

By-Laws of the Human Factors & Ergonomics Society, Potomac Chapter

Article I - Name

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

Article II - Purposes

The Human Factors and Ergonomics Society, Potomac Chapter, hereinafter referred to as the Chapter, is a subdivision of the Human Factors and Ergonomics Society, Inc., a non-profit corporation chartered by the State of California. Purposes of the Chapter are those set forth in the articles of Incorporation of the Human Factors and Ergonomics Society, Inc., hereinafter referred to as the Society.

Article III - Membership

Section 1. Classes of Membership

The voting membership shall consist of all Members and Associates of the Chapter. There shall also be such additional special classes of membership as may be established by the Executive Council.

Section 2. Qualifications for Membership

- (a) Member: A Member of the Chapter must be a Member of the Society.
- (b) Associate: Any person interested or active in human factors or related fields, but who does not qualify for election to the grade of Member shall be eligible for election to the grade of Associate of the Chapter.
- (c) Special: Qualifications for any special classes of membership such as Fellow, Student, Honorary, or any other, shall be established by the Executive Council.

Section 3. Application for Membership

Any person desiring election to membership shall present acceptable evidence of qualification to the Secretary upon a prescribed application form. Application for membership shall be accompanied by one year's dues payment. Membership in the Society shall be verified by the Central Office. Applications of persons desiring election as Associates of the Chapter who are not Associates of the Society shall be endorsed by a Member of the Chapter who shall act as sponsor.

Section 4. Election to Membership

- (a) Members of all grades shall be elected by majority vote of the full Executive Council upon nomination by the Membership Committee.
- (b) New members elected by the Executive Council subsequent to September 1 shall pay a full year's dues, which payment shall carry paid membership in good standing to the end of the following fiscal year.

Section 5. Privileges

- (a) Members in good standing shall be entitled to vote, hold office, receive notices, participate in all activities of the Chapter, have a hearing before expulsion, inspect official records of the Chapter, insist on enforcement of the By-Laws and rules of the Chapter, and receive one copy of all Chapter publications.
- (b) Associates in good standing shall be entitled to all privileges of Membership, except that they may not hold offices of President or President-Elect.
- (c) Special classes of member shall be entitled to such privileges as the Chapter Executive Council may establish, except that the privileges of holding office and voting on By-Law issues shall depend solely upon meeting the basic qualifications for Members in good standing.

Section 6. Change of Membership Status

Associates of the Chapter in good standing shall be reclassified to the grade of Member upon verification of election to the grade of Member of the Society by the Central Office.

Section 7. Termination of Membership

The affiliation of a person with the Chapter in any membership grade may be terminated at any time by resignation or by expulsion by a two-thirds vote of the full Executive Council. Failure to pay dues for one year shall be deemed sufficient cause of involuntary termination. Members who are delinquent in payment of dues for one year shall be sent notice of termination by the Secretary. Termination shall be automatic if delinquent dues are not paid within 30 days after the notice. Conduct prejudicial to the purposes of the Chapter shall also be deemed sufficient cause of involuntary 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 the various classes of membership shall be established by the Executive Council.

Article IV - Officers

Section 1. Designation

The Officers of the Chapter shall be:

- (a) President-Elect
- (b) President
- (c) Past President
- (d) Secretary-Elect
- (e) Secretary
- (f) Past Secretary
- (g) Treasurer-Elect
- (h) Treasurer
- (i) Past Treasurer
- (j) Directors (two)

Section 2. Duties of Officers

- (a) The Officers of the Chapter shall be members of the Executive Council. Officers shall perform the duties regularly or customarily attached to their offices and such duties as may be required of them by the Executive Council, by these By-Laws or by the Society.
- (b) Upon receipt of confirmed information, the Executive Council by a two-thirds vote may declare any officer incapacitated and unable to perform the required duties.
- (c) The Officers of the Chapter shall be:
 - (1) President-Elect, who shall act as understudy to the President, learning the duties of that office in preparation for assuming the duties of the President. In the absence of, or upon the declared incapacity of the President, the President-Elect shall assume the duties of that office.
 - (2) President, who shall be the chief executive officer of the Chapter and preside over meetings of the Chapter and Executive Council. The incumbent shall appoint all committee chairs not otherwise specified in these By-Laws with the advice and consent of the Executive Council.
 - (3) Past President, who shall be immediate Past President of the Chapter, shall chair the Nominations Committee and shall be the Chapter Historian.

- (4) Secretary-Elect, who shall act as understudy to the Secretary, learning the duties of that office in preparation for assuming the duties of the Secretary. In the absence of, or upon the declared incapacity of the Secretary, the Secretary-Elect shall assume the duties of the Secretary. The Secretary-Elect shall prepare a summary of Chapter activities each month and submit this summary to the Editor of the Human Factors Society Bulletin.
- (5) Secretary, who 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 the records and correspondence of the Chapter.
- (6) Past Secretary, who shall be the immediate Past Secretary of the Chapter.
- (7) Treasurer-Elect who shall act as understudy to the Treasurer, learning the duties of that office in preparation for assuming the duties of the Treasurer. In the absence of, or upon the declared incapacity of the Treasurer, the Treasurer-Elect shall assume the duties of the Treasurer. The Treasurer-Elect shall prepare the budget of the Chapter for the following fiscal year.
- (8) Treasurer, who shall be responsible for the money and securities of the Chapter, and shall keep a true and faithful record of all financial transactions. Money shall be deposited to the account of the Chapter in a bank, trust company or savings and loan association selected by the Executive Council and shall be disbursed only upon approval by the Executive Council.
- (9) Past Treasurer, who shall be the immediate Past Treasurer of the Chapter.
- (10) Two (2) Directors-at-Large.

Article V - Executive Council

The affairs of the Chapter shall be managed by the Executive Council which shall consist of the officers listed in Article IV, Section 2. Meetings of the Executive Council shall be called by the President at least twice annually to administer the affairs of the Chapter.

Article VI - Election of Officers and Executive Council

Section 1. Nomination

At least two months prior to the Annual Business Meeting of the Chapter, the Chairman of the Nominations Committee shall issue a call by mail to all voting Members and Associates in good standing for nominations for the offices to be filled. Thirty days after the date nominations ballots are mailed, the Nominations Committee shall close nominations and shall make a count of the nominees for each office to be filled. The Nominations Committee shall then prepare the election ballot including 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 shall be determined by the office, the name of the person ranking next in nominating votes, and who is both eligible and willing, shall be substituted.

Section 2. Election

No later than one month after the closing of nominations, the Chair of the Nominations Committee shall mail the election ballots to all voting Members and Associates in good standing. The Chair of the Nominations Committee shall appoint two (2) tellers from those members of the Executive Council who are not nominees for any elective office. Thirty days after the date election ballots are mailed the Nominations Committee shall close the election, and the tellers shall make a count of the votes. Tie votes for any office shall be resolved by drawing lots. The candidate for each office receiving a plurality of the votes cast shall be elected. The incumbent President shall notify the winning candidates of their election and shall direct their names be published within 45 days in any Chapter publication distributed to all Chapter members. The incumbent President shall further direct that their names be forwarded to the Executive Administrator of the Society.

Section 3. Terms of Office

The Officers-Elect shall assume their offices on the first day after the close of the Annual Business Meeting of the Chapter following their election and shall hold office until their successors accept office in their stead or until the Executive Council shall have declared their offices vacant as provided for elsewhere in these By-Laws.

- (a) The term of office of the President-Elect shall be one year, upon completion of which the incumbent shall serve one year as President and the following year as Past president.
- (b) The term of office of the Secretary-Elect shall be one year, upon completion of which the incumbent shall serve one year as Secretary and the following year as Past Secretary.
- (c) The term of office of the Treasurer-Elect shall be one year, upon completion of which the incumbent shall serve one year as Treasurer and the following year as Past Treasurer.
- (d) The terms of office of the Directors shall be two years, the terms expiring at the close of the Annual Business Meeting of the Chapter.

Section 4. Installation

Election results shall be announced during the Annual Business Meeting of the Chapter, Officers-Elect shall be installed by the incumbent officers during this meeting.

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 re-election to the same office. The Executive Council shall consider the failure of incumbent to perform the duties of office from disability or other circumstances and may, by a two-thirds vote, decree the office vacant. In the event the order of succession to office provided for above does not provide for the assumption of duties by another incumbent, the Executive Council may appoint an appropriate incumbent to assume the duties of the vacant office until the vacancy is filled at the next election.

Article VII - Committees

Section 1. Designation

Committees shall be Standing, as provided for in these By-Laws, and Special, as may be determined by the President with the advice and consent of the Executive Council. The selection of Committee Chair, the status of each Special Committee, and its period of continuance shall be determined by the president with advice and consent of the Executive Council, except as otherwise provided in these By-Laws. Chair shall normally serve from the time of their appointment until the close of the next Annual Business Meeting. Except as otherwise provided for in these By-Laws, Committee Chair shall be empowered to select and appoint such Committee members as shall be necessary to conduct the affairs of the Committee. 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) Awards: The Awards Committee shall evaluate and make recommendations to the Executive Council concerning the eligibility of Chapter members for any or all Chapter awards that may be disseminated, shall determine the need for any new or additional awards, and shall be responsible for ensuring that these awards are properly produced and disseminated.
- (b) Directory: The Directory Committee shall be responsible for collecting member information for inclusion in an annual Chapter directory of all members, shall be responsible for the production and printing of such a directory, and shall be responsible for ensuring that this directory is properly distributed to the members of the Chapter.
- (c) Education: The Education Committee shall coordinate all official Chapter member involvement in any local or regional science fairs, shall solicit and coordinate applications from students of local colleges and universities for the annual Chapter scholarship, and shall ensure that all awards and scholarships are properly distributed.
- (d) Local Arrangements: The Local Arrangements Committee shall work closely with the Program Committee to select proper meeting sites for each meeting of the Chapter, shall investigate and suggest proper site alternatives and financial arrangements to the Executive Council, and

shall ensure that all meeting support functions (e.g., audio-visual support) are properly implemented.

- (e) **Membership:** The Membership Committee, shall evaluate the eligibility of all applicants for membership in the Chapter in all grades, shall evaluate the eligibility of all applicants for change in membership status in the Chapter, and shall submit its evaluations and recommendations to the Executive Council for action.
- (f) **Newsletter:** The Newsletter Committee shall be responsible for gathering or soliciting information relevant to Chapter member interests and activities; shall direct the layout, editing, printing, publication, and distribution of the Chapter newsletter; and shall work with the Executive Council to set fair and equitable advertising policies for the Chapter Newsletter.
- (g) **Nominations:** The Nominations Committee shall administer the procedures for the nomination and election of the Chapter and shall ascertain the eligibility and willingness of all nominees as provided for elsewhere in the By-Laws.
- (h) **Program:** The Program Committee shall plan the program content for all regular meetings of the Chapter, shall coordinate with the Local Arrangements Committee regarding facility arrangements for Chapter meetings, and shall perform the same for such special meetings as may be called by the President and Executive Council.
- (i) **Public Affairs:** The Public Affairs Committee shall be responsible for the oversight and maintenance of the Chapter electronic bulletin board, shall be responsible for the gathering and production of information relevant to the furthering of the field of Human Factors, and shall, with the advice and consent of the Executive Council, distribute such information in a proactive fashion.
- (j) **Symposium:** The Symposium Committee shall be responsible for planning the content of the annual Chapter symposium designed to instruct Chapter members about some area of scientific or professional endeavor relevant to the field of Human Factors, shall determine and coordinate all local arrangements for the Chapter symposium, and shall, with the advice and consent of the Executive Council, collect and report all monetary proceeds on behalf of the Chapter.

Article VIII - Meetings

Section 1. Designation

There shall be Regular and Special Meetings of the Chapter and Regular and Special Meetings of the Executive Council, as provided for elsewhere in these By-Laws.

Section 2. Regular Meetings

No less than three Regular Meetings of the Chapter, one of which shall be designated the Annual Business Meeting, shall be held each year at such times and places as shall be decided by the Executive Council. Announcement shall be made by mail to all members of all grades in good standing not less than ten (10) days prior to the meeting date.

Section 3. Special Meetings

A Special Meeting of the Chapter may be called at any time and place by the Executive Council, or by the Secretary upon written request of fifteen (15) voting members of the Chapter in good standing. Announcements shall be made in the mail to all members of all grades in good standing not less than twenty (20) days prior to the meeting date.

Section 4. Quorum

Ten percent (10%) of the voting members of the Chapter present in person or by proxy shall constitute a quorum at any Regular or Special Meeting of the Chapter at which business is conducted, except that a lesser number may adjourn such meetings. Any meeting at which a quorum is present may, by a two-thirds (2/3) vote of those present order the submission of any question, except one affecting the By-Laws of the Chapter, to the Executive Council or to the voting members by mail ballot.

Section 5. Executive Council Meeting

Meetings of the Executive Council shall be called by the President as provided for elsewhere in these By-Laws. The President may request the attendance of any Committee Chairs, Editors, or members-at-large in order to receive reports and recommendations pertinent to the conduct of Chapter affairs. A majority of the members of the Executive Council present in person shall constitute a quorum.

Section 6. Parliamentary Authority

The rules contained in Robert's Rules of Order as revised and amended, shall govern the Chapter in all cases in which they are applicable, and in which they are not inconsistent with the By-Laws 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 that observed by the Society.

Section 2. Financial Report

The Chapter shall prepare and submit an Annual Financial Report to the Executive Council of the Society within one month following the end of the fiscal year.

Article X - Amendments

Section 1. Proposal

Motions to adopt, amend, or repeal By-Laws, consistent with Articles of Incorporation of the Society, and bearing the signatures of at least ten (10) Members of the Chapter or six (6) Members of the Executive Council, shall be submitted in writing to the Secretary for distribution to the Executive Council within thirty (30) days for vote. Members of the Executive Council shall be allowed not less than seven (7) days nor more than thirty (30) days thereafter to return their votes. Motions to adopt, amend, or repeal By-Laws shall be studied by the Executive Council to ascertain whether they are consistent with the Articles of Incorporation and By-laws of the Society before voting on their adoption.

Section 2. Adoption

- (a) Motions to adopt, amend, or repeal By-Laws shall be passed by a two-thirds vote of the full Executive Council. After approval by the Executive Council, the proposal shall be submitted to the Members in good standing during the next meeting or by mail ballot. If the voting is by mail ballot, Members shall be allowed not less than seven (7) days nor more than thirty (30) days thereafter to return their votes. Motions shall be adopted if approved by two-thirds of the Members voting. Voting shall be secret ballot.
- (b) In the event the Executive Council fails to approve a motion, a petition bearing the signatures of at least twenty (20) Members in good standing shall cause a mail ballot on the motion to be distributed by the Secretary within thirty (30) days to all Members in good standing. Meetings shall be allowed not less than seven (7) days nor more than thirty (30) days thereafter to return their votes. A two-thirds vote of all Members voting shall override any contrary vote of the Executive Council.

Section 3. Effectivity

Adoption, amendment, or repeal of a By-Law shall take effect immediately upon its passage by the Chapter, and shall be announced immediately by mail to all Members by the Secretary.

Section 4. Society Approval

Any amendment to these By-Laws initiated by Chapter action shall be submitted in writing within thirty (30) days after passage to the Secretary-Treasurer of the Society for approval or disapproval by the Executive Council of the Society.

Article XI - Compatibility of By-Laws

These By-Laws shall be compatible with the Articles of Incorporation and By-laws of the Society, and any deviation therefrom is null and void.

Article XII - Dissolution

In the event the Chapter dissolves, its assets will be distributed for one or more of the purposes in action 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.