

Constitution of the Human Factors and Ergonomics Society (HFES) Student Chapter at Iowa State University

Oct 15, 2024

Bylaws

Human Factors and Ergonomics Society Student Chapter at Iowa State University

Article I – Name

The name of this organization is the “Human Factors and Ergonomics Society (HFES) Student Chapter.”

Article II – Purpose

The Human Factors and Ergonomics Society Student Chapter at Iowa State University, 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. Its purpose is to promote and advance the understanding of human factors involved in the design, manufacture, and use of machines, systems, environments, and devices of all kinds through the interchange of knowledge and methodology in the behavioral, biological, and physical sciences and in industrial and operations engineering, design science, computer science, information, psychology, and other relevant disciplines.

Article III – Statement of Compliance

The Human Factors and Ergonomics Society Student Chapter at Iowa State University abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Human Factors and Ergonomics Society Student Chapter at Iowa State University agrees to annually complete President’s and Treasurer’s Training.

Article IV – Non-Discrimination Statement

Iowa State University and the Human Factors and Ergonomics Society Student Chapter at Iowa State University do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.

Article V – Membership

Section 1. Classes of Membership.

The voting membership shall include Members and Associates of the Chapter. Membership shall be open to all registered students in good standing at Iowa State University.

Section 2. Qualifications for Membership.

a. Member. Members are students, faculty or staff at Iowa State University who show an interest in the field of human factors and complete the Chapter's application process.

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

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 VI – Officers

Section 1. Designation.

- President
- Treasurer
- Secretary
- Communications Director
- Vice President
- First-Year Liaison

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. The President is responsible for regularly reviewing and documenting the risks associated with each club activity, which includes submitting required documentation to ISU's Risk Management Office and, if applicable, ensuring that proper waivers and background checks are on file with Risk Management for events.
- b. 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.
- c. Secretary.** The Secretary shall keep a true and faithful record of all business meetings of the Chapter and of the Executive Council. The Secretary shall be the custodian of all records and correspondence of the Chapter and shall maintain the membership list and other mailing lists pertinent to Chapter business. The Secretary shall be a member of the Executive Council.

- d. 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.
- e. 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. Regarding records management, the Vice President shall maintain a detailed list of all equipment, including ownership status, storage location, and condition. Regarding risk management, the Vice President is responsible for regular safety checks and scheduling maintenance, which includes helping minimize potential risks for club activities, recommending risk management policies or procedures, maintaining an up-to-date list of emergency contacts, and, if necessary, providing training on emergency response procedures. The Vice President shall be a member of the Executive Council.
- f. 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 VII – Faculty Advisor

Section 1. Advisor Duties. 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 for initiating 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. Additional duties of the advisor are to provide general oversight to the Chapter and to ensure that the Chapter is complying with the standards set forth by Iowa State University and Memorial Union Student Engagement.

Section 2. Selection and Term of Service. The Faculty Adviser is appointed by the Executive Council in consultation with the relevant department at Iowa State University. The term of service for the Faculty Adviser is set for a renewable period of two years, subject to review and reappointment at the end of each term. This term can be extended as long as the adviser is employed by Iowa State University with good standing.

Section 3. Impeachment and Replacement. The Faculty Adviser may be impeached for failing to meet their responsibilities, including but not limited to, negligence of duty or misconduct that affects the Chapter's operations. The impeachment process requires a two-thirds majority vote by the Executive Council. Upon impeachment, the Executive Council, in consultation with the

relevant department, shall appoint a temporary adviser until a new permanent Faculty Adviser is selected, following the standard appointment procedures outlined in Section 2.

Article VIII – 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 IX – 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. The officer nominees of this Chapter must meet the following requirements (a) and (b) to qualify for office. Additionally, they will be ineligible to hold office should they fail to maintain the requirements of (a) and (b):

a. Academic and Enrollment Status. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

b. Grade Point Average Requirements: Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.

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 for initiating an impeachment process for an incumbent officer who fails to fulfill his or her responsibility to the Chapter. Impeachable offenses include, but are not limited to, gross misconduct, dereliction of duty, and financial malfeasance. An officer may be removed from office after the Faculty Adviser initiates the impeachment process 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. An impeached officer has the right to speak in their defense before the Executive Council prior to the vote on their removal.

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 X – 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 XI – 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 Annual Business Meeting shall be held in the month of October or November, on a date to be determined by the Executive Council. The meeting shall be scheduled to ensure maximum attendance, considering the members' academic commitments. 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 XII – Fiscal Accounting

Section 1. Accounting. All monies belonging to this Chapter shall be deposited and disbursed through a bank account established for this Chapter at the Campus Organizations Accounting

Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Advisor to this Chapter must approve and sign each expenditure before payment. 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.

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 XIII – Amendments and Ratification

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.

Section 5. Ratification. An updated copy of this constitution must be submitted to the Student Engagement within 10 days of its ratification.

Article XIV – 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 XV – 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.