



Student Chapter Handbook

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Developed by the HFES Student Affairs Committee

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Table of Contents

Overview of Student Chapter Handbook	4
Student Chapters of HFES	4
Organizing a Student Chapter	5
Member Recruitment	5
Recruit a Faculty Adviser	5
Ensure College/University Permission	5
Develop a Constitution and Bylaws	5
Application to HFES for Affiliation	5
How to Keep the Chapter Alive	6
Sample Activities for Student Chapters	6
Communicating with the Members of your Chapter	7
Reporting Chapter Activities	7
Election of Officers	8
Other Transitional Issues	8
Funding for Student Chapters	9
Annual Funding Available from HFES	9
Allowable Expenses	10
How to Request Reimbursement from HFES	10
Other Sources of Funding	11
Resources for Student Chapters	11
Faculty Advisers	12
Chair of the Chapters Affairs Committee	12
HFES Central Office	12
Student Chapter Presidents Luncheon	12
Student Chapter Slack Channel	12
Student Chapter Community Forum	12
Other Student Chapters	12
Awards	13
Student Chapter Award	13
General Benefits of Student Affiliate Membership in HFES	13
Becoming an HFES Student Affiliate Member	13
Technical Group Membership	13
Local Chapter Membership	14
Early Career Associate Member	14
Career Center	14
Student Awards	14
Annual Meeting Activities	15
Disaffiliation	15

Some HFES Basics	15
What does the EC do?	16
Appendix A: Where to get support from HFES	17
Appendix B: Sample Constitution and Bylaws	18
Appendix C: Officer Roles and Responsibilities	23
Appendix D: HFES Activities Form	25
Appendix E: HFES Reimbursement Procedure	30
Appendix F: HFES Reimbursement Request Form	31
Appendix G: Student Chapter Recognition	32
Appendix H: Application for Student Chapter Recognition	35
Appendix I: Student Member with Honors	36
Appendix J: Application for Student Member with Honors	38
Appendix K: HFES Policies and Guidelines for Student Chapter Websites	39
Appendix L: Possible Activities for a Student Chapter (Taken from actual Student Chapter events)	40

Overview of Student Chapter Handbook

The Human Factors and Ergonomics Society (HFES) Student Chapter Handbook is designed to supply guidance and assistance to HFES student members in organizing student chapters. Support is available to you from two sources: The HFES Central Office and the Student Affairs Committee. Contact information for both sources of support can be found in Appendix A.

The Handbook supplies 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 supply 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 the 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 develop and execute activities for the benefit of students, the community, and HFES. The student chapter operates under the auspices of HFES and receives support from HFES for its activities.

Benefits to Students	Benefits to Community	Benefits to HFES
<ul style="list-style-type: none">• Provides opportunities for professional development including finding mentors and learning about relevant research.• Provides a forum for meeting other students, faculty, and professionals who are interested in human factors and ergonomics issues.• Provides a student forum for discussion of school-related issues and HFES policies that affect student members.• Enables access to funds provided by HFES to support student chapter activities such as invited speakers, colloquia, field trips, and other projects	<ul style="list-style-type: none">• Builds a community of students who are interested in human factors and ergonomics issues.• Provides a forum for the presentation, discussion, and investigation of human factors and ergonomics issues.• Lowers the barrier to accessing useful information about human factors and ergonomics.• Promotes awareness of HFES and human factors/ergonomics on campus.	<ul style="list-style-type: none">• Enhances participation in HFES.• Encourages local participation in HFES activities by students who might not be able to attend the annual meeting• Encourages individuals to become student members of HFES

Organizing a Student Chapter

Member Recruitment

To start a student chapter, you must have a minimum of fifteen students who are interested in joining the chapter. At least three of these students must be student affiliate 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.

Recruit 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.

Ensure College/University Permission

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

Develop a 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. **The president, treasurer, and one other officer must be HFES student affiliate members.** 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 an Electronic file of these materials to the Student Affairs Committee Chair (See Appendix A for contact information).

The Committee Chair 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.

How to Keep the Chapter Alive

The goal of a student chapter is to coordinate events and activities for the benefit of the students, the community, and HFES. To achieve this, the officers are responsible for building a program of activities for the coming year; that program of activities must be shared with the Student Affairs committee. They are also responsible for ensuring that new officers are elected at the end of their term and ensuring a smooth transition to the next year. This section provides an overview of each of these activities.

Sample Activities for Student Chapters

If your chapter is new, it may seem daunting to create a calendar of events for the upcoming year. Thus, we have created a sample schedule of events that could be held over an academic year. The template is not intended to suggest that completing these activities will guarantee any level of recognition (bronze, silver, gold); it is merely a suggestion for those who don't know have experience in scheduling activities for a student chapter. A much longer list of potential activities is provided in Appendix L (we can figure out the right number for it later).

August - September

- Welcome party:
 - Invite all enrolled students for graduate programs by email or other electronic means; invite undergrads who are interested in human factors by flyer or electronic means.
 - Allows you to introduce faculty and students, provide an overview of what the chapter does, encourage people to participate
 - Note 1: if your chapter doesn't have membership dues, you might just tell people that everyone is considered part of the chapter
 - Note 2: You can use this opportunity to explain the benefits of becoming a student affiliate member of HFES

October - November

- Invite a speaker to present to the chapter
 - Could be focused on a research topic, how to apply to grad school in HF, how to write your resume, a tutorial on a topic not covered in classes (e.g., an R tutorial)
- Note: If you would like to ask someone to speak to your chapter who you don't know, here are some ideas:
- See if your chapter's faculty advisor knows the person (or ask them to recommend someone if you have a topic in mind, but don't know who to ask)
- Reach out to your alumni network (most universities have emails for at least some of their alums) to see if anyone would be interested in speaking (alums often love to come back "home" to present)
- Send an email or call the individual to ask if they would consider speaking to the chapter on topic X (or a topic related to their research). In that email, let them know why you think they

would be a good speaker, and be clear about the requirements – would this be by zoom, in person (and if so, will you pay for travel), how long you'd like them to speak, and whether an honorarium is involved. If there are specific dates you have in mind, mention that as well.

- Host a social event
 - Could be a game night, meeting somewhere on or off campus to play pool, etc.
- Develop a plan for the annual meeting
- Schedule a social hour to connect current students to alums at the annual meeting
- Create a list of all faculty and students who will be presenting at the meeting along with days and times so that people can support one another

December

- Holiday/End of Semester Party
 - A chance for people to relax at the end of the semester and enjoy getting to know one another

January - April

- Host a speaker (see ideas above)
- Host a social event
- Support or pair with a local HF chapter or local industry
 - E.g., do tours of your lab for people working in industry in your locale
 - Work with a local company to do a hack-a-thon (or a usabilitython)
 - Invite people to come talk about industry positions

May - June

- Host an end-of-year celebration to celebrate those graduating

Communicating with the Members of your Chapter

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). It is also useful to create a list (or listserv) of current members so that it is easy to send announcements out on that list. The Secretary is responsible for updating the membership list on an annual basis.

Reporting Chapter Activities

It is important that the Student Affairs Committee be aware of the activities taking place within student chapters. This information helps them report to the Executive Council regularly about what events are being sponsored by student chapters and to provide general support for the chapters. Officers are responsible for completing the Student Chapter Activities Form a minimum of twice a year. The incoming officers should complete this in the summer/fall based on their planned activities for the year. The outgoing officers should complete this form again in the spring based on their actual activities (see Appendix D for the form). Should the chapter plan their activities each semester, the fall report can contain only those activities planned for the fall and the form can be completed again in January for the spring semester.

Election of Officers

Ideally, an officer transition should be strategically scheduled near the end of the last term of the academic year, which is a good endpoint 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.

It is critically important for the student chapter to elect new officers by the end of the spring quarter semester so that an orderly transition can take place. The HFES Operating Rules require the following roles:

- President
- Secretary
- Treasurer
- Faculty Adviser

Other potential positions include the following:

- Vice President
- Communications Director
- First-year liaison
- Historian

The duties associated with each position are described in more detail in Appendix C.

Both the HFES Central Office (info@hfes.org) and the Chair of the Student Affairs Committee (see HFES website for current chair) should be notified of the new roster of officers within one month of their election (and no later than July 1). [New Officer Update Submission Form](#). Complete this form to notify HFES and the Chair of the Student Chapter Affairs Committee of the new roster of officers within one month of their selection (and no later than July 1).

Note: If your chapter is also registered with your university, be sure to check that you notify them by their deadline of any new officers by their deadline.

Other Transitional Issues

We recommend that each chapter establish an electronic repository with the following structure and materials. If your university does not support storage on a university server, this could also be done through paper copies (although this is not ideal). Outgoing officers should meet with incoming officers and review the materials contained in both the Background information folder and the most recent year's activities folder.

HFES UNIVERSITY NAME Student Chapter

Background Information

- Student Chapter bylaws
- information regarding the email to be used to communicate with members of the student chapter (who owns the list; how is it updated)?
- Copy or link to the current Student Chapter Handbook
- List of officer roles and responsibilities
- List of funding sources (HFES, University, Graduate School, College, or Department, Dues, Fundraisers) and access to and restrictions on funding
- Information on how to pay speakers, pay for events
- Information about how funds get deposited to your chapter account (within the university)
- Mechanism for registering the organization with your department or university (if applicable) and mechanism for requesting funding and receiving reimbursement
- How to reserve a room for a meeting
- General deadlines
- Listing of HFES annual reports/requests that are required and generally when they are due
- Listing of any reports/requests required by your university and generally when they are due YEAR x (one for each year)

- List of Officers
- Proposed activities & budget report(s) - Appendix D
- Actual activity report(s) – Appendix D
- Accounting of Budgetary expenditures for the year
- Roster of members (and whether they are university-only members or student affiliates of HFES)
- Any report(s)/requests that were sent to your university for support of the chapter

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. Each chapter currently is allocated a maximum of \$450 for a year. It should be noted that HFES operates its budget on a calendar year basis; thus, the \$450 allocation runs from January through December. This means that the chapter treasurer must be aware of expenditures from January through July which will affect how much money remains for the chapter from August through December. No funds will be allocated to Student Chapters who have not completed their Report on Activities (Appendix D) and submitted it to the Student Affairs Committee. Requests for reimbursement of expenditures can be made by following the guidelines in the next section.

It is important to understand that the chapter allocation is not automatic, and the amount allocated is matched to the amount spent (documented with receipts) up to the maximum approved (which may not be the entire amount requested). Please spend your money wisely. Additional expenses on your chapter's part can reduce the level of support that can be given to other chapters. Some years, there will be chapters that 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 \$450 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 to info@hfes.org

What is the money for?

Various chapter activities may be supported by the funds, such as speaker travel, speaker gifts (must be under \$50 and not in the form of money—cash, checks, money orders, or equivalent), 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 eligible for reimbursement (this includes chapter sponsored social or networking events during the annual meeting). The key is that the funds can only be used for activities open to all members.

Allowable Expenses

Expenses for student chapter program activities should be reasonable and they must benefit a majority of the members of the chapter; that is, the goal of these funds is to support activities available to all

chapter members, to enable chapter growth, and to encourage students to be active in the chapter. These expenses can include, e.g.:

- Gifts to guest speakers.
- For virtual meetings, door prizes or speaker gifts and shipping costs
- Car/van rental costs for field trips. Note: 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
- Travel and related expenses (e.g., lodging, meals), for a speaker
- Meeting room cost
- Refreshments for the breaks of a chapter-sponsored symposium
- 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.

HFES support can be used to fund refreshments, and to supplement breakfast, lunch and dinner for particular events. However, the per-person cost associated with the purchase of food for these events must be less than or equal to \$5 per person. When requesting reimbursement for food items, please make sure that the estimated number of attendees is included and remember that alcoholic beverages are not eligible for reimbursement.

Expenses related to the annual meeting are excluded from reimbursement. 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.

Questions about allowable expenses can be directed to info@hfes.org.

How to Request Reimbursement from HFES

Funds are allocated each year for each Student Chapter (currently a maximum of \$450 per calendar year). It should be noted that HFES operates its budget on a calendar year basis; thus, the \$450 allocation runs from January through December. This means that the chapter treasurer must be aware of expenditures from January through July which will affect how much money remains for the chapter from August through December.

Expenditures are typically reimbursed after an event. If advance funds are needed, please reach out to HFES headquarters (at info@hfes.org) and copy the Chair of the Student Affairs Committee (see Appendix A for contact info). They will determine whether funds may be advanced and will let you know if that has been approved. HFES requires at least ten business days to process checks. Please consider the extra days needed for surface mail to deliver.

After your event has taken place, the student chapter must submit receipts and the request for reimbursement using the form found in Appendix F to HFES (at info@hfes.org). Note, you do not need to wait until the end of the semester to request reimbursement for events; you may submit reimbursement requests as soon as the event has ended and the expenses have been incurred.

Note the following deadlines for submitting reimbursement requests:

- All events occurring between January 1 and May 31st must have their reimbursement requests submitted by June 15th. If you do not submit your receipts by the June 15th deadline, you will not be reimbursed for the events and you will forfeit the amount for those events.
- All events occurring between June 1 and Dec 10th must have their reimbursement requests submitted by December 10th. If you do not submit your receipts by the December 10th deadline, you will not be reimbursed for the events and you will forfeit the amount for those events. No reimbursement requests will be processed after the Dec 10th deadline as HFES operates on a calendar year basis.

Note: You do not need to wait until the end of the year to request reimbursement. Periodic reimbursement is suggested, rather than waiting until the deadline.

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.

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, college, or university

Many universities have funding that can be leveraged to supplement the funding coming from HFES. University funding for student groups might come from your university's Graduate School, your department, or from clubs and organizations sponsored by the university. Your faculty advisor should be able to point you toward the potential sources of university funding at your specific university.

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 Chapters 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 (see Appendix A for contact information).

HFES Central Office

While your main point of contact is the Student Affairs Chair, Silvia Quevedo, HFES Executive Director may also be contacted at squevedo@hfes.org.

Student Chapter Presidents Luncheon

HFES sponsors a luncheon at the Annual Meeting for individuals serving as president of their Student Chapter. The goal of this luncheon is to introduce you to your fellow presidents and create a community that you can look to throughout the year.

Student Chapter Slack Channel

Purdue University currently hosts a Slack channel so that presidents of Student Chapters can communicate with one another. Student Chapter presidents can receive a link to join the Slack channel by reaching out to Nade Liang at liang259@purdue.edu.

Student Chapter Community Forum

HFES Central Office maintains a Community Forum in HFES Connect (<https://connect.hfes.org>) for the benefit of the student chapter presidents and faculty advisers.

Student chapter presidents and faculty advisers may join this Community Forum. This forum is separate from the Student Community Forum and is specifically designed to allow student chapter officers and faculty advisors to reach out to their counterparts at other universities.

The Community Forum may be used as a:

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

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' Community Forum described above will be a useful tool for communicating with other student chapters. Your fellow students are a valuable resource.

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 outstanding contributions 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 H. Requests for more information should be sent to the Chair of the Student Affairs Committee (see Appendix A for contact information).

General Benefits of Student Affiliate Membership in HFES

In addition to supporting chapters, HFES supports individual students who choose to become Student Affiliate Members of the Society.

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*, the *Journal of Cognitive Engineering and Decision Making*, and *Proceedings of the Annual Meeting and Health Care Symposium*.

Student Community Forum

HFES Central Office maintains a Community Forum in HFES Connect (<https://connect.hfes.org>) for the benefit of the students. This forum is available to all student affiliate members and it allows you to reach out to other students who have chosen to join HFES as affiliate members.

Technical Group Membership

HFES is divided into a number of interest groups referred to as Technical Groups (TGs). (See <https://www.hfes.org/Connect/Technical-Groups> for a listing and full descriptions 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 community forums 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 (<https://my.hfes.org/my-account/my-profile>) and click on the Technical Groups item in the left-hand menu list. Membership fees for most TGs range from \$4 to \$7 and one does not have to be a member of HFES or of an HFES Student Chapter to join a TG, although one must create a [free account on HFES.org](https://www.hfes.org/Connect/Technical-Groups) first.

Local Chapter Membership

HFES currently supports 17 local chapters. (See [here](#) for a listing of current local chapters).

Membership in a local chapter provides the opportunity to interact and network with others who work and live in your area. They are a great source of information on jobs in the area and they typically sponsor activities throughout the year that can grow your professional network.

Local chapters do not collect dues through HFES. You will need to look on their website to determine how to join.

Early Career Associate Member

Formerly called “Transitional Associate Member,” this membership category is for those who were active Student Affiliate Members who have completed an undergraduate or graduate degree. The specially discounted rate applies for two years following graduation (again, for those who were Student Affiliate members of HFES). This category can be selected when renewing for the next calendar year. There is no application fee and a 50% discount off Full members dues applies.

Career Center

HFES operates an Online Career Center exclusively for HFES members. Members can login and post resumes at no charge and may apply for jobs online. The Career Center may be accessed at the HFES Web site at <https://careercenter.hfes.org/jobs>.

Student Awards

HFES also offers a number of opportunities for recognition of students. These include the following 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 \$2000 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 J.
- **Student Author Presentation Support Award**, sponsored by the Council of Technical Groups and several Technical Groups, focus on students in financial need who have a paper accepted for a poster or lecture presentation at the Annual Meeting. The program is announced in the HFES *Bulletin*.
- **First-Year Student Travel Honorarium Program** helps support students entering HF/E academic programs to travel to the Annual Meeting. The honorarium requires matching funds and is designed to support first-year, non-presenting students who would not normally attend the meeting due to limited resources.

- **TG Student Awards.** Many of the technical groups sponsor student paper awards. Details of the awards are published in technical group newsletters or via their community forums each year.

Annual Meeting Activities

The Annual Meeting offers several opportunities for student development. These include:

- **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.
- **Student Career and Professional Development Day.** HFES holds a full day of program dedicated to the professional development of student members during the annual meeting. Interactive panels and presentations focus on job search, transition and early career success, diversity, mentorship, and networking.

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.

Some HFES Basics

HFES operates through a partnership between staff and HFES members who volunteer their time. Volunteers are drawn from the membership of HFES. Staff members are employed by Smithbucklin and HFES has a contract with them to provide support to the Society. The office is located in Washington DC (although some staff are located in other Smithbucklin offices) and people refer to the DC office as the "Central Office."

On the volunteer side, the Society is run by the Executive Council, or EC. The EC is composed of 12 individuals, each of whom serve a 3-year term. Each year, HFES members elect 4 individuals: A president, a secretary-treasurer, and two members at large. The individuals elected as president and secretary-treasurer serve one year as "elect" (e.g., president-elect), a second year in the role (e.g.,

president) and the third year as “immediate past” (e.g., immediate past president). At-large members also serve three-year terms, and so two are in their first year, two are in their second, and two are in their third. The role of the EC is to develop strategic goals for the Society and establish mechanisms to achieve those objectives (typically through committees, TGs, task forces, etc.).

On the staff side, the Society is headed by an Executive Director, whose role is to implement the policies and procedures established by the Executive Council under the direction of the President and the Secretary-Treasurer. The Executive Director is supported by staff members who have defined areas of expertise. Information on the current Executive Director and areas of expertise for individual staff members can be found [here](#).

In addition to the Executive Council and staff, the activities of the Society are organized into Divisions: Scientific Publications, Technical Standards, Internal Affairs, Education, and Outreach. The organizational chart showing the activities governed by the EC and by the Divisions can be seen [here](#).

The roles and responsibilities of members and employees of the Society who are serving on any group within the Society are governed by two documents: our [by-laws](#) and our [Operating Rules](#) (or ORs). The by-laws are a legal document that sets forth the key rules and regulations that govern HFES. Bylaws can only be changed through a vote of the entire membership. Operating rules describe the ways in which committees, divisions, etc. work on a day-to-day basis. Operating rules can be amended by a vote of the Executive Council.

What does the EC do?

As the Board of Directors for HFES, the EC is responsible for:

- Managing the Society’s affairs
- Determining the strategic direction of the Society
- Establishing policies for the Society
- Identifying resource needs
- Maintaining fiduciary responsibility
- Ensuring that the actions taken are legal

They do this through regular meetings and the exchange of information through various channels (outlined below) throughout the year.

Appendix A: Where to Get Support from HFES

For a listing of the names and contact information for the staff members of HFES, please view the [online staff directory](#). This page will let you know which staff member is best for you to reach out to, as a function of the question you have.

In addition, the Society appoints a committee called the Student Affairs Committee, which coordinates, recommends policy for, and supports programs and services for students and student chapters. The current Chair of the Student Affairs Committee can be found on the HFES website at: <https://my.hfes.org/committees/committee-directory>.

Appendix B: Sample Constitution and Bylaws

(Bylaws updated May 202x)

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 methods 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 Full Members and Associate Members of the Chapter.

Section 2. Qualifications for Membership.

- a. **Full Member.** Full Members are students, faculty or staff at the University of _____ who show an interest in the field of human factors and complete the Chapter's application process.
- b. **Associate Member.** Associate Members are those persons active or interested in human factors or related fields but who do not qualify for election to the grade of Full Member.

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

Section 4. Privileges.

- a. **Members.** Members in good standing shall be entitled to vote, receive notices, participate in all activities of the chapter, receive one copy of all chapter publications, and have a hearing before termination. Only members 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 5. Termination of Membership. The membership of a person in the Chapter may be terminated at any time by voluntary resignation, or by involuntary termination 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 6. 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 7. Dues. Annual dues for membership shall be established by the Executive Council.

Article IV – Officers Section 1. Designation.

- President
- Secretary
- Treasurer
- Faculty Adviser

The president, treasurer, and one other officer must be student affiliate members of HFES.

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

- a. **President.** The President shall be the chief executive officer of the Chapter and shall be a member of the Executive Council. The President shall preside over meetings of the Chapter and the Executive Council. The President shall appoint, with the advice and consent of the Executive Council, all committee chairmen not otherwise specified in these Bylaws.
- b. **Secretary.** The Secretary shall keep a true and faithful record of all business meetings of the Chapter and of the Executive Council. The Secretary shall be the custodian of all records and correspondence of the Chapter and shall maintain the membership list and other mailing lists pertinent to Chapter business. The Secretary shall be a member of the Executive Council.
- c. **Treasurer.** The Treasurer shall be responsible for the money and securities of the Chapter. The Treasurer shall keep a true and faithful record of all financial transactions and shall prepare the annual financial status report, which shall correspond to the same fiscal year as the Society. The Treasurer shall deposit Chapter funds to the account of the Chapter in a bank or trust company selected by the Executive Council. The Treasurer shall disburse such funds only upon approval by the Executive Council.
- d. **Faculty Adviser.** The Faculty Adviser shall be responsible for the academic oversight of the Chapter. Specific duties include facilitating interactions between the Chapter and the university and communicating with the national organization as needed. In addition, the Faculty Adviser shall be responsible to initiate an impeachment process for an incumbent officer who fails to fulfill his or her responsibility to the Chapter. **The Faculty Adviser must be a Full Member of HFES.**

If your chapter would like to appoint additional officers, here are some suggested officers and their roles.

- a. **Vice President.** The Vice President shall act as an understudy to the President, and become acquainted with the business and operations of the Chapter. The Vice President 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 Vice President shall be a member of the Executive Council.

- b. Communications Director.** The Communications Director shall be responsible for creating and maintaining electronic and written forms of communication within and beyond the Chapter. Such forms may include a periodic newsletter and a website. The Communications Director shall be a member of the Executive Council.
- c. First-Year Liaison.** The first-year liaison shall be responsible for welcoming first-year students (that is, students in their first year of membership in the chapter. The First-Year Liaison shall be a member 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 Faculty Adviser(s). The President shall call meetings of the Executive Council at least twice annually to administer the affairs of the Chapter (such meetings may be held in conjunction with regular chapter meetings). 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, the Chair of the Membership, Nominations and Elections Committee shall issue a call for nominations to all Members in good standing for the offices to be filled. One week after the date nomination ballots are sent, nominations from the membership shall be closed and the Executive Council shall begin to prepare the election ballot. This ballot shall include, for each office, the names of the person(s) who received the largest number of nominating votes and who are both eligible and willing to stand for that office, as determined by the Executive Council. 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 serve for that office shall be substituted. At a minimum, at least one nominee and space for a write-in candidate should be provided. If no nominees are identified for a given position, the Executive Council may make additional nominations.

Section 2. Election. After the closing of nominations, the Executive Council shall distribute the election ballot to all Chapter Members in good standing. After a suitable period to collect votes, the Executive Council shall close the election and count the votes. The candidate for each office who receives a majority 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 Chair of the Student Affairs Committee and the Director of Member Services of the Society.

Section 3. Terms of Office. The Officers 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.

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. Impeachment. The Faculty Adviser shall be responsible to initiate an impeachment process for an incumbent officer who fails to fulfill his or her responsibility to the Chapter. An officer may be removed from office after the impeachment process is initiated by the Faculty Adviser with a two-thirds vote of the current Executive Council. Impeachment should be considered a last resort and should only be initiated after other appropriate methods of conflict resolution have been pursued.

Section 6. Eligibility and Vacancies. The President, Treasurer, and any third officer shall be a Student affiliate member of the Society. The Chapter President may not hold more than one elective office concurrently. 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 a position becomes vacant mid-term, 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. The maximum number of offices that any one person may hold is two.

Article VII – Committees

Section 1. Special Committees. Special committees 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.

Article VIII - Meetings

Section 1. Types. There shall be Regular Meetings of the Chapter and of the Executive Council. Chapters may hold these meetings in person or electronically, with the exception of the Annual Business Meeting, which must be held in person.

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 posted not less than three days prior to the meeting date.

Section 3. Quorum. Fifty percent of the voting members of the Chapter present 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. A quorum need not be present to adjourn a meeting.

Section 4. Executive Council Meetings. Meetings of the Executive Council shall be called by the President or the Faculty Adviser at least twice annually. The President may request the attendance of any Committee Chair or member to present or receive reports and recommendations pertinent to the conduct of the Student chapter's affairs. Such meetings may be held in conjunction with regular chapter meetings. The chair of each standing committee shall report at these meetings. A simple majority of the members of the Executive Council present shall constitute a quorum.

Section 5. 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 Treasurer shall submit an annual report to the Executive Council of the Chapter and shall also present a financial status report at the Chapter's Annual Business Meeting. In addition, the treasurer shall present periodic reports at regular meetings of the Chapter. The Chapter Treasurer shall prepare budget proposals and reimbursement requests which include the corresponding event / activity report for submittal to the Society's Chair of the Student Affairs Committee. If requested by the Chair of the Student Affairs Committee, the Treasurer shall prepare an Annual Financial Report for submittal to the Executive Council of the Society.

Article X - Amendments

Section 1. Proposal. Motions to adopt, amend, or repeal Chapter Bylaws shall be 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 or electronic ballot. Motions shall be adopted if approved by a two-thirds (2/3) majority of the Chapter.
- 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 Student 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, any funds not absorbed by the institution are to be disbursed to HFES.

Appendix C: Officer Roles and Responsibilities

The Operating Rules for Student Chapters dictate that all chapters have individuals filling four roles: president, secretary, treasurer and faculty advisor. Chapters may elect to create additional officer roles as well. Some that have been created are listed below.

Mandatory Roles:

President

- Serves as the chief executive officer of the Chapter
- Chair of the Executive Council
- Presides over meetings of the Chapter and the Executive Council
- Appoints, with the advice and consent of the Executive Council, all committee chairs not otherwise specified in the Chapter Bylaws
- Responsible for completing Appendix D (Chapter Activities report) at the start of the year (for planned activities) and at the end of the year (for actual activities)
- Responsible for notifying the HFES Central Office (info@hfes.org) and the Chair of the Student Affairs Committee (see Appendix A for contact info) of the new officers no later than July 1.

Secretary

- Maintains a true and faithful record of all business meetings of the Chapter and of the Executive Council.
- Serves as the custodian of all records and correspondence of the Chapter
- Maintains the membership list and other mailing lists pertinent to Chapter business
- Member of the Executive Council.

Treasurer

- Is responsible for the money and securities of the Chapter
- Maintains a true and faithful record of all financial transactions
- Prepares the annual financial status report, which shall correspond to the same fiscal year as the Society
- Deposits Chapter funds to the account of the Chapter in a bank or trust company selected by the Executive Council
- Requests reimbursement of funds from the HFES Central Office and any college/university office that provides funding for the chapter
- Disburses funds only upon approval by the Executive Council

Faculty Adviser

- Is responsible for the academic oversight of the Chapter
- Facilitates interactions between the Chapter and the university and communicating with the national organization as needed
- Is responsible to initiate an impeachment process for an incumbent officer who fails to fulfill his or her responsibility to the Chapter.
- Shall maintain membership in HFES as a Full Member Executive Committee
- Responsible for developing the schedule of activities and budget for the year
- Develops the set of committees that will help execute the activities for the year
- Meets on a regular basis to ensure smooth functioning of the chapter

Additional Roles that some Chapters have Developed: (this section TBD)

Vice President

- Act as an understudy to the President
- Become acquainted with the business and operations of the Chapter.
- 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
- Member of the Executive Council

Communications Director

First-Year Liaison

Historian

Appendix D: HFES Activities Form

Please use the sample template below. The form should be completed at the start of the academic year and sent to the Chair of the Student Affairs Committee no later than August 30 by the incoming President outlining the planned activities for the upcoming academic year. The form should be completed again at the end of the academic year (and no later than July 1) by the outgoing President outlining the actual events that were completed during the prior academic year. An example of a completed form follows to give you an idea of how this form should be completed. The example is for the planned activity due by August 30. For the activity summary due by July 1, simply update the activity/event list to those that actually happened and the funding table to be actual expenses.

NAME University Student Chapter of the Human Factors and Ergonomics Society YEAR (Proposed/Actual) Activities

Chapter Officers. Please list all chapter officers.

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

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

The goal of this form is to capture the activities your chapter is planning for the academic year (the fall submission) and to document the events that actually took place (the spring submission).

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 want to see all of the activities your chapter is planning, not just those for which you anticipate requesting funding from the national HFES office.

NOTE: HFES national support can be used to fund refreshments, and to supplement breakfast, lunch and dinner for particular events. However, the per-person cost associated with the purchase of food for these events must be less than or equal to \$5 per person. When requesting reimbursement for food items, please make sure that the estimated number of attendees is included and remember that alcoholic beverages are not eligible for reimbursement.

A reminder that each student chapter is allowed to spend up to a certain limit, set by the Executive Council each year, and currently \$450 per **calendar year**. See the section on funding for further information on how to get reimbursed for allowable expenses.

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.

Membership Categories	Local Members	National Members	% National Members
Undergraduate			
Graduate			

Faculty / Staff			
Total			

Note: Chapters can request a list of their institution's current national members by having their faculty advisor send an email request to the administrative staff at info@hfes.org. We suggest that the faculty advisors send this email two weeks prior to the deadline for submitting this report.

Current Chapter Resources and Planned Support Strategy:

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

Activity / Funding Summary: (You could also create this table in Excel and attach the worksheet)

Use the provided table to give a summary of expenses and funding sources. Insert columns if necessary.

Activity	Expense Type	Estimated Cost	Description	National Support	Student Chapter	Participants' Responsibility

By submitting this proposal, our student chapter acknowledges that we have read the HFES Guidelines for Allowable Expenses and the Reimbursement Process Procedure contained in this document. We are aware that all reimbursement requests for approved events must be submitted to info@hfes.org no later than:

- June 15 for events occurring between Jan 1-May 31

- Dec 10 for events occurring between June 1 to Dec 10

Approved and Submitted By:

Name - Faculty Advisor:

Name - President:

Name - Treasurer:

Example University Student Chapter of the Human Factors and Ergonomics Society

202x 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 2017. 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 202x are to increase student membership by 10-15% and to increase the number of members and non-members who attend our 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)

Spring 202x:

- **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 for 20 members, 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)
- Monthly
- Meetings
 - Etc....

Fall 202x:

- Fall Callout:
- Field Trip to a Plant:
- Monthly Meetings
- High School Outreach

- Etc.: ...

Summary of Chapter Membership

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

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:

- 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.

Activity / Funding Summary:

Activity	Expense Type	Estimated Cost	Description	National Support	Student Chapter	Participants' Responsibility
Spring Call-out	Food	\$60 (20 people)	for pizza and drinks	\$60	-	-
Wright State AFB Trip	Field Trip	\$120	van rental at \$.35/mile + daily rate	\$30	\$30	\$5 / student (~12 students)
Fall Call-out	Food	\$60 (20 people)	for pizza and drinks	\$60	-	-

Plant Tour	Field Trip	\$100	van rental at \$.35/mile + daily rate	\$40	-	\$5 / student (~12 students)
Monthly Meetings (3/semester)	Food	\$20 / meeting (10-15 members)	general refreshments (cookies, soda, etc.)	-	\$120	-
	Gifts	\$15 / speaker	end of year gifts for speakers	-	\$90	-
High School – After School Program	Outreach (& gifts)	\$135 (supplies); \$45 (prizes)	Supplies and games to teach HF principles. (3-4 small prizes)	\$60; \$45	\$75	
			Total for 202x	\$295	\$315.00	N/A

Please enter amount expended on activities during the most recently completed semester: \$ _____

By submitting this proposal, our student chapter acknowledges that we have read the HFES Guidelines for Allowable Expenses and the Reimbursement Process Procedure contained in this document. We are aware that all reimbursement requests for approved events must be submitted to info@hfes.org no later than:

- June 15 for events occurring between Jan 1-May 31
- Dec 10 for events occurring between June 1 to Dec 10

Approved and Submitted By:

Dr. Name - Advisor: _____

Name - President: _____ Name - Treasurer: _____

Appendix E: HFES Reimbursement Procedure

Reimbursement requests for approved events must be submitted by:

- June 15 for events occurring between Jan 1 and May 31
- Dec 10 for events occurring between June 1 and Dec 10

Note: You do not need to wait until the end of the year to request reimbursement. Periodic reimbursement is suggested, rather than waiting until the deadline.

It is the treasurer's responsibility to ensure that the expenses that the chapter is requesting reimbursement for are allowable expenses.

- i. The activities shall have benefited a majority of the members of the student chapter.
- ii. No alcoholic beverages can be reimbursed.
- iii. Travel and expenses relating to the annual society meeting (including social/networking events during the meeting) are not eligible.
- iv. Paying speaker honorariums is not allowed (but small token gifts are supported.)
- v. If you have questions, please check with the HFES Central Office (info@hfes.org)

The reimbursement request has 3 components: 1) An email with a short description of event(s), shown immediately below 2) The Expense Reimbursement Form (Appendix F attached to the email), and 3) All receipts for expenses \$25 USD or greater (email attachment).

- 1. Event Description Email:** Document the event and provide a short description including the following (not necessarily in this order):
 - a. Describe the events you're requesting reimbursement for
 - 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. 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.
 - d. Note how many people attended (were involved)
 - e. Was it an internal or external activity? (Did non-members attend/participate?)
 - f. Explain the benefit: (to either your chapter, department, university, community... you can choose what criteria is most applicable for your event.)
 - g. 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.
- 2. Expense Reimbursement Form:** Please complete all the fields in Appendix F. Note: Please think carefully about what address to use to send you the reimbursement (likely it should go to the Faculty Advisor). HFES will deduct \$30 from any reimbursement if a stop payment has to be issued due to a lost check.
- 3. Receipts:** Keep careful records of all expenditures for reimbursement. You will need to have receipts for reimbursement of all expenses \$25 USD and greater. (These can be scanned and submitted via e- mail attachments along with your reimbursement request form.)
 - a) The email with two attachments (Appendix F and receipts) should be emailed to info@hfes.org.

Appendix F: HFES Reimbursement Request Form



HUMAN FACTORS and ERGONOMICS SOCIETY

HFES Student Chapter Reimbursement Request

Please allow two weeks for processing

Date: _____ Name: _____

Chapter Name (Required): _____

Please describe the activity for which you are seeking reimbursement:

We appreciate receipts for *all* expenses, but they are only required for expenses \$25 USD and greater. An acceptable receipt shows evidence that the person seeking reimbursement paid the expense.

Detail

Activity/Event: _____

Amount Requested: \$ _____ Number of Participants: _____

Make Check Payable to:

Mailing Address: _____

Address Continued: _____

City: _____ State/Prov.: _____ Zip/Postal Code: _____

Payment by bank wire transfer is available to those outside of the United States **only**.
Please email HFES to request a bank wire transfer at info@hfes.org.

REMIT EXPENSE REPORT AS A SINGLE PDF FILE TO
INFO@HFES.ORG

Appendix G: Student Chapter Recognition

To recognize the contributions and achievements of the student chapters, applications will be judged on the number and quality of activities engaged in across several categories (listed below) with the emphasis on demonstrated excellence in a number of areas. Particular attention will be paid to the quality and outcome of each activity. To be considered for each of the levels of recognition, the student chapter must demonstrate activity in the required minimum number of categories listed for each level. However, activity within each category is not sufficient for the committee to consider the chapter as demonstrating excellence in the category. Excellence within each category will be determined by the quality and outcomes of activities presented, as judged by the awards committee. Quality could be related to number of events, number of participants in these events, creativity of events, efforts in organizing the events etc. The award committee consists of at least three reviewers who each finish their assessment independently, and meet and discuss to reach consensus. There is sometimes an additional reviewer recruited to decide on the borderline cases. It is the responsibility of the student chapters to document and present their achievements to the committee in the form of the application.

- **GOLD** requires *activity* in at least eight categories with *excellence* in at least five categories, and at least 50% of the student members (or no fewer than 5 for chapters of < 10 members) also being HFES Student Affiliate members.
- **SILVER** requires *activity* in at least five categories with *excellence* in at least three categories, and at least 40% of the student members (or no fewer than 4 for chapters of < 10 members) also being HFES Student Affiliate members.
- **BRONZE** requires *activity* in at least three categories with *excellence* in at least two categories, and at least 25% of the student members (or no fewer than 3 for chapters of < 10 members) also being HFES Student Affiliate members.

The list of activity categories follows; of primary importance is the quality and outcome of the activity in the category. (Example activities and further description for each category is provided at the end of the document.) The creativity category allows chapters to uniquely define activities and provides an opportunity for some chapters to obtain a recognition level for which they would not otherwise qualify (e.g., if they are a starting or reviving a student chapter).

- Recruitment
- Guest speakers
- Field trips
- Outreach/volunteerism
- Collaboration
- Service to HFES
- Exploration
- Social
- Information dissemination
- Mentorship
- Continuous improvement
- Creativity

Chapters must clearly indicate the recognition level sought (Gold, Silver, or Bronze), provide supporting materials that document the various activities of the chapter in each category, and

provide a letter of endorsement from the chapter adviser. We encourage you to submit other materials that will support the application, such as brochures, announcements, or images from events, videos, and Web sites. Please include all supporting material electronically (scanned copies of the original documents is acceptable) as part of the application, and provide a short narrative that sufficiently details your accomplishments in each category for evaluation.

This is a formal / professional application and should be treated as such. Appearance and usability of the application package do matter and will be taken into consideration. Additionally, while we do encourage chapters to learn from the previous year's submissions, each year's application material is considered to be part of the required effort to apply for the award recognition. (Simply reusing previous material could lead to a penalty or possible disqualification.) If you have questions, please ask prior to submission

Submitting Your Application

The deadline for receiving applications for the student chapter awards is **June 30, 2025**. No applications will be accepted after this date.

The first page of your application should include the following information: chapter president name and e-mail address, student chapter name, recognition level sought, faculty adviser name and e-mail address, mailing address, telephone number, and an outline of your application package. A template of the first page is provided on the next page of this document.

Also be sure to include the letter of endorsement from the chapter advisor as part of your compiled application.

Completed application materials should be compiled and saved as one document. (Preferably PDF, but Word is acceptable.) This application should be sent as an e-mail attachment to the Student Affairs Chair.

Category Information and Example Activity List

The list of activity categories and selected example activities is shown below. (Note that the committee will consider additional activities for each category, with appropriate explanation from the student chapter). The creative category allows chapters to uniquely define activities and provides an opportunity for some chapters to obtain a recognition level for which they would not otherwise qualify (e.g., if they are a starting or reviving a student chapter). *To receive credit for a category, sufficient documentation must be provided for the evaluation.*

Recruitment – increase the number of members in the student chapter. Describe both your process and recruitment results (membership numbers must be given along with the number of new members who have joined, or percent change, where recruitment is emphasized).

- **Guest speakers** – invite outside professionals, professors from other universities, or professors from within the same university. This needs to be a direct result of the student chapter efforts.
- **Field trips** – visit nearby companies, industries, and so on, to learn about new domains, application areas or opportunities.
- **Outreach/volunteerism** – participate in National Ergonomics Month; reach out to fellow students and students in K-12; increase public awareness and promotion of HF/E in general. (Outreach includes a “publicizing/awareness” element and goes beyond general service.)

- **Collaboration** – work with other departments in your university or with other HF/E programs in nearby universities (e.g., local student conference).
- **Service to HFES** – participate on the Annual Meeting Host Committee or organizing activities as part of Student Career and Professional Development Day. (Individual student volunteer positions are not part of this category, nor is simple attendance.)
- **Exploration** – design or conduct research on projects taken on by the chapter; work together to solve some problem.
- **Social** – hold chapter social activities to foster interaction among the members.
- **Information dissemination** – use a Web site, mail group, wiki, etc., to share information, promote a program, and so on. (This should be above and beyond that which would be expected for just running the chapter.)
- **Mentorship** – mentor incoming and new students; participate in student orientation for incoming students. (Formal activities / process for mentoring)
- **Continuous improvement** – improve the resources of the chapter (library, facilities, etc.)
- **Creativity** – utilize creative approaches to chapter activities.
- **Note:** an activity/ event may be able to count as activity for more than one category where appropriate. However, consideration of excellence for any specific activity/event may be limited to one category.

Appendix H: Application for Student Chapter Recognition

Student Chapter Name	
Recognition Level Sought	
Chapter President	
E-mail Address	
Faculty Advisor	
E-mail Address	
Chapter Mailing Address	
Telephone number	
Please provide an outline (or table of contents) for your application materials	

Appendix I: Student Member with Honors

This designation honors students who have made an outstanding contribution to the discipline and HFES during their tenure as a student. To qualify, students must meet *all* of the following eligibility requirements:

- Student membership in HFES for at least six months prior to application for honors designation (as evidenced by your HFES ID#).
- Graduate student, or class standing of junior or senior for an undergraduate.
- Minimum GPA of 3.75 (out of 4.0) or its equivalent for graduate students as evidenced by a transcript, (international students with alternate grading scales or courses should provide documentation/justification of equivalence to a GPA of 3.75).
- Minimum GPA of 3.50 (out of 4.0) or its equivalent for undergraduate students as evidenced by a transcript, (international students with alternate grading scales or courses should provide documentation/justification of equivalence to a GPA of 3.75).
- Successful completion of at least three human factors and ergonomics- related courses with a grade of A or its equivalent (as evidenced by a transcript or letter from the instructor).
- Significant HF/E related service to HFES at the society-wide or local- chapter level, or to the local community (provide letter from chapter adviser, committee chair, or officer of the group).
- One letter of recommendation from a faculty member, which specifies and demonstrates the outstanding contributions made by the student. This letter of endorsement from the faculty member is critical to the application. The letter should highlight the outstanding contributions of the student and indicate how those achievements meet the requirements for the student to be recognized as a *Student Member with Honors* in the society by distinguishing the student from their peers.

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

1. Publication of a journal article. The article must appear in an HFES approved refereed journal (e.g., *Human Factors*, *Ergonomics*, *Applied Ergonomics*, *Journal of Cognitive Engineering and Decision Making*, or peer-reviewed journals approved by the Awards Committee listed below:
 - Accident Analysis & Prevention
 - Applied Ergonomics
 - Ergonomics
 - Human Factors
 - Human Factors in Healthcare
 - Human Factors and Ergonomics in Manufacturing & Service Industries
 - International Journal of Human-Computer Interaction
 - International Journal of Industrial Ergonomics
 - International Journal of Occupational Safety and Ergonomics
 - Journal of Safety Research
 - Occupational Ergonomics
 - Safety Science
 - Theoretical Issues in Ergonomics Science
 - WORK: A Journal of Prevention, Assessment & Rehabilitation

All IEA (www.iea.cc) endorsed, peer-reviewed journals are approved for this criterion (Note: the approval is for journal articles appearing in these outlets. Book reviews, proceedings papers, or conference abstracts published in the journals do not count toward this requirement). Approval for an article published in a journal not included on this list should be obtained in writing from the Student Affairs Chair by the candidate prior to submitting the application). The student must be listed as the

first author. Articles “submitted” or “under review” are not sufficient for meeting this criterion.

2. A human factors and ergonomics -related lecture presentation at a national or international meeting (provide the reference and photocopy from program or letter from adviser).
3. Evidence of significant contribution to an industry project (e.g., design award, patent, transformational product or system design, ergonomics program development). Note: The student must be a primary contributor to the project, and activities must significantly exceed those required of most “capstone” courses. A letter from the project sponsor detailing the student’s role and the significance of the project is required for this criterion

It should be noted that meeting at least two of the three conditions above is necessary but not sufficient for the award. The quality of the candidate’s contributions in each of the areas will also be evaluated.

Submitting Your Application

The deadline for applications for the Student Member with Honors is **June 30**. No application will be accepted after this date.

The first page of your application should include the following information: full name, institution, address, telephone number, e-mail address, and an outline of your application package. Also be sure to include the names of the courses that qualify as HF/E related, and the name and e-mail address of the faculty member writing your recommendation (so these can be easily matched).

Completed applications (minus the letter of recommendation) should be compiled and saved as one document (preferably PDF, but Word is acceptable). This application should be sent as an e-mail attachment to the Student Affairs Committee Chair (see Appendix A for contact info).

The letter of recommendation should be e-mailed to the Student Affairs Committee Chair (see Appendix A for contact info).

Application Checklist

- Application cover page with information listed above (see template on next page of this document)
- Transcript (unofficial is acceptable)
- HFES member ID# and date joined
- Description of service to HFES, chapter or community
- Letter in support of service
- Reference of publication (if applicable)
- Presentation title, conference name, location, and date (if applicable)
- Copy of relevant page of conference program or letter from conference or adviser
- Description and images to support significant industry contribution (if applicable)
- Letter of recommendation – electronic copy sent directly from faculty member to the Student Affairs Committee Chair (see Appendix A for contact info).

Name: _____

HFES Member ID#: _____

Institution: _____

HFES member since (mm/Yiyi): _____

Address: _____

Telephone number: _____

E-mail Address: _____

Faculty member making recommendation: _____

E-mail Address: _____

Please provide a brief summary or outline of your qualifications and application materials:

[illegible]

Appendix K: HFES Policies and Guidelines for Student Chapter Websites

Policies

The following items must appear on all local and student chapter websites:

1. HFES logo, which you can obtain (.jpeg or .png formats) from HFES



Note: Please review the [Society Logo Use Guidelines](#).

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

Guidelines:

1. Send the URL for your chapter website to HFES at info@hfes.org so that we may link to it. The HFES website contains links to all active TG and chapter Web sites.
2. Be sure to notify HFES whenever your website URL changes so that we may update our site.
3. Test all links throughout your site regularly to ensure they are still active; update as needed.

Appendix L: Possible Activities for a Student Chapter (Taken from actual student chapter events)

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 the 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 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) 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 with 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 company
- 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