

# **Human Factors and Ergonomics Society Puget Sound Chapter Bylaws**

**The Human Factors and Ergonomics Society Puget Sound Chapter** is a local chapter of the national Human Factors & Ergonomics Society (a non-profit corporation chartered by the State of California) and is organized to serve the needs of the human factors and ergonomics professionals in the Puget Sound area. Its purpose is to promote and advance the understanding of the human factors and ergonomics involved in the design, manufacture, and use of machines, systems, and devices of all kinds through the interchange of knowledge and methodology in the engineering, behavioral, biological, and physical sciences.

The Human Factors and Ergonomics Society Puget Sound Chapter is established to operate exclusively for technical, educational, scientific, literary, and social exchange purposes among professionals working in the area of human factors and ergonomics.

## **Article I - Membership**

### Section 1.

The corporate (voting) Membership shall consist of all Members of PSHFES. There shall also be nonvoting Student members, and any additional special classes of membership that are established by a three-fourths vote of the full Executive Council.

### Section 2.

The full Membership of PSHFES shall be composed of all Members and Student members in good standing at the time of adoption of these Bylaws and any others who are thereafter admitted to Membership.

### Section 3. Qualifications for Membership

**Member:** Any person who has an interest in being a member of the Human Factors & Ergonomics Society Puget Sound Chapter.

**Student Member:** Any person who is enrolled as a full-time or part-time undergraduate or graduate student at an accredited college or university shall be eligible to become a Student Member of PSHFES.

**Special:** Qualifications for any special class of membership, such as Fellow or Emeritus or Sustaining Member, shall be established by the Executive Council.

### Section 4. Application for Membership

Anyone interested in PSHFES membership will complete the Membership Application form on the website, at [www.pshfes.org](http://www.pshfes.org), or will mail the form to the Treasurer.

#### Section 5. Election to Membership

PSHFES does not require election to membership.

#### Section 6. Termination of Membership

The affiliation of a person with PSHFES in any class of membership may be terminated at any time by resignation or by a two-thirds vote of the full Executive Council. Failure to pay dues for one year shall be considered resignation.

#### Section 7. Privileges of Membership

Members of PSHFES in good standing shall be entitled to vote, to hold office, and to participate in all activities of PSHFES. Student Members shall be entitled to participate in all activities of PSHFES.

#### Section 8. Membership Dues

Annual dues shall cover the fiscal year of PSHFES and shall be established by the Executive Council for each class of membership.

### **Article II – Executive Council**

#### Section 1.

The Executive Council of PSHFES shall be the President, Past President, Secretary, Treasurer, Communications Chair, Programs Chair, Symposium Chair, President Elect, and additional Committee Chairs, such as Schools Project Chair. Additional Committees may be formed based on the needs of the Society.

#### Section 2. Duties of Executive Council

The Members of Executive Council elected as such and other officers of PSHFES designated in this Article shall constitute the Executive Council, which shall govern the affairs of PSHFES.

The President shall be the chief executive officer and a member of the Executive Council. The President shall preside over all meetings of PSHFES and of the Executive Council; appoint or direct the appointment of all committee chairs not otherwise specified in these Bylaws, with the advice and consent of the Council; and supervise the management of the nonfiscal business of PSHFES.

The Past-President shall be a member of the Executive Council and assist where able and needed. The Past-President shall assume the duties of President during the President's temporary absence.

The Secretary shall be a member of the Executive Council and is responsible for regular communications with the membership regarding job opportunities, publishing of our newsletter, and information of interest to members.

The Treasurer shall be a member of the Executive Council and shall maintain the finances of the chapter and perform annual tax filings.

The Communications Chair shall be a member of the Executive Council and shall be responsible for communicating with the public and with the website and database vendors.

The Programs Chair shall be a member of the Executive Council and shall organize 1-4 events per annum for members and some for non-members as a way to recruit new members.

The Symposium Chair shall be a member of the Executive Council and shall be responsible for coordinating the educational symposium for our local community.

The President Elect shall be a member of the Executive Council and shall be responsible for assisting with committees and tasks as able, and for learning as much as possible about the Society in preparation for serving as future President.

Other Committee Chairs, e.g. Schools Project Chair, as determined necessary by the Executive Council.

### Section 3. Election of Executive Council

PSHFES at the present time does not have such a robust membership that elections are reasonable. The current methods of finding Executive Council members are for the Executive Council to inform the membership of Council position openings and to encourage involvement and then to select and ask candidates for positions if volunteers do not make themselves known. Elections will be held if we have more than one person interested in the same position, and this vote will be among the Members and decided by a simple majority.

### Section 4. Terms of Office for Executive Council

The terms of all officers on the Executive Council shall be one year, commencing on January 1 and ending on December 31 of that year.

### Section 5. Eligibility and Vacancies

To be eligible for nomination to any Executive Council office of PSHFES, an individual must be a Member in good standing and must be able to discharge the duties of that office.

Any officer of PSHFES may resign from office by submitting a letter of resignation to the Executive Council. However, resigning shall not allow an officer to circumvent the eligibility requirements for election to a different office or re-election to the same office.

If any elected incumbent fails to perform the duties of office for any reason, the Executive Council may, by a two-thirds vote of the full Council, decree the office vacant.

If any Executive Council office becomes vacant for any reason, the Council shall appoint an incumbent officer to assume the additional duties of the vacant office until the next election, or until such a candidate can be identified among the Membership, when any vacancy that remains shall be filled. The term of any officer elected to fill a vacancy shall be equal to the remaining term of the vacant officer.

## Section 6. Society Position Statements

Subject to prior approval by the Executive Council, PSHFES may take a position and express an opinion on human factors / ergonomics issues.

## **Article III - Committees**

### Section 1.

The selection of committee chairs, except as otherwise provided in the Bylaws, and the status and continuance of each committee shall be determined by the President with the advice and consent of the Executive Council. Committee chairs shall normally serve from the time of their appointment until the completion of the term of the President who appoints them.

Elections will be held if we have more than one person interested in the same position, and this vote will be among the Full Members and decided by a simple majority.

## **Article IV - Affiliations**

### Section 1.

PSHFES may affiliate with other professional organizations to promote common purposes.

### Section 2. Chapter Bylaws and Reports

The Bylaws of PSHFES must be approved by the Executive Council of PSHFES. Each Chapter of HFES shall keep records of all money received and paid out, and shall submit to the Central Office an annual financial report, a roster of current members, and a brief written report of its activities within one month of the end of the calendar year.

### Section 3. Technical Groups

The Executive Council may authorize the establishment of Technical Groups subject to any conditions adopted by the Council. The Chair of a Technical Group shall be a Member of PSHFES.

## **Article V - Meetings**

### Section 1.

The Annual Meeting or Symposium of PSHFES shall be held at a time and place designated by the Executive Council. There shall be a business meeting of PSHFES during or around the Annual Meeting or Symposium.

### Section 2.

A special meeting of PSHFES may be called at any time and place by the Executive Council, or shall be called by the President upon the written request of at least ten percent of the Full Members.

### Section 3.

Announcements of all member meetings of PSHFES shall be made in the newsletter and/or by email to Members of PSHFES at least 20 days prior to the meeting date whenever possible.

### Section 4.

The presence in person of five members (full and student) of PSHFES shall constitute a quorum at any meeting of PSHFES.

### Section 5.

The Executive Council shall meet during the Annual Meeting of PSHFES and at the call of the President. The presence in person of a majority of the members of Executive Council shall constitute a quorum.

## **Article VI - Amendments**

### Section 1.

Motions to adopt, amend, or repeal the Bylaws must bear the signatures of at least ten percent of the Full Members of PSHFES or be approved by a majority of the Executive Council. Such motions shall be submitted in writing to the President for publication in the next issue of the newsletter. The President shall then submit the motions by mail ballot to all voting Full Members of PSHFES no sooner than 30 days and no later than 90 days after publication. The Full Members of PSHFES shall be allowed at least 30 days but not more than 45 days to return their ballots. Approval by two-thirds of the Full Members who vote shall be required to adopt, amend, or repeal Bylaws.

### Section 2.

The adoption, amendment, or repeal of a Bylaw shall take effect immediately upon its passage. The complete text of the current Bylaws shall be available to all Members who request to see them.

## **Article VII - Indemnification**

The Human Factors and Ergonomics Society shall indemnify and hold harmless each person who serves as an officer, staff member, committee chair, or technical group officer of PSHFES (collectively "agent") from and against any and all claims and liabilities, whether the same are settled or proceed to judgment, to which the agent becomes subject by reason of his or her position with PSHFES, or by reason of any action alleged to have been taken or omitted by the person in his or her capacity as agent, and shall reimburse each agent for all legal and other expenses (including the cost on settlement) reasonably incurred by him or her in connection with any such claim, liability, suit, action or proceeding, provided that the agent acted in good faith and in a manner that he or she reasonably believed to be in the best interests of PSHFES. No agent shall be indemnified against, or be reimbursed for, any claims, liabilities, costs, or expenses incurred in connection with any claim or liability or threat or prospect thereof, based upon or arising out of willful misconduct of that person's duties as officer, staff member, committee chair, or technical group chair. The final and conclusive

determination of the propriety of indemnification and reimbursement hereunder and the reasonableness of such costs and expenses shall be made by the Executive Council acting at a meeting at which a quorum is unaffected by self-interest. The rights that accrue to any person under this provision shall not exclude any other right to which that person may be lawfully entitled.

**Article VIII - Dissolution**

The Chapter may be dissolved if two-thirds of the Membership vote to dissolve the chapter. In the event of this Chapter dissolving, its assets will be distributed for one or more of the purposes in section 501 (a) [non profit] of the Internal Revenue Code or to an organization so classified.

President

Past President

Secretary

Treasurer

Programs Chair

Symposium Chair

Communications Chair

Schools Project Chair

President Elect

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