



Organizing a New Chapter

Contents

1	Introduction
2	Organizing a New Chapter
4	Why Organize a Local Chapter, Overview
4	General Aims and Objectives
5	Specific Aims and Objectives
7	Getting Started, Overview
7	Plan with a Small Group
7	Expanding Initial Small Group
8	Establishing a Mailing List
8	Preparing an Organizational Meeting
8	Social Hour
8	First and Second Meetings
8	HFES Recognition
9	Individual Membership
9	Applying for Affiliation, Overview
9	Formal Application Procedure
10	Where to Return Material
10	Application Review Process
10	Official Notification
11	Operating a New Chapter, Overview
11	Dues
11	Guidelines for Setting Dues
12	Chapter Responsibilities
12	Chapter Operation: Excerpt from the HFES Operating Rule 6.4
13	Incorporation
13	Insurance
13	Code of Ethics
14	Appendix A: HFES Headquarter Staff
15	Appendix B: Sample Announcement Letter
16	Appendix C: Chapter Constitution and Bylaws
25	Appendix D: Sample Chapter Membership Application
26	Appendix E: Sample Yearlong Operating Schedule
27	Appendix F: Chapter Financial Report Form
28	Appendix G: Chapter Website Guidelines

Updated October 2011

ORGANIZING A NEW CHAPTER

The Human Factors and Ergonomics Society (HFES) “Organizing a New Chapter” Handbook is designed to provide guidance and assistance for HF/E members who organize local chapters. The handbook provides information on starting and operating a new chapter. The handbook is compiled, published, and revised as necessary by the HFES Chapter Affairs Committee.

This handbook tells you:

- Why you should organize a chapter.
- Some guidelines and tips on how to get started.
- The requirements for affiliation as a chapter and for maintaining that status.
- How to apply for affiliation.
- Areas of consideration in operating a chapter.

Further information and guidance on the organization of a chapter is available by contacting the chair of the Chapter Affairs Committee or the Director of Member Services:

Frederick M. Rudolph
Chair, Chapter Affairs Committee
1055 Millridge Ln
Marietta, GA 30067
(319) 263-4577
fmrudolp@rockwellcollins.com

Carlos de Falla
Director of Member Services
Human Factors and Ergonomics Society
P.O. Box 1369
Santa Monica, CA 90406-1369, USA
Telephone: (310) 394-1811
Fax: (310) 394-2410
carlos@hfes.org

Starting a New Chapter

If you are starting a new chapter, familiarize yourself with the following:

- The "Getting Started" section for what to do before requesting chapter approval.
- The "Applying for Affiliation" section for how to officially apply for chapter approval.
- The "Chapter Responsibilities" section for a summary of chapter obligations.
- The "Operating a New Chapter" section for suggestions on how to operate a new chapter.
- The "Appendices" for model constitution and bylaws.

WHY ORGANIZE A LOCAL CHAPTER

Overview

This handbook provides basic procedural steps for forming and operating a chapter of HFES.

To accomplish these steps successfully, however, it is important to first establish specific reasons for organizing a particular chapter. Having answers to the question "Why organize a chapter?" is vital to the organizers of a chapter because these answers determine how each procedural step should be fulfilled. Also, the reasons for forming a chapter help determine the character of a chapter by defining its specific aims and objectives. The character of the chapter, in turn, influences whether or not a person will choose to become a member. In order to assist organizers in thinking about why a chapter should be organized, this section of the Handbook provides some potential answers.

General Aims and Objectives

The aims and objectives of a chapter are both general and specific. The general aims and objectives of a chapter should be similar to those defined in Article II of the HFES Articles of Incorporation:

"The purpose for which the corporation is organized is as follows:

- To operate exclusively for charitable, educational, scientific, and literary purposes.
- To promote and advance through the interchange of knowledge and methodology in the behavioral, biological and physical sciences the understanding of the human factors involved in the design, manufacture, and use of machines, systems, and devices of all kinds."

Documenting General Aims

Typical general aims and objectives of chapters are set forth in the Constitution and Bylaws presented in **Appendix B** of this Handbook. Your chapter's general aims and objectives should be contained in the Constitution and Bylaws of the individual chapter. These general aims and objectives can be considered as oriented toward the Society and chapter's relationship with the wider technical and scientific community.

Specific Aims and Objectives

The specific aims and objectives should be oriented towards satisfying the needs and desires of the prospective members of the chapter. For example, the HFES Potomac Chapter has stated its aims and objectives as follows:

"The Human Factors and Ergonomics Society - Potomac Chapter was established in 1967 as a professional organization serving Washington, DC, Maryland, and Virginia in order to:

- *Provide a professional forum for the exchange of multidisciplinary ideas and information about humans and their environment.*
- *Encourage a social relationship where members can meet and communicate freely with others who have a wide variety of viewpoints and backgrounds.*
- *Establish a point of contact for persons and organizations in the Potomac Chapter area who are interested in or have a need for human factors research and technology."*

List of Specific Objectives

Additional examples of specific aims and objectives of individual chapters are listed below. Although this list is far from exhaustive, it illustrates the types of goals a chapter can stress. The specific aims and objectives of each chapter will be unique.

- Provide a forum for the presentation, discussion, and investigation of matters of local interest.
- Provide directory and news bulletin information for local use and as inputs to the HFES *Bulletin*.
- Facilitate communication between human factors specialists and other specialists in the local area.
- Provide funds for awards, scholarships, grants, and other projects.
- Encourage local participation by individuals active in human factors and related fields, including students, who might not otherwise become active in the HFES.
- Encourage individuals to become members of HFES through their participation in the affairs of the local chapter. This is the "grass roots" strength vital to the future of HFES.
- Facilitate joint meetings with other chapters of national / international associations.

- Provide a good training ground and source of talent for future HFES officers by serving as a model of the parent organization.
- Provide a vehicle for communicating the needs of local groups to HFES through participation of local officers in HFES committees, attendance of the Chapter Presidents meeting at the Annual Meeting, activities of the Society's Chapter Affairs Committee, and other direct interfaces.
- Provide the local resources and personnel to host an HFES annual meeting.
- Ensure representation from the chapters on key committees, intersociety activities, and other efforts of the Society by volunteering to participate in activities of interest.
- Provide the basis for social interaction and informal discussions between members of various human factors groups and representatives of industry, government, and education on a periodic basis.

These aims and objectives are only examples. You should develop specific ones for your chapter. The goals of a chapter should reflect what would best benefit and interest the prospective membership.

GETTING STARTED

Overview

As of 2011, the Human Factors and Ergonomics Society has 26 local chapters. A variety of factors contribute to the successful formation and maintenance of each one of them. Suggestions concerning how to organize your chapter are outlined below. Remember that because each chapter and its organization are unique, what will provide successful results for one chapter may not do so for another. However, in general, following the guidelines presented below should be useful in organizing any chapter.

Plan with a Small Group

- Gather a small group of 3 to 5 people to be the nucleus of the organizational efforts -- larger groups tend to become unwieldy.
- If possible have a representative of each area of human factors/ergonomics work (HF/E) in industry, government, academia, and small consulting businesses in the organizing group.
- Arrange for support from an interested employer for Web site and social network presence, physical meeting place, etc.

Expand Initial Small Group

After the initial organizing nucleus meets, recruit additional members (at least 15 if possible).

The HFES Directory and Yearbook is an excellent source for identifying members within a geographical area. The Membership Director at HFES Headquarters can also provide you with an initial mailing list, sorted by local zip codes, of HFES members within your area.

An additional means to facilitate chapter start-up is the preparation of a letter (**See Appendix C**) announcing intentions to start a new chapter. The letter should include a survey addressing

- desired meeting content, time, location, and frequency; and
- how additional potential members (i.e., individuals who do not belong to HFES but, who are active in related areas and who might be interested in a local professional organization), might be identified.

Establish an E- Mail List

The Membership Director at HFES Headquarters can provide you a good initial e-mail list. Additional contact information for potential members is probably available from the human factors groups or industrial engineering departments of local industrial facilities; personnel, training and research divisions of government facilities; and academic departments of local universities.

Prepare an Organizational Meeting

After identifying at least 15 potential members and/or allowing about 2 weeks for potential members to respond to your organizational letter/email and survey, set up an organizational meeting. Notify all potential members of the meeting time, location, and purpose.

Social Hour

A social hour, either sponsored by a local company or a "no-host" function, can kick off the organizational meeting. This "informal forum for discussion" is usually effective in attracting attendees.

First and Second Meetings

At the first meeting, as a minimum, set up pro tempore officers and committees; e.g., program, bylaws, and nominations. For your second meeting, have an interesting program that will appeal to people interested in human factors. Sometimes a slower approach to organizing may be more advantageous. In other words, your group may need more meetings to work out the details and increase group participation. Please note that some meetings may be held electronically if convenient. However, if possible, the initial meeting should be a physical meeting.

HFES Recognition

In the "Applying for Affiliation" section of this handbook, you will find guidance on the requirements for being recognized by HFES.

In addition, specific questions can be answered by contacting the chair of the Chapter Affairs Committee or the Director of Member Services:

Frederick M. Rudolph
Chair, Chapter Affairs Committee
1055 Millridge Ln
Marietta, GA 30067
(319) 263-4577
fmrudolp@rockwellcollins.com

Carlos de Falla
Director of Member Services
Human Factors and Ergonomics Society
P.O. Box 1369
Santa Monica, CA 90406-1369, USA
Telephone: (310) 394-1811
Fax: (310) 394-2410
carlos@hfes.org

Individual Membership

A membership application is required for gathering information about chapter members.

HFES does not require its chapters to use a standard format for membership applications. Each chapter is therefore free to develop its own application form, and to decide what personal data needs to be obtained from applicants for chapter membership.

A reproducible application form for membership in HFES may be obtained in **Appendix D** of this handbook. Blank forms can be obtained directly from HFES Headquarters. Chapter membership forms cannot be used to apply for membership in the parent organization. It is wise to develop an electronic form of the membership form that can be completed electronically from the chapter's Web site or e-mailed to prospective members.

APPLYING FOR AFFILIATION

Overview

To be eligible for consideration as a chapter, a local group must have enrolled no fewer than 15 members, of which at least 5 must be full voting Members (not Associate, Affiliate, or Student members) of HFES. The rest may qualify as Associates of the local chapter in accordance with the Chapter Constitution and Bylaws.

Formal Application Procedure

Once the eligibility requirement has been fulfilled, the local group may then make formal application for affiliation with the Society. Under the operating rules of the Society, formal application requires the following:

- A letter stating the desire of the group to be considered for affiliation as a chapter of the Human Factors and Ergonomics Society and information describing the geographical area that the proposed chapter will serve.

- A complete, current membership list of the prospective chapter including, for each member, name, position title, employer, business address, phone number, email address membership class in the local group, and membership class in HFES (i.e., Member, Associate, Affiliate, Emeritus, Fellow, Student, or unaffiliated).
- The proposed Chapter Constitution and Bylaws (see **Appendix C** for examples) bearing the name of the chapter.

The last page shall bear the signatures of those members of the local group who have subscribed to and approved the Constitution and Bylaws, the percentage of the membership that approved by signature, and the date of approval.

- A complete, current list of the interim or elected officials and appointed chairs giving the names, titles of the office held, and the date of election or appointment. In the case of interim officers, the schedule for nominating, electing, and installing officers (and directors, if appropriate) for the first year or less of chapter operation should also be furnished.

Where to Send Material

Submit copies of the completed application to the Chair of the Chapter Affairs Committee and to the Director of Member Services at HFES Headquarters. HFES Executive Council will review the application at its next regular meeting. The Chapter Affairs Committee will acknowledge receipt of the application. If, after 30 days (from the time your chapter submitted the necessary information for affiliation), you have not heard from the Chapter Affairs Committee, contact the Director of Member Services at HFES headquarters.

Application Review Process

In accordance with Article III, Section 2, of the HFES Bylaws, the Chapter Affairs Committee will review the application with the assistance of the Parliamentarian to verify that formal requirements have been met. In the event that deficiencies exist, the Chapter Affairs Committee will assist the local group with advice, recommendations, or direction designed to achieve compliance. When all requirements have been met to the satisfaction of the Chapter Affairs Committee, the chair will pass the application to the Executive Council with the recommendation that it be approved at the next Executive Council meeting. Because the Executive Council meets only twice a year, formal approval of a new chapter can occur only at those times.

Official Notification

Every effort will be made by the Chapter Affairs Committee and the Executive Council to expedite review on behalf of the local group. Official notification of the results of Executive Council action will be forwarded from the Chapter Affairs Committee following the Executive Council meeting.

OPERATING A NEW CHAPTER

Overview

Perhaps the best tip on operating a local chapter is to thoroughly digest the chapter Bylaws. Bylaws contain specific information on the duties of each officer, the process by which officers are to be elected, the procedures for collecting dues, and any special meeting requirements. To keep on top of the deadlines for various activities (e.g., how many months in advance the call for nominations should be distributed, deadline for dues payments, publication dates for meeting announcements), it is highly recommended that a schedule of action items should be prepared. This will help prevent embarrassing situations, such as a chapter being unable to report election results in an annual report to HFES! (See **Appendix E**)

Appendix F is a sample of the Financial Statement that must be submitted to HFES by January 31 of each year. HFES Headquarters will send a reminder when reports are due.

Keep careful records of procedures used as well as the results. A history of "lessons learned" is very valuable to future officers. A record of the number of attendees and other parameters (attendees' affiliation, contact information, etc.) for each meeting would help judge the attractiveness of the meeting site and type of program.

Dues

It is reasonable to expect that certain basic economic factors will apply to the chapter situation just as they do to other enterprises. For example, it is unlikely that a chapter could enroll a very large membership in any given area if its dues were equal to or greater than those of HFES. Also, dues set at a very low level may have a negative impact. A fee of \$1.00 might cause potential members to discount the value of chapter membership below some level of value that the chapter is trying to achieve. The potential member might well question, "What can I possibly get out of a professional organization whose dues are only \$1.00?"

Guidelines for Setting Dues

Several general observations about dues can be made as a result of the experiences of existing chapters:

- Dues should be no less than \$10.00.
- Dues should probably be less than \$40.00.
- Dues should be sufficient to avoid the requirement for additional assessments later in the year.
- Dues should be sufficient to pay all costs associated with the chapter.
- Dues should cover the fiscal year; i.e., January 1 to December 31.

Members should be told to check with their accountant or tax advisor as to whether the dues payments could be itemized on personal income tax.

As with the parent organization, dues for Members and Associates can be identical; dues for Student Members may and probably should be less. There is obviously no one correct figure for chapter dues. The general observations presented above may assist new chapters in arriving at an acceptable dues structure.

CHAPTER RESPONSIBILITIES

Chapter affiliation with the Human Factors and Ergonomics Society brings with it certain continuing responsibilities and obligations that must be met to maintain your chapter status. These responsibilities/obligations are outlined below.

Chapter Operation

Following is an excerpt from the HFES Operating Rules:

6.4 Operation

- 6.4.1 The President, Treasurer, and one officer of a local chapter shall be Full Members of the Human Factors and Ergonomics Society.
- 6.4.2 Once a chapter is formed, any subsequent change in its Bylaws must be approved by the Executive Council of the Society. The chapter must notify the Council of proposed changes. If this notification is received 30 days or more before a Council meeting, the Council shall consider the proposed changes at that meeting. If notification of proposed changes is received less than 30 days before a Council meeting, the Council may defer consideration of the changes until its next meeting.
- 6.4.3 According to the Society Bylaws, each chapter must submit a financial report to the Society no later than one month after the end of the Society's fiscal year; i.e., by February 1. This report shall be prepared according to the specifications of the Chapter Affairs Committee, which shall notify the chapter presidents of the appropriate format by January 1 each year. In addition to this financial report, each chapter shall submit at the same time an annual report to the Executive Council. This report shall include:
 - A copy of the chapter's input to the Directory, including a list of current officers and a review of the year's activities.
 - A current membership list, including each member's name, preferred mailing address, employer or academic affiliation, and membership status in the chapter.
 - Any other information the chapter wishes to report.
- 6.4.4 Each chapter shall notify HFES Headquarters and the chair of the Chapter Affairs Committee within 10 days whenever new chapter officers are elected or appointed, and whenever the chapter mailing address is changed. If these changes occur at the time the annual report is filed, explicit attention shall be drawn to them.
- 6.4.5 Each chapter shall send a printed or electronic copy of each publication issued by the chapter to HFES Central Office, and one to the chair of the

Chapter Affairs Committee. Chapters are encouraged to exchange publications with each other.

- 6.4.6 Each chapter shall send the Communications Director copies of all announcements and reports of meetings, programs, other activities, and additional news that may be of interest to the entire Society membership.
- 6.4.7 Chapters are encouraged within the limits of their resources and with the approval of the Technical Program Committee, to sponsor symposia, workshops, or invited speakers at the annual meeting of the Society. Arrangements for these activities are to be made through the standard channels.

Incorporation

HFES is a nonprofit corporation under the laws of the State of California. Incorporation provides separate legal status and certain personal liability protections. (It also can make dealing with the Internal Revenue Service and the public easier). Incorporation is not mandatory to become an HFES Chapter.

Insurance

In this litigious society, one can never be sure whether a suit may be filed for alleged negligence or other actions. Even if the other party loses, the costs of defense can be expensive. It is strongly recommended that all chapters obtain Association Professional Liability Insurance and Directors and Officers Insurance to protect against potential liabilities that may arise.

Code of Ethics

Chapters are not permitted to have individual codes of ethics. The HFES Code of Ethics is published in the Directory and Yearbook.

APPENDIX A

HFES CENTRAL OFFICE STAFF

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

Cameron Wile
Managing Editor
cameron@hfes.org

Cara Quinlan
Communications Assistant
cara@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

Sample Announcement Letter/Email

Dear Colleague,

I am sure you agree that human factors/ergonomics is as an important interdisciplinary field for enhancing human performance, training, safety, productivity, and the design of human machine interfaces. The purpose of the Human Factors and Ergonomics Society is to promote the understanding of the role of the human in the design, manufacture, and use of machines, systems, and devices through the interchange of knowledge and methodology in the behavioral, biological, and physical sciences.

We feel there is a need to provide a professional forum for the exchange of multidisciplinary ideas and information about people and their environment in the greater [geographical] area. With this in mind, I would like to invite you to join efforts with fellow professionals in forming a local chapter of the Human Factors and Ergonomics Society. We strongly believe that such a local chapter would create a context in which people who have similar interests can meet and communicate freely. It would also establish a point of contact for persons and organizations in the local area.

Enclosed are a membership form and a survey. Please fill them in and return it to us at your earliest convenience. We are in the process of drafting a constitution for our local chapter. Within the next month I will inform you of a meeting place where all of us can get together as charter members and discuss the constitution. We hope to form several committees at that time which will deal with membership, nominations and election, and a program.

I sincerely hope that you will give serious consideration to this call for organizing a local chapter of the Human Factors and Ergonomics Society and both contribute to and benefit from it.

Sincerely,

Appendix C

MODEL CONSTITUTION AND BYLAWS (Bylaws updated September 2011)

CONSTITUTION OF THE HUMAN FACTORS AND ERGONOMICS SOCIETY, _____ CHAPTER

The Human Factors and Ergonomics Society, _____ Chapter is organized to serve the needs of the human factors profession in the _____ area. 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 industrial and other relevant engineering disciplines.

The _____ 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 OF THE HUMAN FACTORS AND ERGONOMICS SOCIETY, _____ CHAPTER

ARTICLE I - NAME

The name of this organization is the "Human Factors and Ergonomics Society, _____ Chapter".

ARTICLE II - PURPOSE

The Human Factors and Ergonomics Society, _____ Chapter, hereinafter referred as the Chapter, is an affiliate of the Human Factors 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 as the Society.

ARTICLE III - MEMBERSHIP

Section 1. Classes of Membership. The voting membership shall include Members and Associates of the Chapter. Additional special classes of membership and their voting privileges may be established by the Chapter Executive Council.

(NOTE: Any other classes of voting membership established by the Bylaws should be identified here.)

Section 2. Qualifications for Membership. Qualifications for the various classes of membership, in addition to residing within the area serviced by the Chapter, are:

a. Member - Membership in the Human Factors and Ergonomics Society (HFES).

b. Associate - 1) Interest or activity in human factors or a related field,
2) endorsement by a member in good standing of the Chapter, and
3) lack of eligibility for membership in HFES.

c. Special - Those qualifications as established by the Executive Council.

(NOTE: Special classes of membership may include Fellow, Honorary, Student Affiliate, Sustaining or others as established by the Executive Council.)

d. Other - _____

(Note. If other classes of membership are established in Section 1, then describe qualifications for those classes in this section under subheads "d", "e", etc.)

Section 3. Application for Membership. Persons who wish to apply for membership shall submit a written or electronic application to the Chapter Secretary following a prescribed format. This format must include acceptable evidence of the applicant's qualifications. Membership in the Society shall be verified against HFES Records.

Section 4. Election to Membership. The Membership Committee or current chapter officers shall review submitted applications for all classes of 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, hold office, receive notices, participate in all activities of the Chapter, inspect official records of the Chapter, insist on enforcement of the Bylaws and rules of the Chapter, receive access to all Chapter publications, and have a hearing before expulsion.

(Note: Other additional privileges may be described in the Bylaws or established by the Chapter Executive Council.)

b. Associates. Associates in good standing shall be entitled to all privileges of Membership with the exception of holding the office of President. The President must be a member of both the Society and Chapter.

c. Special. Special classes of member shall be entitled to such privileges as the Chapter Executive Council may establish.

d. Other.

(Note. If other classes of membership are established in Section 1, then describe the privileges for those classes in this section under subheads "d", "e", etc.)

Section 6. Change of Membership Status. Associates of the Chapter in good standing shall be reclassified as Members when they become Members of the Society.

Section 7. Termination of Membership. The membership of a person in the Chapter in any membership class 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 8. 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 9. Dues. Annual dues for each of the various classes of membership shall be established by the Executive Council.

ARTICLE IV - OFFICERS

Section 1. Designation.

(NOTE: The president, treasurer, and one other elected officer must be a Full Member of HFES)

President
President Elect
Past President
Secretary
Secretary Elect
Past Secretary
Treasurer
Treasurer Elect
Past Treasurer
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 HFES.

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

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. He or she 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 his or her duties as determined by a two-thirds vote of the Executive Council. The President-Elect shall be a member of the Executive Council.

c. Past President. The immediate Past President shall be a member of the Executive Council and chairman of the Nominations and Elections Committee. He or she shall also serve as Chapter Historian.

d. Secretary. The Secretary shall keep a true and faithful record of all business meetings of the Chapter and of the Executive Council. He or she shall be the custodian of all records and correspondence of the Chapter. He or she shall maintain the membership list and other mailing lists pertinent to Chapter business. The Secretary shall be a member of the Executive Council.

e. Secretary-Elect. In order to become acquainted with the duties of the Secretary, the Secretary-Elect shall act as an understudy to the Secretary. He or she shall assume the duties of the Secretary in his or her absence. He or she shall also be responsible for creating and maintaining the Chapter's electronic presence (website). The Secretary-Elect shall be a member of the Executive Council.

f. Past Secretary. The immediate Past Secretary shall be a member of the Executive Council and the Nominations and Elections Committee.

g. Treasurer. The Treasurer shall be responsible for the money and securities of the Chapter. He or she shall keep a true and faithful record of all financial transactions and shall prepare the annual financial status report. The Treasurer shall deposit Chapter funds to the account of the Chapter in a bank or trust company selected by the Executive Council. He or she shall disburse such funds only upon approval by the Executive Council.

h. Treasurer-Elect. In order to become acquainted with the duties of the Treasurer, the Treasurer-Elect shall act as an understudy to the Treasurer. He or she shall assume the duties of the Treasurer in his or her absence. The Treasurer-Elect shall be a member of the Executive Council.

i. Past Treasurer. The immediate Past Treasurer shall be a member of the Executive Council.

j. Directors. ___ (number of) Directors-at-Large shall be members of the Executive Council.

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 Directors. 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 three months prior to the Annual Business Meeting of the Chapter, the Chairperson of the Nominations and Elections Committee shall issue by electronic or regular mail a nominations ballot to all Members and Associates in good standing for nominations for the offices to be filled. The nomination's ballot shall list all Chapter members and associates who are eligible for each office to be filled. Thirty days after the date nomination ballots are delivered, nominations from the membership shall be closed and the 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 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 Nominations and Elections Committee may make additional nominations.

Section 2. Election. No later than two weeks after the closing of nominations, the Chairperson of the Nominations and Elections Committee shall distribute by email or mail the election ballot to all Members and Associates in good standing. Thirty days after the date the election ballots are sent, the 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 or by runoff electronic voting. 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. He or she 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. Terms of Directors shall be two years. The terms of all other officers shall be one 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 reelection 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 a 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 Chairpersons, 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 Chairperson of each Committee shall select and appoint such Committee members as are necessary to conduct the affairs of the Committee. Chairpersons 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. The Membership Committee shall consist of a Chairperson and not less than ___ additional members appointed by the Chairperson. It shall 1) evaluate the eligibility of all applicants for membership, for all classes of membership, 2) evaluate the eligibility of all applicants for changes in membership status, and 3) submit its evaluations and recommendations to the Executive Council for action.

b. Nominations and Elections. The Nominations and Elections Committee shall consist of a Chairperson and not less than ___ additional members. It shall: 1) administer the procedures for the nomination and election of candidates for elected offices of the Chapter as provided for elsewhere in these Bylaws, 2) ascertain the eligibility and willingness to serve of all nominees.

c. Program. The Program Committee shall consist of a Chairperson and not less than ___ additional members appointed by the Chairperson. It shall 1) plan the content of, and 2) execute the arrangements for, all regular meetings of the Chapter, and such special meetings as may be called by the President and the Executive Council.

d. Publications. The Publications Committee shall consist of a Chairperson, the Editors of all regular chapter publications and not less than ___ additional members appointed by the Chairperson. It shall 1) be responsible for publishing and distributing all Chapter publications, 2) identify and defined requirements for new publications, and 3) prepare and submit budget requests to the Executive Council at least annually. The Chairperson 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. Meetings may be held electronically or physically; however, one regular physical meeting must be held every year.

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 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 mailed to Chapter membership not less than ___ 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) Secretary upon written request of not less than ___ members of the Chapter. The Executive Council shall select the time and place of all Special Meetings. Announcements for each meeting shall be mailed to Chapter membership not less than ___ days 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 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 Chairperson, 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 complete Executive Council 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 the HFES, 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 HFES. 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 present a financial status report at the Annual Business Meeting of the Society.

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 _____ members of the Chapter or Executive Council. Motions shall be distributed by the Secretary to the Executive Council within ____ 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 ____ days, nor more than _____, 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 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. Voting members shall be allowed not less than ____ days, nor more than _____ days, thereafter to return their votes. Voting shall be by secret ballot. Motions shall be adopted if approved by a two-thirds 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 _____ voting members shall cause a mail or electronic ballot on the motion to be distributed by the Secretary within ____ days to all voting members of the Chapter. Voting members shall be allowed not less than ____ days, nor more than _____ 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 shall be submitted in writing within 30 days after its passage to the Chairperson 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 by email or regular mail 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

will 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.

Appendix D



**Human
Factors
and
Ergonomics
Society**

(Name) Chapter

2012 MEMBERSHIP APPLICATION AND ANNUAL RENEWAL

Members and Associates -- \$20

Students -- \$5

Name _____
Last First Initial +_

Mailing Address _____

City State Zip Code

Phone (_____) _____
Business/Institution Email

Job Title _____

Organization _____

Degree _____ Year _____ Major _____ Institution _____

Areas of Professional Interest

Human Factors and Ergonomics Society Member? Yes No

Available for Consulting? Yes, Unlimited Yes, Non-DoD Only No

STUDENT MEMBERS ONLY:

Degree Program BA/BS MA/MS PhD

Major Area Institution

Mail to:
Secretary-Treasurer, HFES Chapter
Company
Address, City, State, Zip

Appendix E

Example of a Year-long Operating Schedule*

January	Newsletter (include dues notice and Chapter Directory Update Notice) Full chapter meeting Report/roster due at HFES Headquarters -----
February	Review/Revise Chapter Directory Executive Board meeting -----
March	2nd dues notice Full chapter meeting Submit Directory for publication -----
April	3rd dues notice to delinquent members Executive Board meeting (review delinquent dues) -----
May	Newsletter (include call for nominations) Full chapter meeting -----
June	Close nominations Executive Board meeting (review nominations) -----
July	Election ballots Full chapter meeting -----
August	Executive Board meeting (review election results) Notify officers-elect Report new officers to HFES Headquarters -----
September	Newsletter (announce election results) Annual business meeting (install new officers) -----
October	Represent chapter at the Council of Chapter Presidents session during the HFES Annual Meeting Executive Board meeting -----
November	Full chapter meeting <i>When notified by HFES, submit Activity Reports for inclusion in the HFES Directory and Yearbook. In addition, submit year-end financial report to HFES headquarters.</i> -----
December	Executive Board meeting

Appendix G

HFES POLICIES AND GUIDELINES FOR 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.