treasurer shall deposit Chapter funds to the account of the Chapter in a bank or trust company selected by the Executive Council. The Treasurer shall disburse such funds only upon approval by the Executive Council.

d. Web Master. One or two web masters shall be responsible for the maintenance of the chapter web presence and related communication infrastructure.

e. Directors. One or two Directors-at-Large shall be members of the Executive Council. The faculty advisor(s) shall be one of these director(s).

Article V - Executive Council

The affairs of the Chapter shall be managed by the Executive Council, which shall consist of the elected Officers and the Faculty Advisor(s). The President shall call meetings of the Executive Council at least twice annually to administer the affairs of the Chapter. The chair of each standing committee shall report at these meetings.

Article VI - Election Of Officers

Section 1. Nomination. At least two weeks prior to the Annual Business Meeting of the Chapter taking place at the start of each school year, the Chair of the Membership, Nominations and Elections Committee shall issue a nominations ballot to all Members in good standing for nominations for the offices to be filled. The nominations ballot shall list all Chapter members that are eligible for each office to be filled. Ten days after the date nomination ballots are sent, nominations from the membership shall be closed and the Membership, Nominations and Elections Committee shall begin to prepare the election ballot. This ballot shall include, for each office, the names of the three persons who received the largest number of nominating votes and who are both eligible and willing to stand for that office, as determined by the Membership, Nominations and Elections Committee. If any nominee is ineligible or unwilling to stand for office, the name of the person who ranks next in nominating votes, and who is eligible and willing to stand for that office shall be substituted. In order to fill out the slate for the election ballot, if the nominations ballots from the membership do not result in three candidates for each

office who are willing to serve, the Membership, Nominations and Elections Committee may make additional nominations.

Section 2. Election. No later than one week after the closing of nominations, the Chair of the Membership, Nominations and Elections Committee shall provide the election ballot to all Members in good standing. Ten days after the date the election ballots are distributed, the Membership, Nominations and Elections Committee shall close the election and count the votes. The candidate for each office who receives a plurality of the votes cast shall be elected. Tie votes for any office shall be resolved by drawing lots. The incumbent President shall notify the winning candidates of their election and shall direct that their names be published within 45 days in any publication distributed to all Chapter members. The President shall further direct that names of the newly elected officers be forwarded to the Executive Administrator of the Society.

Section 3. Terms of Office. The Officers (and Officers-Elect) shall assume their offices on the first day after the close of the Annual Business Meeting of the Chapter following their election. They shall hold office until their successors accept office in their stead, or until the Executive Council shall have declared their office vacant as provided for elsewhere in these Bylaws. The terms of all officers shall be one year commencing at the start of the school year and continuing until the start of the next school year.

Section 4. Installation. Election results shall be announced during the Annual Business Meeting of the Chapter and the newly elected Officers installed by the incumbent Officers.

Section 5. Eligibility and Vacancies. No individual may hold more than one elective office concurrently. Officers-Elect shall serve their complete terms of office before becoming eligible for re-election to the same office. The Executive Council shall consider the failure of any incumbent to perform the duties of his or her office from disability or other circumstances and may decree the office vacant by a two-thirds vote. In the event that the order of succession to office described above does not provide for the assumption of duties by another incumbent, the Executive Council may appoint an appropriate qualified member to assume the duties of the vacant office until that vacancy is filled at the next election.

Article VII - Committees

Section 1. Types. Committees shall either be Standing, as provided for in these Bylaws, or Special, as may be determined by the President with the advice and consent of the Executive Council. The selection of Committee Chairs, the status of each Special Committee, and the period of continuance of each Special Committee, shall be determined by the President with the advice and consent of the Executive Council. Except as otherwise provided for in these Bylaws, the Chair of each Committee shall select and appoint such Committee members as are necessary to conduct the affairs of the Committee. Chairs and other Committee Members shall normally serve from the time of their appointment until the close of the next Annual Business Meeting.

Section 2. Standing Committees.

a. Membership, Nominations and Elections. The Membership, Nominations and Elections Committee shall consist of a Chair and not less than one additional member appointed by the Chair. It shall 1) evaluate the eligibility of all applicants for membership, 2) submit its evaluations and recommendations to the Executive Council for action, 3) administer the procedures for the nomination and election of candidates for

elected offices of the Chapter as provided for elsewhere in these Bylaws, and 4) ascertain the eligibility and willingness to serve of all nominees.

b. Program. The Program Committee shall consist of a Chair, the Editors of all regular chapter publications and not less than one additional member appointed by the Chair. It shall 1) be responsible for publishing and distributing all Chapter publications, 2) identify and define requirements for new publications, and 3) prepare and submit budget requests to the Executive Council at least annually. The Chair shall appoint Editors for each Chapter publication, subject to confirmation by the Executive Council. He or she shall establish and enforce editorial policies subject to such constraints as may be imposed by the Executive Council. Editors shall be delegated full editorial authority, subject only to established editorial policies. The tenure of an Editor shall be limited only by his willingness to serve and continued approval by the Executive Council. The Executive Council may vote for the removal of an Editor. Copies of all Chapter publications shall be submitted regularly to the Executive Council.

Article VIII - Meetings

Section 1. Types. There shall be Regular and Special Meetings of the Chapter, and Regular and Special Meetings of the Executive Council.

Section 2. Regular Meetings of the Chapter. The Chapter shall hold no less than three Regular Meetings each year. One of these shall be designated the Annual Business Meeting. The Annual Business Meeting will be held at the start of each school year. The selection of the time and place of each meeting shall be designated by the Executive Council or its delegated representative for this purpose. Announcements for each meeting shall be posted not less than three days prior to the meeting date.

Section 3. Special Meetings of the Chapter. A Special Meeting of the Chapter may be called by the 1) Executive Council, or 2) by the Secretary upon written request of not less than two members of the Chapter. The Executive Council shall select the time and place of all Special Meetings. Announcements for each meeting shall be posted not less than one day prior to the meeting date.

Section 4. Quorum. 50 percent of the voting members of the Chapter present in person shall constitute a quorum at any Regular or Special Meeting of the Chapter. Any meeting at which a quorum is present may, by a two-thirds (2/3) vote, order the submission of any question, except one affecting the Bylaws of the Chapter, to the Executive Council or to the voting members by mail ballot. A quorum need not be present to adjourn a meeting.

Section 5. Executive Council Meetings. Meetings of the Executive Council shall be called by the President. The President may request the attendance of any Committee Chair, publication Editor, or member-at-large to present or receive reports and recommendations pertinent to the conduct of the Chapter affairs. A majority of the members of the Executive Council present shall constitute a quorum.

Section 6. Parliamentary Authority. The rules contained in *Roberts' Rules of Order* shall govern the Chapter in all cases in which they are applicable, and in which they are not inconsistent with the Chapter or Society, or the body of standing rules or rules of order of the Chapter.

Article IX - Fiscal Accounting

Section 1. Accounting. The Chapter shall keep a record of all money received and paid out on the basis of the same fiscal year as designated by the Society. Chapter funds shall be deposited to the account of the Chapter in a bank or trust company selected by the Executive Council.

Section 2. Financial Report. The Chapter Treasurer shall prepare an Annual Financial Report for submittal to the Executive Council of the Society within one month following the end of the fiscal year. The Treasurer shall also present a financial status report at the Annual Business Meeting of the Society. The Treasurer shall submit an annual report to the Executive Council of the Chapter. In addition, the treasurer shall present monthly reports at regular meetings of the Chapter.

Article X - Amendments

Section 1. Proposal. Motions to adopt, amend, or repeal Chapter Bylaws submitted in writing to the Secretary and shall bear the signatures of at least three members of the Chapter or Executive Council. Motions shall be distributed by the Secretary to the Executive Council within three days for evaluation and voting. The proposed changes shall be evaluated by the Executive Council to ascertain whether they are consistent with the Articles of Incorporation, the Bylaws, and the Operating Rules of the Society. Members of the Executive Council shall be allowed not less than three days, nor more than seven, thereafter to return their votes.

Section 2. Adoption.

a. Motions Approved by the Executive Council. Approval of Motions to adopt, amend, or repeal Chapter Bylaws shall require a two-thirds (2/3) vote of the Executive Council. After approval by the Executive Council, the proposed change shall be submitted to the voting membership of the Chapter, either during the next meeting or by mail ballot. Motions shall be adopted if approved by a two-thirds (2/3) majority.

b. Motions Not Approved by the Executive Council. In the event that the Executive Council fails to approve a motion, a petition bearing the signatures of at least five voting members shall cause a ballot on the motion to be distributed by the Secretary within five days to all voting members of the Chapter. Voting members shall be allowed not less than three days, nor more than ten days thereafter to return their votes. Voting shall be by secret ballot. Motions shall be adopted, thus overriding any contrary vote of the Executive Council, if approved by a two-thirds majority of all voting members.

Section 3. Society Approval. Any amendment to these Bylaws initiated by the Chapter action shall be submitted in writing within 30 days after its passage to the Chair of the Chapter Affairs Committee of the Society for approval or disapproval by the Executive Council of the Society.

Section 4. Date of Effect. Adoption, amendment, or repeal of a Bylaw shall take effect immediately upon its passage by the Chapter and approval by the Executive Council of the Society, and shall be announced immediately to all members by the Secretary.

Article XI - Compatibility Of Bylaws

These Bylaws shall be compatible with the Articles of Incorporation, the Bylaws, and the Operating Rules of the Society; and any deviation there from is null and void.

Article XII - Dissolution

The Chapter may be dissolved according to procedures described in the Operating Rules of the Society. In the event that the Chapter dissolves, its assets may be distributed for one or more of the purposes in section 501 (c) (3) of the Internal Revenue Code or to an organization that has been held exempt from Federal income tax under section 501 (C) (3) of the Internal Revenue Code.