



## **Organizing a New Chapter**

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## ORGANIZING A NEW CHAPTER

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

### **This handbook tells you:**

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

Further information and guidance on the organization of a chapter is available by contacting the chair of the Chapter Affairs Committee or the Membership & Operations Manager:

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Chair, Chapter Affairs Committee  
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## WHY ORGANIZE A LOCAL CHAPTER

### Overview

It is important to establish specific reasons for organizing a particular chapter. Having answers to the question "Why organize a chapter?" is vital to the organizers of a chapter because these answers determine how each procedural step should be fulfilled. Also, the reasons for forming a chapter help determine the character of a chapter by defining its specific aims and objectives. The character of the chapter, in turn, influences whether or not a person will choose to become a member.

### General Aims and Objectives

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

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

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

### Documenting General Aims

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

### Specific Aims and Objectives

The specific aims and objectives should be oriented towards satisfying the needs and desires of the prospective members of the chapter. For example:

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

## List of Specific Objectives

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

- Provide a forum for the presentation, discussion, and investigation of matters of local interest.
- Provide directory and news bulletin information for local use and as inputs to the HFES *Bulletin*.
- Facilitate communication between human factors specialists and other specialists in the local area.
- Provide funds for awards, scholarships, grants, and other projects.
- Encourage local participation by individuals active in human factors and related fields, including students, who might not otherwise become active in the HFES.
- Encourage individuals to become members of HFES through their participation in the affairs of the local chapter. This is the "grass roots" strength vital to the future of HFES.
- Facilitate joint meetings with other chapters of national/international associations.
- Provide a good training ground and source of talent for future HFES officers by serving as a model of the parent organization.
- Provide a vehicle for communicating the needs of local groups to HFES through participation of local officers in HFES committees, attendance of the Chapter Presidents meeting at the Annual Meeting, activities of the Society's Chapter Affairs Committee, and other direct interfaces.
- Ensure representation from the chapters on key committees, intersociety activities, and other efforts of the Society by volunteering to participate in activities of interest.
- Provide the basis for social interaction and informal discussions between members of various human factors groups and representatives of industry, government, and education on a periodic basis.

The goals of a chapter should reflect what would best benefit and interest the prospective membership.

## GETTING STARTED

### Plan with a Small Group

- Contact a small group of 3 to 5 people to be the nucleus of the organizational efforts.

- If possible have a representative of each area of human factors/ergonomics work (HF/E) in industry, government, academia, and small consulting businesses in the organizing group.

### **Expand Initial Small Group**

Recruit 15 members. At least five members must be Full Members of HFES.

The HFES Online Directory is an excellent source for identifying members within a geographical area. The HFES Membership Director can provide you with a contact list of HFES members within your area.

An additional means to facilitate chapter start-up is sending an e-mail announcing intentions to start a new chapter and if appropriate include a survey addressing

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

### **Prepare an Organizational Meeting**

Set up an organizational meeting. Notify all potential members of the meeting time, location, and purpose.

### **Social Hour**

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

### **First and Second Meetings**

At the first meeting, as a minimum, set up pro tempore officers and committees. For your second meeting, have an interesting program that will appeal to people interested in human factors/ergonomics.

### **HFES Recognition**

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

In addition, specific questions can be answered by contacting the chair of the Chapter Affairs Committee or the Membership & Operations Manager:

**Andrew W. Muddimer**  
Chair, Chapter Affairs Committee  
andrew.muddimer@hotmail.com

**Lauren Taggart**  
Membership & Operations Manager  
Human Factors and Ergonomics Society  
2025 M Street, NW, Suite 800  
Washington, D.C. 20036-3309, USA  
Telephone: (202) 367-1114  
ltaggart@hfes.org

### **Individual Membership**

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

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

A sample application form is available in **Appendix C** of this handbook. It is desirable to develop an electronic form of the membership form that can be completed electronically from the chapter's Web site or e-mailed to prospective members.

## **APPLYING FOR AFFILIATION**

### **Overview**

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

### **Formal Application Procedure**

Under the operating rules of the Society, formal application requires the following:

- A letter stating the desire of the group to be considered for affiliation as a chapter of the Human Factors and Ergonomics Society and information describing the geographical area that the proposed chapter will serve.
- A list of the prospective chapter members.
- The proposed Chapter Constitution and Bylaws (see **Appendix C** for examples) bearing the name of the chapter.

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

- A list of the interim or elected officials and appointed chairs giving the names, titles of the office held, and the date of election or appointment. In the case of interim officers, the schedule for nominating, electing, and installing officers (and directors, if appropriate) for the first year or less of chapter operation should also be furnished. **The chapter president, treasurer, and one other officer must be Full Members of HFES.**

### **Where to Send Material**

Submit copies of the completed application to the Chair of the Chapter Affairs Committee and to the Membership & Operations Manager at HFES.

### **Application Review Process**

The Chapter Affairs Committee chair will review the application and will submit the application to the Executive Council with the recommendation that it be approved at the next Executive Council meeting. Executive Council meets in the spring and during the Annual Meeting.

## **OPERATING A NEW CHAPTER**

### **Overview**

The chapter bylaws provides information on the duties of each officer, the process by which officers are to be elected, the procedures for collecting dues, and any special meeting requirements. It is highly recommended that a schedule of action items is prepared. (See **Appendix D**)

**Appendix E** is a sample of the Financial Statement that must be submitted to HFES by January 31 of each year. The Director of Member Services will send a reminder when reports are due.

### **Dues**

It is reasonable to expect that certain basic economic factors will apply to the chapter situation.

### **Guidelines for Setting Dues**

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

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



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

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

## CHAPTER RESPONSIBILITIES

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

### Chapter Operation

Following is an excerpt from the HFES Operating Rules:

#### 6.4 Operation

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

- 6.4.5 Each chapter shall send a printed or electronic copy of each publication issued by the chapter to HFES Central Office, and one to the chair of the Chapter Affairs Committee. Chapters are encouraged to exchange publications with each other.
- 6.4.6 Each chapter shall send the Communications Director copies of all announcements and reports of meetings, programs, other activities, and additional news that may be of interest to the entire Society membership.
- 6.4.7 Chapters are encouraged within the limits of their resources and with the approval of the Technical Program Committee, to sponsor symposia, workshops, or invited speakers at the annual meeting of the Society. Arrangements for these activities are to be made through the standard channels.

### **Incorporation**

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

### **Tax Information for Local Chapters** (Updated 3/2014)

The Human Chapters and Ergonomics Society is incorporated in the state of California and exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code as a charitable, educational and scientific organization.

For quite some time, and until several years ago, Society chapters were assumed by the IRS to be de facto tax-exempt if they had income under \$5000. A change in the IRS code has mandated that all organizations, regardless of gross receipts, file a tax return annually.

For organizations with less than \$25,000 in income, this can be done by filing form 990EZ, a short postcard form available at <http://www.irs.gov/uac/About-Form-990EZ>. Instructions for form 990-EZ can be found at <http://www.irs.gov/pub/irs-pdf/i990ez.pdf>.

However, to file this form an organization must be recognized as tax-exempt by the IRS. If your chapter has not received a determination letter from the IRS that it is tax exempt, the chapter should choose either to seek tax exempt status using the process detailed in IRS form 557 (<http://www.irs.gov/pub/irs-pdf/p557.pdf>)

The chapter should also seek exemption at the state level; consult the office of your Secretary of State for details on this process.

Alternatively, chapters may elect to have HFES manage their finances. Under this option, HFES would collect dues from HFES members who are also chapter members during the renewal process. All funds would be received by HFES, which would also manage disbursements and accounting, and funds managed in this way would be included in the parent organization's tax filings.

## **Getting an Employer Identification Number (EIN)**

To file for an Employer Identification Number (EIN) online go to:  
<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>

## **Annual Electronic Filing Requirement for Small Exempt Organizations — Form 990-N (e-Postcard)**

The date of the end of the chapter fiscal year is 12/31, and the e-Postcard is due **May 15** of the following year. If you do not file your e-Postcard on time, the IRS will send you a reminder notice but you will not be assessed a penalty for late filing the e-Postcard. However, a chapter that fails to file required e-Postcards (or information returns – Forms 990 or 990-EZ) for three consecutive years will [automatically lose its tax-exempt status.](#)

## **Insurance**

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

## **Code of Ethics**

Chapters are not permitted to have individual codes of ethics. The HFES Code of Ethics is posted on the HFES website.

## APPENDIX A

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### HFES CENTRAL OFFICE STAFF

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

***Executive Director***

Steven Kemp, CAE  
skemp@hfes.org

**Member Services**

*Membership & Operations Manager*

Lauren Taggart

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*Membership & Operations Senior Coordinator*

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*Membership & Operations Associate*

Lindsey Kim

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**Communication Services**

*Publications Coordinator*

Kate Jacobson

kjacobson@hfes.org

*Marketing Manager*

Katherine Purdy

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*Marketing Coordinator*

Sean Dillon

sdillon@hfes.org

**Education Services**

*Program and Webinar Senior Manager*

Lauren Lawson

llawson@hfes.org

**Mailing Addresses**

***HFES Physical Address:***

Human Factors & Ergonomics Society

2025 M Street, NW, Suite 800

Washington, D.C. 20036-3309 USA

**HFES Website:** [www.hfes.org](http://www.hfes.org)

## Appendix B

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### MODEL CONSTITUTION AND BYLAWS (Bylaws updated September 2011)

#### CONSTITUTION OF THE HUMAN FACTORS AND ERGONOMICS SOCIETY, \_\_\_\_\_ CHAPTER

The Human Factors and Ergonomics Society, \_\_\_\_\_ Chapter is organized to serve the needs of the human factors profession in the \_\_\_\_\_ area. Its purpose is to promote and advance the understanding of the human factors involved in the design, manufacture, and use of machines, systems, environments, and devices of all kinds through the interchange of knowledge and methodology in the behavioral, biological, and physical sciences and industrial and other relevant engineering disciplines.

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

#### BYLAWS OF THE HUMAN FACTORS AND ERGONOMICS SOCIETY, \_\_\_\_\_ CHAPTER

##### ARTICLE I - NAME

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

##### ARTICLE II - PURPOSE

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

##### ARTICLE III - MEMBERSHIP

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

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

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

- a. Member** - Membership in the Human Factors and Ergonomics Society (HFES).
- b. Associate** - Interest or activity in human factors or a related field,
- c. Special** - Those qualifications as established by the Executive Council.

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

- d. Other** - \_\_\_\_\_

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

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

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

**Section 5. Privileges.**

- a. Members.** Members in good standing shall be entitled to vote, hold office, receive notices, participate in all activities of the Chapter, inspect official records of the Chapter, insist on enforcement of the Bylaws and rules of the Chapter, receive access to all Chapter publications, and have a hearing before expulsion.

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

- b. Associates.** Associates in good standing shall be entitled to all privileges of Membership with the exception of holding the office of President. The President must be a member of both the Society and Chapter.
- c. Special.** Special classes of member shall be entitled to such privileges as the Chapter Executive Council may establish.
- d. Other.**

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

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

**Section 7. Termination of Membership.** The membership of a person in the Chapter in any membership class may be terminated at any time by voluntary resignation or by involuntary expulsion by a two-thirds vote of the full Executive Council. Sufficient causes for involuntary termination include: 1) failure to pay dues for one year, or 2) conduct prejudicial to the purposes of the Chapter (for which an appeal may be made to the Executive Council, if requested in writing 30 days from receipt of notice of termination).

**Section 8. Reinstatement of Members.** Procedures and conditions for the reinstatement of members shall be established by the Executive Council subject to the requirements of the other pertinent Sections of this Article.

**Section 9. Dues.** Annual dues for each of the various classes of membership shall be established by the Executive Council.

#### ARTICLE IV - OFFICERS

##### Section 1. Designation.

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

**President**  
**President Elect**  
**Past President**  
**Secretary**  
**Secretary Elect**  
**Past Secretary**  
**Treasurer**  
**Treasurer Elect**  
**Past Treasurer**  
**Directors**

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

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

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

Executive Council. The President-Elect shall be a member of the Executive Council.

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

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

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

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

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

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

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

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

## **ARTICLE V - EXECUTIVE COUNCIL**

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

## **ARTICLE VI - ELECTION OF OFFICERS**

**Section 1. Nomination.** At least three months prior to the Annual Business Meeting of the Chapter, the Chairperson of the Nominations and Elections Committee shall issue by electronic or regular mail a nominations ballot to all



Members and Associates in good standing for nominations for the offices to be filled. The nomination's ballot shall list all Chapter members and associates who are eligible for each office to be filled. Thirty days after the date nomination ballots are delivered, nominations from the membership shall be closed and the Nominations and Elections Committee shall begin to prepare the election ballot. This ballot shall include, for each office, the names of the three persons who received the largest number of nominating votes and who are both eligible and willing to stand for that office, as determined by the Nominations and Elections Committee. If any nominee is ineligible or unwilling to stand for office, the name of the person who ranks next in nominating votes, and who is eligible and willing to stand for that office shall be substituted. In order to fill out the slate for the election ballot, if the nominations ballots from the membership do not result in three candidates for each office who are willing to serve, the Nominations and Elections Committee may make additional nominations.

**Section 2. Election.** No later than two weeks after the closing of nominations, the Chairperson of the Nominations and Elections Committee shall distribute by email or mail the election ballot to all Members and Associates in good standing. Thirty days after the date the election ballots are sent, the Nominations and Elections Committee shall close the election and count the votes. The candidate for each office who receives a plurality of the votes cast shall be elected. Tie votes for any office shall be resolved by drawing lots or by runoff electronic voting. The incumbent President shall notify the winning candidates of their election and shall direct that their names be published within 45 days in any publication distributed to all Chapter members. He or she shall further direct that names of the newly elected officers be forwarded to the Executive Administrator of the Society.

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

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

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

## ARTICLE VII - COMMITTEES

**Section 1. Types.** Committees shall either be Standing, as provided for in these Bylaws, or Special, as may be determined by the President with the advice and consent of the Executive Council. The selection of Committee Chairpersons, the

status of each Special Committee, and the period of continuance of each Special Committee, shall be determined by the President with the advice and consent of the Executive Council. Except as otherwise provided for in these Bylaws, the Chairperson of each Committee shall select and appoint such Committee members as are necessary to conduct the affairs of the Committee. Chairpersons and other Committee Members shall normally serve from the time of their appointment until the close of the next Annual Business Meeting.

## **Section 2. Standing Committees.**

**a. Membership.** The Membership Committee shall consist of a Chairperson and not less than \_\_\_ additional members appointed by the Chairperson. It shall 1) evaluate the eligibility of all applicants for membership, for all classes of membership, 2) evaluate the eligibility of all applicants for changes in membership status, and 3) submit its evaluations and recommendations to the Executive Council for action.

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

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

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

## **ARTICLE VIII - MEETINGS**

**Section 1. Types.** There shall be Regular and Special Meetings of the Chapter, and Regular and Special Meetings of the Executive Council. Meetings may be held electronically or physically; however, one regular physical meeting must be held every year.

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

**Section 3. Special Meetings of the Chapter.** A Special Meeting of the Chapter may be called by the: 1) Executive Council, or 2) Secretary upon written request of not less than \_\_\_ members of the Chapter. The Executive Council shall select the time and place of all Special Meetings. Announcements for each meeting shall be mailed to Chapter membership not less than \_\_\_ days prior to the meeting date.

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

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

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

## ARTICLE IX - FISCAL ACCOUNTING

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

**Section 2. Financial Report.** The Chapter Treasurer shall prepare an Annual Financial Report for submittal to the Executive Council of the Society within one month following the end of the fiscal year. The Treasurer shall present a financial status report at the Annual Business Meeting of the Society.

## ARTICLE X - AMENDMENTS

**Section 1. Proposal.** Motions to adopt, amend, or repeal Chapter Bylaws submitted in writing to the Secretary and shall bear the signatures of at least \_\_\_\_\_ members of the Chapter or Executive Council. Motions shall be distributed by the Secretary to the Executive Council within \_\_\_ days for evaluation and voting. The proposed changes shall be evaluated by the Executive Council to ascertain whether they are consistent with the Articles of Incorporation, the

Bylaws, and the Operating Rules of the Society. Members of the Executive Council shall be allowed not less than \_\_\_ days, nor more than \_\_\_\_, thereafter to return their votes.

**Section 2. Adoption.**

**a. Motions Approved by the Executive Council.** Approval of Motions to adopt, amend, or repeal Chapter Bylaws shall require a two-thirds vote of the Executive Council. After approval by the Executive Council, the proposed change shall be submitted to the voting membership of the Chapter, either during the next meeting or by mail ballot. Voting members shall be allowed not less than \_\_\_ days, nor more than \_\_\_ days, thereafter to return their votes. Voting shall be by secret ballot. Motions shall be adopted if approved by a two-thirds majority.

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

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

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

**ARTICLE XI - COMPATIBILITY OF BYLAWS**

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

**ARTICLE XII - DISSOLUTION**

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

Appendix C



Human  
Factors  
and  
Ergonomics  
Society

(Name) Chapter

2018 MEMBERSHIP APPLICATION AND ANNUAL RENEWAL

Members and Associates -- \$20

Students -- \$5

Name \_\_\_\_\_  
Last First Initial +

Mailing Address \_\_\_\_\_

City State Zip Code

Phone (\_\_\_\_\_) \_\_\_\_\_  
Business/Institution Email

Job Title \_\_\_\_\_

Organization \_\_\_\_\_

Degree \_\_\_\_\_ Year \_\_\_\_\_ Major \_\_\_\_\_ Institution \_\_\_\_\_

Areas of Professional Interest

\_\_\_\_\_  
\_\_\_\_\_

Human Factors and Ergonomics Society Member?  Yes  No

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

STUDENT MEMBERS ONLY:

Degree Program  BA/BS  MA/MS  PhD

Major Area Institution

Mail (or E-mail) to:  
Secretary-Treasurer, HFES Chapter  
Company  
Address, City, State, Zip

## Appendix D

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### Example of a Year-long Operating Schedule\*

January	Newsletter Chapter meeting Chapter activity / roster / financial reports due at HFES Headquarters -----
February	Review / Revise Chapter Directory Executive Board meeting -----
March	2nd dues notice Chapter meeting Submit Directory for publication -----
April	3rd dues notice Executive Board meeting -----
May	Newsletter (include call for nominations) Chapter meeting -----
June	Close nominations Executive Board meeting (review nominations) -----
July	Election ballots Chapter meeting -----
August	Executive Board meeting (review election results) Notify officers-elect Report new officers to HFES Headquarters -----
September	Newsletter (announce election results) Annual business meeting (install new officers) -----
October	Represent chapter at the Council of Chapter Presidents session during the HFES Annual Meeting Executive Board meeting -----
November	Chapter meeting <i>When notified by HFES, submit activity, roster, &amp; financial reports</i> ----- Executive Board meeting
December	



# Chapter Financial Report

Chapter: \_\_\_\_\_  
Prepared by: \_\_\_\_\_ Telephone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Chapter EIN: \_\_\_\_\_  
Bank: \_\_\_\_\_ Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Account #: \_\_\_\_\_  
Signer's name: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Total cash assets, January 1, 2018**                    \$        \_\_\_\_\_

**2018 Income**

From dues	_____
From meetings	_____
From other sources	_____
Total 2018 Income	\$        _____

**2018 Expenses**

Postage	_____
Stationery	_____
Newsletter production	_____
Meetings/symposia	_____
Other	_____
Total 2018 Expenses	\$        _____

**Total cash assets, December 31, 2018**                    \$        \_\_\_\_\_

## Appendix F

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### HFES POLICIES AND GUIDELINES FOR CHAPTER WEBSITES

#### Policies

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

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



or



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

2. The group's name must include "HFES" or "Human Factors and Ergonomics Society," such as "Aerospace Systems Technical Group of the Human Factors and Ergonomics Society", "Arizona Chapter of the Human Factors and Ergonomics Society", or "HFES Old Dominion University Student Chapter"

3. A link to the HFES Web site (<http://hfes.org>) must appear on the home page.

#### Guidelines

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