

The Constitution of the Human Factors & Ergonomics Society Student Chapter at The Ohio State University

Purpose. The Human Factors and Ergonomics Society Student Chapter at The Ohio State University is organized to serve the needs of students at The Ohio State University who have professional and/or research interests in human factors/ergonomics (HF/E). Its purpose is to promote and advance the understanding of the HF/E involved in the design, manufacture, and use of machines, systems, environments and devices of all kinds through the multidisciplinary interchange of knowledge and methodology in the relevant sciences, and engineering and design disciplines.

Non-discrimination policy. This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, Human Factors and Ergonomics Society Student Chapter expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

The Human Factors and Ergonomics Society Student Chapter at The Ohio State University is established as an affiliate of the Human Factors and Ergonomics Society, Inc., a nonprofit corporation chartered in 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. The purpose of the Human Factors and Ergonomics Society is to better the quality of human life through the discipline of human factors/ergonomics.

Bylaws

Article I - Name

The name of this organization is "The Human Factors and Ergonomics Society Student Chapter at The Ohio State University".

Article II - Purpose

The Human Factors and Ergonomics Society Student Chapter at The Ohio 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.

Article III - Membership

Section 1. Classes of Membership.

The membership shall include Full Members, Community Members, and Associate Members of the Chapter.

Section 2. Qualifications for Membership.

- a. Full Member.** Currently enrolled students at The Ohio State University who have an interest in the field of human factors are eligible to become Full Members of the Chapter.

b. Community Member. Members of The Ohio State University community who are not currently students and who have an interest in the field of human factors are eligible to become Community Members of the Chapter. Any Member of the Human Factors and Ergonomics Society who is affiliated with the university shall be eligible for election as a Member of the Chapter

c. 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 or Community Member shall be eligible for election to the grade of Associate Member of the Chapter. Any Associate of the Human Factors and Ergonomics Society shall be eligible for election as an Associate of the Chapter.

Section 3. Application for Membership. Persons who wish to apply for membership shall express interest via email to the Chapter President.

Section 4. Election to Membership. The Executive Committee shall review submitted applications for membership. Election to membership shall occur when a nominee is approved by a majority vote from this committee.

Section 5. Privileges.

a. Full Member. Full Members in good standing shall be entitled to vote, receive notices, participate in all activities of the Chapter, inspect official records of the Chapter, insist on enforcement of the By-laws and rules of the Chapter, receive one copy of all Chapter publications, and have a hearing before expulsion. Only Full Members of the Chapter who are affiliated with the Society shall be able to hold office.

b. Community Member. Community Members in good standing shall be entitled to all privileges of Membership except that they may not hold office and they may not vote.

c. Associate Member. Associate Members in good standing shall be entitled to all privileges of Membership except that they may not hold office and they may not vote.

Section 6. Termination of Membership. The membership of a person in the Chapter 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: conduct prejudicial to the purposes of the Chapter (for which an appeal may be made to the Executive Council, if requested within writing 30 days from receipt of notice of termination) or poor academic standing.

Section 7. 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.

Article IV – Officers

Section 1. Designation.

President, Vice-President, Secretary, Treasurer, Webmaster

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. The President shall be the primary *external* representative of the Chapter to any other organizations, to the administration of OSU, and to the society's national chapter (Human Factors and Ergonomics Society, Inc). The President is also responsible for creating and submitting the annual report to the Society for publication in the *HFES Yearbook and Directory*.

b. Vice President. The Vice President shall be a member of the Executive Council and shall preside over meetings of the Executive Council. The Vice President shall be the primary *internal* representative of the Chapter and shall appoint, with the advice and consent of the Executive Council, all committee chairpersons not otherwise specified in these Bylaws. This may include "Members At Large," who may be invited to sit in on meetings of the Executive Council as non-voting members.

c. Secretary/Program Chair. 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 correspondence of the Chapter. The Program Chair, in consultation with the other members of the Executive Council, will establish the Chapter's meeting and program agenda for the year. This includes making arrangements for meeting space, reservations for tours, and other related arrangements. The Secretary/Program Chair shall be a member of the Executive Council.

d. Treasurer. The Treasurer shall be responsible for the money and securities of the Chapter. The Treasurer is responsible maintaining the membership list for 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. The Treasurer is responsible for informing the other Executive Council members, in a timely manner, of relevant funding opportunities for the Chapter or its members, including requisite documentation and deadlines.

e. Webmaster. The webmaster shall be responsible for maintaining the chapter's website and Facebook page, including contact information and quarterly or yearly calendar of events. The Webmaster is responsible for providing advance notification of Chapter meetings and outings to the membership in a timely manner. The Webmaster shall be a member of the Executive Council.

Section 3. Separation of Powers. Officers of this chapter must be students of The Ohio State University, and must be distinct persons.

Article V – Chapter Advisor(s)

One or two people who are Full Members of the Society will serve as chapter advisors. At least one advisor must also be a full-time member of the University Faculty or Administrative & Professional staff. Advisor(s) are selected by a majority vote of the Full Members of the chapter, on an annual basis.

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 Chapter Advisor(s). Chapter Advisors are non-voting members of the Chapter's Executive Council. The Vice 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. Elections of officers shall occur at least once per academic year, either at the beginning of the academic year or as necessary. All nominations are conveyed to the Elections Chair, an active member of the Chapter who is appointed by the President and who will not participate in voting for that election cycle. A call for nominations will be open for two weeks. All members will be notified via email, of the call, by the Elections Chair.

Section 2. Election. Within one week of the close of nominations, the Elections Chair will determine the eligibility of each nominee and the willingness of the nominee to serve. Nominees may choose to run for an office other than the one to which they were nominated. No later than ten days after the close of nominations, the Elections Chair will invite members to cast their votes. The voting period will be open for 72 hours. 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. The incumbent President shall direct that names of the newly elected officers be forwarded to the Executive Administrator of the Society.

Section 3. Terms of Office. The Officers shall assume their offices seven days after the announcement of the election decisions. 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. In case of an abdication during the year, a new election for that office shall be held, following the procedures listed above.

Section 4. Removal from Office. Officers may be removed from office by a two-thirds vote of the Chapter members. This vote is to be overseen by the Faculty Advisor, who is not a voting member of the Chapter.

Article VII - Meetings

Section 1. Frequency. Meetings shall be held at least once every academic term.

Section 2. Presiding Officer. Meetings shall be presided over by the president, or by his/her designate.

Section 3. Quorum. A quorum for a meeting shall be one quarter of the members of the Chapter. In disputes, all decisions shall be made by a majority of all members present, provided a quorum is attained.

Section 4. 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 VIII - 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 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 also present a financial status report at the Annual Business Meeting of the Society. The Treasurer shall submit an annual report to the Executive Council of the Chapter. In addition, the treasurer shall present monthly reports at regular meetings of the Chapter.

Article IX – 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 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 ballot. Motions shall be adopted if approved by a two-thirds (2/3) 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 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 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 to all members by the Secretary.

Article X - 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 XI - 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 may 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.