



# **Student Chapter Handbook**



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## OVERVIEW OF STUDENT CHAPTER HANDBOOK

The Human Factors and Ergonomics Society (HFES) Student Chapter Handbook is designed to provide guidance and assistance to HFES student members in organizing student chapters.

The Handbook provides information for both starting new chapters and operating existing chapters. The handbook is compiled, published, and revised as necessary by the Student Affairs Committee of the Human Factors and Ergonomics Society.

This handbook is designed to provide the following information:

- Why organize a Student Chapter?
- How to organize a Student Chapter
- What resources are available to your chapter?
- What types of activities take place in Student Chapters?
- What are general benefits of being a Student Member of HFES?

## STUDENT CHAPTERS OF HFES

A Student Chapter of HFES is a group of students interested in human factors and ergonomics who organize to coordinate events and activities for the benefit of the students, the community, and HFES. The student chapter operates under the auspices of HFES and receives support from HFES for its activities.

### **Benefits of Having a Student Chapter:**

- Enhances student participation in HFES by providing opportunities for professional development, community service, and networking with other students and faculty interested in human factors and ergonomics issues.
- Provides a forum for the presentation, discussion, and investigation of human factors and ergonomics issues.
- Provides a student forum for discussion of school-related issues and HFES policies that affect student members.
- Provides directory and news bulletin information for local use and as input to the student column in the HFES *Bulletin*.
- Enables access to funds provided by HFES to support student chapter activities such as invited speakers, colloquia, field trips, and other projects.
- Encourages local participation by students interested in human factors and related fields that might not attend the annual meeting.
- Encourages individuals to become student members of HFES.
- Promotes awareness of HFES and human factors/ergonomics on campus.

## ORGANIZING A STUDENT CHAPTER

### Member Recruitment

To start a student chapter, you must have a minimum of 15 students who are interested in joining the chapter. At least two of these students must be student members of HFES. Try to recruit students from a variety of programs on campus such as industrial engineering, engineering psychology, cognitive science, industrial/organizational psychology, occupational therapy, physiology, health and performance, and so on.

### Getting a Faculty Adviser

**The student chapter must have a faculty adviser who is a Full Member of HFES.**

This person will provide guidance for the development of chapter activities and will help oversee expenditures related to chapter activities.

### College/University Permission

To be eligible for consideration as a student chapter, you will have to obtain a letter from your host-college or university stating that the proposed student chapter has permission to organize.

### Develop Constitution and Bylaws

The constitution for the student chapter is a general statement of the purpose and affiliation of the student chapter. (A sample is presented in Appendix B.)

The Bylaws are the details of the name of your chapter, membership requirements, officer descriptions and duties, government, and meeting guidelines. (A sample is presented in Appendix B.)

**The last page of the Constitution and Bylaws must include the signatures of the members who have approved the Constitution and Bylaws, the percentage of the membership they represent, and the date of approval.**

(NOTE: Use the models presented in the appendices and adapt them to your specific chapter. The chair of the Student Affairs Committee will assist you if you have any questions.)

### Application to HFES for Affiliation

Applying to HFES for official approval of your student chapter requires that you submit the following items:

- A cover letter stating your interest to be considered for affiliation as a student chapter of HFES.
- A letter of support from the faculty adviser of the chapter. For the new officer roster, contact information for the chapter and a description of the calendar-year activities.
- A list of members of the prospective chapter including the name, address, and membership class in HFES for each member. (Note: this list must include a minimum of 15 students plus the faculty adviser)
- A letter from the Host College or university stating that the proposed student chapter has permission to organize.
- The Chapter Constitution and Bylaws. **(The last page of the Constitution and Bylaws must include the signatures of the members who have approved the Constitution and Bylaws, the percentage of the membership they represent, and the date of approval).**

- A complete list of the interim or elected officials and the date of their election. In the case of interim officers, a schedule for nominating, electing, and installing officers for the first year of chapter operation should also be provided.

**Send these materials to:**

**Sandra K. Garrett, Ph.D.**  
 Chair, Student Affairs  
 Clemson University  
 130-C Freeman Hall, Box 340920  
 Clemson, SC 29634-0920  
 Tel/Fax: (864) 656-3114  
 E-mail: garrett@clemson.edu

Dr. Garrett will review the application materials and work with you to verify that the formal requirements have been met. Once the application is complete, the application will be forwarded to the HFES Executive Council (EC) with the recommendation that it be approved at the next EC meeting. The EC meets two times a year, generally in spring and in conjunction with the HFES Annual Meeting.

**HOW TO KEEP THE CHAPTER ALIVE FROM ONE ACADEMIC YEAR TO ANOTHER**

**Election of Officers**

It is critically important for the student chapter to elect new officers by the end of the spring quarter or semester so that an orderly transition can take place.

**Officer Transition**

Ideally, an officer transition should be strategically scheduled near the end of the term, which is a good end point for the old officers' term and the beginning of the new officers' term. The transition itself should allow adequate time for all officers to meet as a group and with their adviser.

**Other Transitional Issues**

The outgoing officers with the incoming officers should cover the following topics.

- Student Chapter Bylaws.
- Providing a new officer roster to HFES. In November, HFES will mail a request to the student chapter president for the new officer roster, contact information for the chapter and a description of the calendar-year activities.
- This information appears in the HFES Directory and Yearbook and must be received by the HFES Central office by mid-December.
- Student chapter e-mail. Each Student Chapter is strongly encouraged to create an e-mail account with a screen name that can be used from year to year by incoming officers, (i.e., hfes@psu.edu).
- Access to student listservs. (See page 13)
- Officer roles and responsibilities.
- Registering your organization with the University.
- Funding sources (Graduate Student Assembly, HFES, your department).
- Graduate student assembly relations and university involvement.
- Checking account and expenditures.
- Access to and restrictions on funding.

- Reserving a room for a meeting.
- HFES membership and student chapter membership.
- Speakers, information about inviting, how to pay for, etc.
- Deadlines (e.g., Summary of Chapter Activities to HFES, Student Organization).
- Registration, (University Funding Application).

## **FUNDING FOR STUDENT CHAPTERS**

### **Annual Funding Available from HFES**

An HFES fund has been established to encourage program activities in the student chapters. Possible activities include inviting outside speakers, field trips, and interdisciplinary symposia. Supported activities must benefit a majority of the members of a student chapter. A chapter's support may be spent on one event, or distributed across several events. No annual meeting travel may be funded. There is a \$500 allocation each calendar year for HFES Student Chapters.

### **Additional Funding Available from HFES**

Some years, there will be student chapters that for one reason or another do not use all of their allocated funds. On the other hand, there are other student chapters (e.g., those that are located long distances from major metropolitan areas) that expend all their allocated funds on travel expenses for one or two speakers. To accommodate this disparity, the Executive Council has agreed that student chapters that spend the entire allocated \$500 and have a need for additional funds may apply for those additional funds when that money is available. Student chapters may send the request for additional funding by October 1.

### **How to Request Funding from HFES**

**STUDENT CHAPTERS MUST SUBMIT A PROPOSAL PRIOR TO THE EVENT** to the Chair of the Student Affairs Committee for these funds; the money is not automatically allocated. The proposal must include an outline of proposed activities and expenditures and must include the written endorsement of the chapter adviser. **See Appendix C for Question and Answers on Student Funding.**

This proposal may be e-mailed if sent by the faculty adviser. Upon approval, the Chair will notify the benefiting chapter and the HFES executive director.

If advance funds are needed, contact:

Lynn Strother, CAE  
 Executive Director  
 HFES  
 PO BOX 1369  
 Santa Monica, CA 90406-1369

After your event has taken place, the student chapter must submit a brief written report and financial accounting to the Chair of the Student Affairs Committee. Receipts and request for reimbursement should be sent to Lynn Strother. Last requests for reimbursements must be made by December 1.

Very important: Please be sure to include the name of the person to whom the check should be made payable and the address to which the check should be sent.

### **Sample Activities That May be Funded:**

- Guest speaker.
- Field trip - even if all members of the student chapter cannot go on the trip, this type of expenditure can be approved if those members who do take the trip make a report at the next chapter meeting.
- Small conference.
- Design competition.
- Refreshments for chapter meeting.
- Books or other materials that would be available to all members of the student chapter. For example, one chapter has developed a resource library of materials that student chapter members can access.

### **Reasonable Expenses**

Expenses for student chapter program activities should be reasonable. These expenses can include: travel and related expenses (e.g., lodging, meals), for the speaker, meeting room costs, refreshments for the breaks of a chapter-sponsored symposium, and car/van rental costs for field trips.

Expenses related to the annual meeting, however, are excluded. Since the purpose of the funds is to encourage program activities with the maximum participation by the student members, travel expenses to the annual meeting do not qualify.

It is the Society's policy not to reimburse anyone for travel to the annual meeting. Other means (e.g., serving as a volunteer at the annual meeting, school funds, etc.) are available to defray costs associated with attendance at the annual meeting.

### **Other Sources of Funding**

Besides HFES, there are other possible sources of funding:

- Some student chapters charge modest dues (\$5).
  - Numerous student chapters receive small grants from their department
- Funding is also sometimes available from Student Affairs/Student Government groups on campus.

## **RESOURCES FOR STUDENT CHAPTERS**

Whether you have a simple question about your chapter or you're faced with a big problem, we encourage you to take advantage of the numerous people and resources available to you:

### **Faculty Advisers**

Each student chapter has a faculty adviser who is a Full Member of HFES and has probably been involved with your chapter longer than you have. This adviser is your best source of wisdom, especially concerning the chapter's relationship to your university and to HFES.

### **Chair of the Student Affairs Committee**

The Chair of the Student Affairs Committee is an HFES Member appointed by the HFES President to watch over and advocate for student affairs. The Chair of the Student Affairs Committee reports to the Executive Council at each of their meetings. The current chair can be contacted about any student issue concerns.

## Central Office

Lynn Strother, HFES Executive Director, may be contacted at [lynn@hfes.org](mailto:lynn@hfes.org) about reimbursement of chapter expenses.

Carlos de Falla, HFES Director of Member Services, may also be contacted at [carlos@hfes.org](mailto:carlos@hfes.org) about any student issue concerns as well as HFES membership.

## Student Chapter Presidents/Advisers Listserv

HFES Central Office maintains a listserv called [hfes-studentchapters@hfes.org](mailto:hfes-studentchapters@hfes.org) for the benefit of the student chapter presidents and faculty advisers.

Student chapter presidents, faculty advisers, the Chair of the Student Affairs Committee, and HFES senior staff are automatically subscribed to this listserv.

The listserv may be used as a:

- Central source for general announcements relevant to the student chapters
- Opportunity to interact with other student chapter officers.

Messages to the listserv should be addressed to [hfes-studentchapters@hfes.org](mailto:hfes-studentchapters@hfes.org). Email address changes should be sent to [carlos@hfes.org](mailto:carlos@hfes.org).

Each Student Chapter is strongly encouraged to create an e-mail account with a screen name that can be used from year to year by incoming officers, (i.e., [hfes@psu.edu](mailto:hfes@psu.edu)).

## Other Student Chapters

If you were having an event, it would be nice to inform nearby chapters and invite them to participate (e.g., for invited colloquia or social events). You may also plan a field trip to visit nearby student chapters and tour their facilities. The student chapter officers' listserv described above will be a useful tool for communicating with other student chapters. Your fellow students are a valuable resource.

## SAMPLES ACTIVITIES FOR STUDENT CHAPTERS

### Recruitment (Increasing Chapter Membership)

- Opening social after the new student orientation
- Open enrollment signup sheet
- Visit HF/E and related classes to talk about HF/E
- Participation in campus recruitment events
- Bulletin Board for HFES chapter announcements

### Student Membership to HFES

- Encourage HFES student chapter members to go to the HFES Annual Meeting via email postings
- Distribute brochures and flyers about benefits of affiliation with the Society
- Presentation on student benefits for joining HFES as well as student chapters

### Guest Speakers: List of General Topics

- Cross Cultural User Experience Design
- Human Factors of Spaceflight
- Industrial Design
- Outreach Opportunities

- Ideas about activities for HF/E involvement
- Human Machine Integration
- Usability Researchers
- Career Center
- Interaction Design
- Student Speakers (Alumni)
- Human action integrated into design
- Traffic Safety
- Professors in the HF/E department from other universities
- Experts in Medical field relating to HF/E
- Members from HFES
- Human Computer Interaction
- Cultural Ergonomics
- Pedagogy
- Preparing Proposals Seminar
- Interviewing Skills
- Dissertation Tips and Tricks
- Grant Writing for Grad Students and Faculty–Tips
- Student speakers practicing for defense
- Panels of students and faculty presenting grad life and the application process
- Invite a guest speaker who is an expert witness to talk about the profession
- Safer in the air: An analogy between aviation and medicine
- Technology with living disabilities
- Tour of Duke’s patient simulation research lab
- Global and cultural awareness and the impacts on design
- Distance education
- Team communication
- Physiological measures
- Lecture that serves as a primer for a common HF/E tool or application, such as Viseo or Morae or Photoshop.
- A panel where professionals would ask students why they would want to be in academia or industry. It is a method for professionals to investigate current thinking of the future generations of professionals

#### **Students Service to HFES**

- Write articles regarding HFES activities/involvement
- Student contributions to HFES Bulletin
- Host HFES chapter meetings locally (your city)
- Submit Thesis Topics to discuss at the conference

#### **Outreach/Volunteerism**

- Form a HF public relations team
- Students providing HF/E consulting to other campus organizations (web design, etc.) or companies for donations
- Participate in on and off campus special day festivities to promote HF/E
- Gather contact information from students in other departments (computing, industrial design, architecture, language, culture and communication) in order to recruit
- Listservs to disseminate information about upcoming events, available job positions, and reminder emails
- HFES student chapter events added to university calendar (e.g. National Ergonomics Month)
- Go to middle schools and/or high schools to promote HF/E
- Presentations of HFES to different university departments
- Posters around campus of HFES student chapter events/activities

- Chapter donation of supplies to local efforts: School supplies to Iraqi children
- Chapter web site design project as a networking tool for current students and alumni
- Graduate school preparation and mentoring / information session for undergraduates
- Participate in University-wide open house events
- Habitat for humanity
- Student Mondays: panels that address topics such as: The Internship Experience, How to Publish, How to get a Job in Academia, Industry, and Government and Experience from Leaders in the Field.
- Trash pick up days: Local Beaches, Parks, etc
- Volunteers for Arbor Day
- Campus usability audit
- Ergonomic Assessment of a facility or classroom on campus
- Usability Day celebration and panel discussion
- Participation in and donations to school fundraisers

**Collaboration:**

- Different departments within university (i.e. Industrial Design Department or Psychology Department)
- HF conference with other (nearby) university HF programs. Students present research.
- Industries in the community related to HF/E
- Seminar on how to collaborate across disciplines
- Seminar on Stress Management w/ university counselor

**Socials:**

- Welcoming events for new students
- Meet at restaurants
- Campus events to promote student involvement
- Holiday Parties for HF/E students and department staff
- Take experts in HF/E out to dinner
- Alumni meetings
- Happy Hours
- Weekly officer meetings
- Mentor Partnerships (new HF/E students partner with experienced students)
- Online discussion boards
- Picnic in the park
- Wine tasting social
- Ball games
- Pizza and dessert sale
- HFES coffee shop hours in a research lab
- Alumni dinner
- Sporting events w/ members
- Smash Pumpkin Carving Contest w/ Engineering Department
- HFES Library Grand Opening
- Morning Coffee
- Game Nights (e.g. Wii Party)

**Field Trips:**

- Ergonomics Companies
- Psychology Laboratories
- Human Factors research facilities
- Company's near campus involved with HF/E
- Middle Schools and High schools to promote HF/E
- Visits to local chapters: Research presentations and lab tours

- Tour of an automobile manufacturer
- Tour of transportation research facilities e.g. Intelligent Transportation Systems
- Tour of design firms
- Risk management retreat
- Tour of Aircraft Manufacturing Co.
- Tour of local airports

#### **Committees**

- Newsletter
- Website
- Wikis
- Student Reviewers
- Student chapter message board
- Forums

#### **Exploration/Creativity**

- Real world activities that focus on HF related topics
- Design a student chapter logo contest
- Open house
- Virtual haunted house
- Calendars given to new members with dues payment
- Book drives
- “Bad designs on campus” contest
- Online Courses Usability Evaluations
- HF Games, e.g. Egg drop event, follow up discussion for relevant HF principles
- World of Illusions Booth
- Muffin Giveaway Booth
- T-Shirt Design Competition
- Student Awards
- 

#### **Information Dissemination**

- HFES student chapter website
- Mailing List: Announcements of upcoming HFE events
- Banners and Flyers Posted around university campus
- Newsletter
- Yahoo Groups
- Facebook Group for local chapter
- Chapter Meetings
- Display Cabinet in Engineering Department

#### **Mentorship**

- Offer mentoring to new students
- Mentoring Future chapter officers by having “ride-along” training sessions with current officers
- Thesis Café: Students get the opportunity to talk to other students and alumni about their thesis/project interests
- Recent Graduates talks about experiences doing their thesis/project
- Panel of Chapter Members Attend New Student Orientation
- Email to new students regarding the effects of excessive stress on human performance and other “HF/E news you can use”
- Tutoring undergraduates at the university

#### **Continued Improvement**

- Soliciting donations from Alumni members of the chapter
- Development/maintenance of the HFES chapter library

- Send speakers to other student organizations to promote HFE in other fields
- Maintain connections with faculty and students in departments related to HFE

## **AWARDS**

### **Student Chapter Award**

Outstanding Student Chapter is a special status for Student Chapters of HFES. The purpose of this designation is to honor Student Chapters that have made an outstanding contribution to the discipline, HFES, their campus, or their community. Selections are announced at the Student Reception of the HFES Annual Meeting.

**The application for the Student Chapter Award may be found in Appendix D.**

**Requests for more information should be sent to:**

**Sandra K. Garrett, Ph.D.**  
 Chair, Student Affairs  
 Clemson University  
 130-C Freeman Hall  
 Box 340920  
 Clemson, SC 29634-0920  
 Tel/Fax: (864) 656-3114  
 E-mail: garrett@clemson.edu

## **GENERAL BENEFITS OF STUDENT AFFILIATE MEMBERSHIP IN HFES**

### **Becoming an HFES Student Affiliate Member**

Any person who is enrolled as a full-time undergraduate or graduate student at an accredited college or university and is not working full-time is eligible to become a Student Affiliate of the Society. Student Affiliates are entitled to participate in all activities of the Society except that they may not vote or hold office. Student Affiliate dues are for the period January-December and include subscriptions to *Human Factors*, *Ergonomics in Design*, and the Digital Library-Archive.

### **Technical Group Membership**

HFES is divided into 23 interest groups referred to as Technical Groups (TGs). (See Appendix G for a full description of the TGs.)

Membership in a TG provides the opportunity to interact and network with others interested in similar technical areas. TGs produce newsletters and often maintain listservs and web sites for the benefit of their members. The TGs are also responsible for the Technical Program at the HFES Annual Meeting. Many TGs have awards specifically for students.

If you wish to join a TG, simply log in as a member and join online or download a TG membership application from <http://hfes.org>. Membership costs for most TGs range from \$4 to \$6 and you do not have to be a member of HFES or of an HFES Student Chapter to join a TG.

## Student Listserv

HFES operates a listserv for HFES Student Affiliate Members. The server provides:

- A central source for general announcements relevant to HFES Student Members.
- A potential source of job information.
- An opportunity to interact with other Student Affiliate Members of HFES, creating a network of contacts worldwide.
- A chance to ask human factors questions (e.g., where to obtain information relevant to a thesis or dissertation project, design questions).

HFES Student Affiliate Members are added to the listserv when they join or renew their membership.

Messages to the listserv should be addressed to [hfes-students@hfes.org](mailto:hfes-students@hfes.org).

## Transitional Dues

Student Affiliate Members who graduate are automatically upgraded to Transitional Associate Member status and are entitled to pay one-half of the regular dues for the first two years out of school.

## Career Center

HFES operates an on-line Career Center exclusively for HFES members. Members can log in and may post resumes at no charge and may apply for jobs on-line. The Career Center may be accessed at the HFES Web site at <http://hfes.org>.

## Student Awards

- **The Alphonse Chapanis Best Student Paper Award** (established in 1969 as the Best Student Paper Award, and renamed in 1983), provides a certificate and a total monetary award of \$1000 to a student (or students) who present(s) the most outstanding student paper at the HFES Annual Meeting. Candidate papers are reviewed and ranked on the basis of subject-matter relevancy, methodological sophistication, clarity of written expression, and oral presentation of the material. Written papers are prescreened so that generally no more than six papers will be selected for final judging by the subcommittee during oral presentation by the student authors.
- **Student Member with Honors** is a special designation for HFES Student Affiliate Members, which honors students who have made an outstanding contribution to the discipline or HFES. An application for this award may be found in Appendix D.
- **TG Student Awards.** Many of the technical groups sponsor student paper awards. Details of the awards are published in technical group newsletters each year.

## Annual Meeting Activities

- **Volunteering.** Students are invited to volunteer to assist in the Annual Meeting coordination on-site. In exchange for volunteering four or eight hours, students will be reimbursed half or the full registration fee after the meeting.

- **Student Reception.** HFES sponsors a reception at the Annual Meeting for all of the student attendees. Also invited to the reception are members of the HFES Executive Council, Student Chapter advisers, and selected faculty members. Refreshments are provided and announcements pertaining to students are made here.

## **DISAFFILIATION**

There may come a time when your Student Chapter just isn't viable any longer. For whatever reason, if your Student Chapter becomes inactive or if there aren't enough students to make the transition from one academic year to another, please contact the Chair of the Student Affairs Committee to discuss the situation. Hopefully, it can be resolved.

However, if a decision is made to close down the chapter, you must send a written request for disaffiliation to the Chair of the Student Affairs Committee. This request must be signed by a majority of the current chapter officers, and the faculty adviser and must include a copy of the notification to the membership that disaffiliation is being requested. The Student Affairs Committee will review the request and then forward it along with relevant information and appropriate recommendations to the Executive Council for decision.

In extreme cases, the HFES Executive Council may terminate the affiliation of a chapter for failure to submit annual reports for two or more years in succession, failure to comply with its own chapter Bylaws, disaffiliation with its host institution or conduct prejudicial to the interests and objectives of the Society.

## APPENDIX A

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### HFES CENTRAL OFFICE SUPPORT

Following are the names and contact addresses for the administrative staff at the HFES central office:

*Executive Director:*

Lynn Strother  
lynn@hfes.org

Susan Marshner  
Administrative Assistant  
susan@hfes.org

#### Communications Department

*Communications Director:*

Lois Smith  
lois@hfes.org

Scott McDonald  
Production Editor  
scott@hfes.org

Andrea Tomcsanyi  
Editorial Review Coordinator  
journal@hfes.org

#### Member Services

*Director of Member Services:*

Carlos de Falla  
carlos@hfes.org

Stefanie Alexander  
Member Services Coordinator  
stefanie@hfes.org

#### Mailing Addresses

*HFES address for US Postal Service mail:*

P.O. Box 1369  
Santa Monica, CA 90406-1369

*HFES physical address for most overnight delivery services (NOT US Postal Service Express Mail):*

1124 Montana Ave., Suite B  
Santa Monica, CA 90403-1617

**HFES Website:** <http://hfes.org>

## APPENDIX B

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### SAMPLE CONSTITUTION AND BYLAWS

#### Constitution

##### University of \_\_\_\_\_ HFES Student Chapter

The University of \_\_\_\_\_ HFES Student Chapter is organized to serve the needs of the human factors profession at the University of \_\_\_\_\_. 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 University of \_\_\_\_\_ HFES Student Chapter 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

##### University of \_\_\_\_\_ HFES Student Chapter

#### Article I - Name

The name of this organization is "The University of \_\_\_\_\_ HFES Student Chapter".

#### Article II - Purpose

The University of \_\_\_\_\_ HFES Student Chapter, 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 \_\_\_\_\_ 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  
President-Elect  
Secretary  
Treasurer  
Directors  
Chapter Advisor

**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. **The President must be a Student member of HFES.**

**b. President-Elect.** In preparation for assuming the duties of the Presidency, the President-Elect shall act as an understudy to the President, and become acquainted with the business and operations of the Chapter. The President-Elect shall assume the duties of the President during the President's temporary absence, or in the event that the President is not able to perform their duties, as determined by a two-thirds vote of the Executive Council. The President-Elect shall be a member of the Executive Council.

**c. 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.

**d. 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.

**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). **The Faculty Advisor must be a Full Member of HFES.**

## **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 Director 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.** \_\_\_\_ 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.

**SPECIAL NOTE: The role and Full Member status of the Faculty Advisor must be included in the chapter bylaws. See Page three of this handbook.**

## APPENDIX C

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### QUESTIONS AND ANSWERS ABOUT STUDENT CHAPTER FUNDING

#### Q: How do I get funds? Who is eligible?

All recognized student chapters are eligible for a maximum of \$500 allocation each calendar year. Nonetheless, with the current number of student chapters, one would only be able to allocate this full amount to approximately 30% of the chapters. Therefore, you are asked to create a budget proposal with an **expected maximum allocation** of \$300. If you have a very large activity planned for any given year, (such as a regional student symposium) for which you know that you will need additional support, please explain that in your budget. However, unless your chapter has special circumstances such as these please understand that one will likely not be able to approve budgets over \$300.

The chapter allocation is not automatic, and the amount allocated is matched to the amount spent (documented with receipts) up to the maximum approved. Don't just automatically ask for \$300. Determine your actual needs that are not covered by your dues and your current account balance, and then ask for that amount. (**See example on page 25 of how to document what the requested funding will be used for**) It is frustrating to turn down new chapters for funding once the total funding has been allocated, when the approved amounts are not actually spent by the end of the year. (If you realize partway into the year that you will not be using the full amount that you have had approved, please let the Student Affairs Chair know so the surplus funding can be available for another chapter.)

#### What is the money for?

Various chapter activities may be supported by the funds, such as speaker travel, speaker gifts, field trip expenses such as transportation, refreshments for chapter meetings, design competition awards, books and other resources made available to all chapter members, meeting room costs, and the like. The idea is to use these funds to support activities available to **all** chapter members, to enable chapter growth, and to encourage students to be active in the chapter. The funds you request can be for a single event, or distributed across several events. Note that expenses related to the annual meeting are not applicable. The key is that the funds can only be used for activities open to all members.

#### How do you apply for funds, and when?

You must submit a proposal, prior to your applicable events, to the student affairs chair **by March 31 of each year**. The proposal must include a brief outline of the proposed activities and expenditures (again, **refer to the example on page 25**) as well as a written endorsement by the chapter's faculty adviser. It is preferred that the faculty adviser emails the proposal to the student affairs chair -- this then serves as his or her endorsement of the content. Note that regardless of when your chapter changes officers, the HFES funds are dispersed on a calendar year basis, Jan 1-Dec 31 (not school year).

We know that many of you hold elections in the late spring or fall. In these cases, the current chapter officers will be making budget decisions that affect the future officers (at least for part of their term). So, it is often the case that a given group of student chapter officers are both budgeting for funds that future officers will be spending, and receiving funds (earlier in your tenure) that were budgeted by the

prior chapter administration. While there's not much we can do about this, since we (the society) must work on a calendar year basis, when new officers take effect, you CAN send proposed adjustments or modifications to the previously accepted budget for your chapter. (*Reimbursement requests that do not align with the approved budget may not be approved*, so make sure you submit an amended proposal prior to completing activities / expenses outside the scope of the original proposal.) Note also that approval is not automatic, and you should not assume that you would be approved (or later reimbursed) until you receive written approval from me.

On some occasions, chapters need additional funds beyond the \$300. These requests should be sent to the chapter affairs chair, with proper detail and justification, no earlier than June 30 and no later than Nov 1. (Additional funding will be restricted by the continued availability of funds.) -- Note that for the past two years, all funding has been allocated during the initial budget proposal submission time period, so do not wait to request funds.

### **How do we request reimbursement after an activity takes place?**

Save all receipts associated with your activities and document the event. After an activity, which had received pre-approval, is completed, you will then submit a short description of the activity and your reimbursement request (including scanned copies of all receipts) *directly* to the Student Affairs Chair. This documentation should be sent directly to the chair, and not to Lynn Strother, in order to facilitate a smooth reimbursement process. Once a request is approved, the chair will send you a message to let you know and will forward the necessary documentation to Lynn. (Please **refer to page 26 to see the reimbursement process** in more detail.)

We hope this clarifies any questions you have about student chapter funding. It's a great opportunity to obtain supplemental financial support for your chapter activities, and we encourage you to take advantage of it, when needed. We also encourage you to think about using HFES funds for a special activity or form of outreach. *Something you otherwise wouldn't have money to do!*

### **Key Summary Points:**

- HFES has established a fund to encourage program activities in the student chapters. Initial allocations will be a maximum of \$300 per chapter, unless there are special circumstances.
- The funds are distributed on a calendar year basis.
- Send proposals for 2010 funding to the chair **before March 31**. The sooner the better. Funds are dispersed on a combination of a "first-come first-served" and "demonstrated need" basis.
- HFES funds can make a big difference--go for it!

## Example University Student Chapter of the Human Factors and Ergonomics Society

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### 2010 Proposed Budget

Include a short one or two paragraph summary about the chapter and goals / objectives for the year.

The Example University Student Chapter was founded in 1997, and has grown to 24 members (18 students and 6 faculty) as of December 2009. Our chapter strives to inform our members and the community about the relevance and importance of human factors in a variety of domains, what research is being done on our campus, what the latest research challenges are, and where career opportunities may be found. (Etc...)

Our goals for 2010 are to increase student membership by 10-15% and to increase the number of members and non-members who attend out meetings and actively participate in our events. We plan to go on a field trip or plant tour each semester, and host at least one speaker from outside the university at one of our monthly meetings. We also want to start an outreach program through monthly after school activities at a local high school.

#### Planned Activities and Events (Organized by category and / or semester / month)

For each activity, provide a short description and include an estimate of your expenses. Also state what funding will be used to cover these expenses (National society, local chapter, individual members, etc.) We do want to see what activities your chapter is planning beyond those for which you are requesting national support.

#### Spring 2010:

- **Increase Membership and Student Awareness:** Our student chapter of HFES plans on holding a beginning of the semester “call-out” in January, to inform new students of the opportunities, and promote growth within the society. At this meeting, along with a general discussion of what HF/E is, we will hold a student panel. We are currently planning on having students from Industrial Engineering, Psychology, and Technology speak. The various topics to be discussed include graduate research being done in our departments, and brief conference overviews. (\$60 for pizza and soda, national support)
- **Field Trips:** We are scheduling a field trip to visit the labs at Wright State University and the Wright-Patterson Air Force Base in conjunction with the Aviation Technology department. Estimated costs are to cover the price of renting a university van for travel to Wright-Patterson AFB. Any additional costs associated with meals during the trip will be the responsibility of the members attending. (\$120 for van rental, 1/4 national support, 1/4 local chapter, \$5/student)

#### Fall 2020:

- **Etc: ...**

### Summary of Chapter Membership:

Include detailed information on number of members in your chapter, (include information on how many are members locally and nationally), and list what disciplines (majors/ or departments) are represented in your chapter membership and leadership.

<b>Membership Categories</b>	<b>Local Members</b>	<b>HFES Members</b>	<b>% HFES Members</b>
Undergraduate	4	1	25%
Graduate	14	12	86%
Faculty / Staff	6	5	83%
<b>Total</b>	<b>24</b>	<b>18</b>	<b>75%</b>

The Example University Student Chapter is composed of primarily students and faculty from our Industrial Engineering and Psychology Departments, with a few members representing Computer Science and Bioengineering. The chapter officers come from both the Industrial Engineering and Psychology programs.

### Current Chapter Resources and Planned Support Strategy:

Include: current chapter account balance, dues / member (estimate total for the year), planned fundraisers (including anticipated amounts to raise), department / university / student government support, other...

- Current Student Chapter Account Balance: \$315.43
- Dues = \$15 / student; \$20 / faculty (non-student); estimate \$450 for the year
- Fundraiser = Web development / consulting for other organizations ~\$50
  - T-shirt sales: ~\$75
- No department or university support is available

## **REIMBURSEMENT PROCESS**

1. All events must have received pre-approval from the Chair of Student Affairs. Events will not be approved for funding after the fact.
  - a. If your chapter plans change after receiving budget approval, and you wish to spend allocated funding in a different area, please submit an amended proposal explaining the change. (Give yourself enough lead-time to complete the review process before the event.)
  - b. Ensure that the expense categories that you are proposing are things that will be reimbursable.
    - i. No alcoholic beverages can be reimbursed.
    - ii. Travel and expenses relating to the annual society meeting are not eligible.
    - iii. Paying speaker honorariums is discouraged (but small token gifts are supported.)
    - iv. If you have questions, please check with the Student Affairs Chair.

2. Keep careful records of all expenditures for reimbursement.
  - a. You will need to have receipts for reimbursement. (These can be scanned and submitted via e-mail along with your reimbursement request documentation.)
  - b. Carefully detail how the budget was allocated (itemized list by categories, e.g. food, speaker gift, van rental for field trip, etc.) and for what aspect(s) you are requesting reimbursement.
  - c. Report the total amount to be reimbursed, who the check should be made out to, and the address where it should be sent.
3. Document the event and provide a short description with the reimbursement request.
  - a. As a validation for the funding provided to student chapters, we would like to have documentation as to the impact or success of the event.
  - b. Note how many people attended (were involved)
  - c. Was it an internal or external activity? (Did non-members attend / participate?)
  - d. Explain the benefit: (to either your chapter, department, university, community... you can choose what criteria is most applicable for your event.)
  - e. A second advantage to documenting the events as they occur is that it will be much easier to compile the year's information when applying for Outstanding Chapter honors.
4. Send the short event description, receipts and reimbursement request to the Student Affairs Chair for approval. (e-mail is preferred)
  - a. After it has been approved, your request will be forwarded to Lynn Strother for processing.
  - b. Note: all reimbursement requests should be sent directly to the Student Affairs Chair, to ensure the smoothest process for everyone involved.
  - c. You do not need to wait until the end of the year to request reimbursement. Periodic reimbursement is suggested, rather than waiting until the end of the year.
  - d. If you have not received your check within 3 weeks of receiving approval / confirmation from the Student Affairs Chair, please let me know so we can follow up.

## APPENDIX D

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### APPLICATION FOR OUTSTANDING STUDENT CHAPTER

To recognize the contributions and achievements of the student chapters, chapters will be judged on the number and quality of activities they engage across several categories (listed below). The levels of recognition are as follows:

- **GOLD:** This level requires activity in at least 9 of the categories listed below.
- **SILVER:** This level requires activity in at least 6 of the categories listed below.
- **BRONZE:** This level requires activity in at least 2 of the categories listed below.

The list of activity categories and selected sample activities is shown below. The creative category allows chapters to uniquely define activities and provides an opportunity for some chapters to obtain a recognition level they not would otherwise qualify for.

- **Recruitment** – increasing the number of members in the chapter
- **Guest speakers** – outside professionals, professors from other universities, or professors from within the same university
- **Field trips** – to nearby companies, industries, etc., to learn about new domains
- **Outreach/volunteerism** – participation in National Ergonomics Month; outreach to fellow students, high school students, or grade school/middle schoolchildren; public awareness and promotion of HF/E in general
- **Collaboration** – with other departments in your university or with other HF/E programs in nearby universities (e.g., local student conference)
- **Service to HFES** – participation on the Annual Meeting Host Committee or participation in Annual Meeting student activities or Career Day
- **Exploration** – design or research projects taken on by the chapter, working together to solve some problem.
- **Social** – social activities put on by the chapter to foster interaction among the members
- **Information dissemination** – use of Web site, mail group, wiki, etc., to share information, promote program, and so on
- **Student membership in HFES** – encourage chapter members to join HFES as Student affiliate members
- **Mentorship** – mentoring incoming and new students; participation in student orientation for incoming students
- **Continuous improvement** – improve the resources of the chapter (library, facilities, etc.)
- **Creativity** – creative approaches to chapter activities

Chapters must provide supporting materials (three copies) that document the various activities of the chapter, the recognition level sought, and a supporting letter of recommendation from the chapter adviser. In addition, we encourage you to submit other materials that will support the application, such as brochures, announcements, images from events, videos, and Web sites.

#### Submitting Your Application

The deadline for applications for the student chapter awards is **August 15**.

Send three copies of your completed application form plus supporting materials to Anthony Andre, Student Affairs Chair, 6800 Redwood Retreat Rd., Gilroy, CA 95020.

Chapter President Name:

Student Chapter:

Faculty Adviser:

Address:

Telephone:

Email:

Award recipients will be notified by August 31st and recognized during the Student Reception at the HFES Annual Meeting.

## APPENDIX E

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### APPLICATION FOR STUDENT MEMBER WITH HONORS

This designation honors students who have made an outstanding contribution to the discipline and/or HFES during their tenure as a student. Students must be HFES members and meet all of the following eligibility requirements:

- Class standing of junior or senior for an undergraduate, or any graduate student
- Minimum GPA of 3.75 or its equivalent for graduate students (as evidenced by a transcript)
- Minimum GPA of 3.50 or its equivalent for undergraduate students (as evidenced by a transcript)
- Student membership in HFES
- Successful completion of at least three human factors-related courses with a grade of A or its equivalent (as evidenced by a transcript or letter from the instructor)
- Two letters of recommendation, at least one of which must be from a Full Member of HFES

In addition, at least two of the following conditions must be met:

- A human factors-related presentation at a national or international meeting (provide photocopy from program or letter from adviser)
- Evidence of significant contribution to an industry project (e.g., product or system design, ergonomics program development, design award, patent)
- Publication of human factors work in an approved journal (e.g., *Human Factors*, *Ergonomics in Design*, *Applied Ergonomics* or any other journal approved by the Awards Committee)
- Significant service to HFES at the Society-wide or local-chapter level (provide letter from committee chair or officer of the group)

#### Submitting Your Application

The deadline for applications for the Student Member with Honors is **August 15**.

Send three copies of your completed application form plus supporting materials to Anthony Andre, Student Affairs Chair, 6800 Redwood Retreat Rd., Gilroy, CA 95020.

Name:

Institution:

Address:

Telephone:

Email:

Award recipients will be notified by August 31st and recognized during the Student Reception at the HFES Annual Meeting.

## APPENDIX F

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### HFES POLICIES AND GUIDELINES FOR STUDENT CHAPTER WEBSITES

#### Policies

The following items must appear on all HFES Technical Groups and local and student chapters:

1. HFES logo, which you can obtain (tiff format, black and white only) from HFES



Or



**Note:** If you would like to modify the logo or incorporate it into your own logo or other graphic element, please send the Communications Department a copy before you post your graphic on your site.

2. The group's name must include "HFES" or "Human Factors and Ergonomics Society," such as "Aerospace Systems Technical Group of the Human Factors and Ergonomics Society", "Arizona Chapter of the Human Factors and Ergonomics Society", or "HFES Old Dominion University Student Chapter"
3. A link to the HFES Web site (<http://hfes.org>) must appear on the home page.

#### Guidelines

1. If your Web site is not hosted by HFES, send the Communications Department the URL for your site. The HFES Web site contains links to all active TG and chapter Web sites.
2. Be sure to notify the central office whenever your Web site URL changes.
3. Test all the links throughout your site regularly to ensure they are still active; update as needed.

## Appendix G

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## HFES Technical Groups

### **Aerospace Systems**

Is concerned with the application of human factors to the development, design, certification, operation, and maintenance of human-machine systems in aviation and space environments. The group addresses issues for civilian and military systems in the realms of performance and safety.

### **Aging**

Is concerned with human factors appropriate to meeting the emerging needs of older people and special populations in a wide variety of life settings.

### **Augmented Cognition**

Is concerned with fostering the development and application of real-time physiological and neurophysiological sensing technologies that can ascertain a human's cognitive state while interacting with computing-based systems; data classification and integration architectures that enable closed-loop system applications; mitigation (adaptive) strategies that enable efficient and effective system adaptation based on a user's dynamically changing cognitive state; individually tailored training systems; and roadmaps for future directions concerning augmented cognition science and technology and guidelines of use for the technology and the user information that may be garnered from it.

### **Cognitive Engineering and Decision Making**

Encourages research on human cognition and decision-making and the application of this knowledge to the design of systems and training programs. Emphasis is on consideration of descriptive models, processes, and characteristics of human decision making, alone or in conjunction with other individuals or intelligent systems; factors that affect decision making and cognition in naturalistic task settings; technologies for assisting, modifying, or supplementing human decision making; and training strategies for assisting or influencing decision making.

### **Communications**

Is concerned with all aspects of human-to-human communication, with special emphasis on communication mediated by technology. In addition to work in telephone services, there is an increasing emphasis on multimedia communications, such as Internet services, Internet telephony, interactive TV, desktop videoconferencing, collaborative communications, and multimedia information services.

### **Computer Systems**

Is concerned with human factors in the design of computer systems. This includes the user-centered design of hardware, software, applications, documentation, work activities, and the work environment. The CSTG is the organizational meeting place for many human factors practitioners and researchers interested in computer systems: hardware and software, cognition and anthropometry, graphical and character based UIs, the Internet and intranets, and local and distributed applications.

### **Education**

Is concerned with the design of educational systems, environments, interfaces, and technologies and with human factors education. The group consists of educators, researchers, students, and others interested in educational human factors and

ergonomics, directed at improving educational design and in addressing the educational needs of those seeking to increase their knowledge and skills in the human factors and ergonomics field.

### **Environmental Design**

Is concerned with the relationship between human behavior and the designed environment. Common areas of research and interest include ergonomic and macroergonomic aspects of design within home, office, and industrial settings.

### **Forensics Professional**

Is concerned with the application of human factors knowledge and techniques to "standards of care" and accountability established within the legislative, regulatory, and judicial systems. The emphasis is on providing a scientific basis to human factors/ergonomics issues raised within these systems.

### **Individual Differences in Performance**

Serves those who share an interest in any of the wide range of personality and individual difference variables that are believed to mediate performance.

### **Health Care**

The Health Care Technical Group is interested in maximizing the contributions of human factors and ergonomics to medical systems effectiveness and the quality of life for people who are functionally impaired.

### **Human Performance Modeling**

The Human Performance Modeling Technical Group focuses on the development and application of predictive, reliable, and executable quantitative models of human performance. It considers the human, engaged in some goal-directed behavior, in the context of a specific task environment

### **Industrial Ergonomics**

Is concerned with the application of ergonomics data and principles for improving safety, productivity, and quality of work in industry. It concentrates on service and manufacturing processes, operations, and environments, including the design of products that form the basis of industrial employment.

### **Internet**

Is concerned with user interface design of Web content, Web-based applications, Web browsers, Webtops, Web-based user assistance, and Internet devices; behavioral and sociological phenomena associated with distributed network communication; human reliability in administration and maintenance of data networks; and accessibility of Web-based products.

### **Macroergonomics**

Formerly the Organizational Design and Management Technical Group, focuses on organizational design and management issues in human factors and ergonomics as well as work system design and human-organization interface technology.

### **Perception and Performance**

Consists of individuals interested in the relationship between perception and human performance. Areas of concern include the nature, content, and quantification of visual information and the context in which it is displayed; the physics and psychophysics of information display; perceptual and cognitive representation and interpretation of displayed information; assessment of workload using visual tasks; and actions and behaviors that are consequences of visually displayed information.

**Product Design**

Is dedicated to developing consumer products that are useful, usable, safe, and desirable. By applying the principles and methods of human factors, consumer research, and industrial design, the group works to ensure the success of products sold in the marketplace.

**Safety**

Is concerned with the development and application of human factors technology as it relates to safety in all settings and attendant populations as it relates to safety in all settings and attendant populations. These include, but are not limited to, aviation, transportation, industry, military, office, public building, recreation, and home environments.

**Surface Transportation**

Provides a forum for individuals involved or interested in human factors to exchange information, methodologies, and ideas that are being developed and/or applied in the international surface transportation field. In essence, *surface transportation* refers to all forms of transit outside the aerospace sector.

**System Development**

Offers a forum for fostering research and exchanging information with respect to the integration of human factors and ergonomics into the development of systems. Specific items of interest include the system development process itself; developing tools and methods, notably modeling and simulation; case studies; and such critical issues as reduced staffing for complex systems, the impact of increasing computerization, and stress and workload effects on performance.

**Test and Evaluation**

Consists of people interested in all aspects of human factors and ergonomics as applied to the evaluation of systems. Evaluation is a core skill for all human factors professionals and includes measuring performance, workload, situational awareness, safety, and acceptance of personnel engaged in operating and maintaining systems.

**Training**

Provides a mechanism for information and interchange among people interested in training and training research.

**Virtual Environments**

Is concerned with human factors issues associated with human-virtual environment interaction. These issues include maximizing human performance efficiency in virtual environments, ensuring health and safety, and circumventing potential social problems through proactive assessment. For VE/VR systems to be effective and well received by their users, researchers need to focus significant efforts on addressing human factors issues.