



# **Chapter Leaders Handbook**

## **Operating a Chapter**

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## CHAPTER OPERATIONS

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Chapters of the Human Factors and Ergonomics Society (HFES) are organized to serve the needs of the human factors/ergonomics (HF/E) profession in a specific area. The Society's purpose is to promote and advance the understanding of HF/E 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.

HFES chapters are established as affiliates of HFES, a nonprofit corporation incorporated 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.

### **General Aims and Objectives**

The aims and objectives of an individual 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 HF/E involved in the design, manufacture and use of machines, systems and devices of all kinds.

### **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.

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 that are interested in or have a need for HF/E research and technology.

### **List of Specific Objectives**

Additional examples of specific aims and objectives of individual chapters are listed below. While this Objectives list is far from exhaustive, it is illustrative of the types of goals a chapter can stress. Again, the specific aims and objectives of the individual chapter will be unique to that chapter.

- 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 HFES Bulletin.

- Facilitate communications between HF/E specialists and other specialists in the local area.
- Provide funds for awards, scholarships, grants, and other projects.
- Provide career services or other types of employment assistance in the local area.
- Encourage local participation by individuals active in HF/E and related fields, including students, who might not otherwise become active in 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 chapters of other 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 President at the Council of Chapter Presidents meeting at the Annual Meeting, activities of the Society's Chapter Affairs Committee, and other direct interfaces.
- Provide the points of focus and the necessary organization of interests, ideas, talent, and personnel to host an Annual Meeting of the Human Factors and Ergonomics Society.
- Ensure representation from the chapters on key committees, committees, intersociety activities, and other efforts of the Society by volunteering to participate in activities of interest. (Sometimes the Bulletin announces calls for volunteers. Direct contact with the HFES President and chairs of the various committees is also encouraged.)
- Provide the basis for social interaction and informal discussions among members of the various human factors groups, industry, government, and education on a periodic basis.

These aims and objectives are only representative. You must develop specific ones for your particular chapter. The goals of a chapter should be based on what will best benefit and interest the prospective membership.

## **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**

#### 6.4 Operation

- 6.4.1 The president, treasurer, and one other elected officer of a local chapter shall be a Full Member 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:
1. A copy of the chapter's input to the Directory, including a list of current officers and a review of the year's activities.
  2. A current membership list, including each member's name, preferred mailing address, employer or academic affiliation, and membership status in the chapter. Chapters are obligated to provide contact information for members of the chapter who are not members of HFES. Chapters who refuse to do so may be delisted from the Directory and Web site at the discretion of the executive director.
  3. Any other information the chapter wishes to report.
- 6.4.4 Each chapter shall notify the Central Office 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. In the case of student chapters, this shall be the responsibility of the advisor.
- 6.4.5 Each chapter shall send one copy of each publication issued by the chapter to the Central Office, and one copy 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.

## **DISAFFILIATION**

Local Chapter affiliations may be terminated by the Executive Council if the chapter:

- Fails to submit annual and financial reports two (2) years in succession.
- Fails to comply with its own Bylaws.
- Initiates conduct prejudicial to the interests and objectives of HFES.

### **Excerpts from the HFES Operating Rules:**

- 6.5 Disaffiliation
- 6.5.1 The Executive Council may terminate the affiliation of a chapter for failure to submit annual and financial reports for two or more years in succession,

failure to comply with its own chapter Bylaws, disaffiliation with its host institution (student chapters only), or conduct prejudicial to the interests and objectives of the Society. The Chapter Affairs Committee or Student Affairs Committee should bring to the attention of the Executive Council any available information relevant to such a decision.

- 6.5.2 A chapter may initiate disaffiliation by formal request to the Chapter Affairs Committee or Student Affairs Committee, as applicable, sent via the Central Office, signed by a majority of the current chapter officers, and the advisor in the case of student chapters. This request must include a copy of notification to the membership that disaffiliation is being requested. The Chapter Affairs Committee or Student Affairs Committee will review such a request, and then forward it along with relevant information and appropriate recommendations to the Executive Council for decision.
- 6.5.3 Following a vote of disaffiliation by the Executive Council, all officers of the chapter being dissolved (and the adviser in the case of student chapters) will be notified of the decision in writing by the chair of the Chapter Affairs Committee or Student Affairs Committee. An announcement will also be published in the *Bulletin*. This announcement will include a description of the appeal process. If five chapter members, and a qualified advisor in the case of student chapters, request reconsideration within 30 days of the Bulletin announcement, the chair of the Chapter Affairs Committee or Student Affairs Committee will inform the president of the Society. The president will appoint three members of the Executive Council, preferably from areas other than that of the chapter, to review the case. These three Council members will make their recommendation to the Executive Council within 30 days of that review. If they recommend reconsideration, the Executive Council will make a final decision at its next regular meeting.

## **OPERATING A CHAPTER**

### **Purpose**

The Articles of Incorporation and Bylaws of the Human Factors Society place no restrictions upon the manner in which chapters may obtain funds, however the IRS does. All income must be related to HFES tax-exempt purpose. Dues, contributions from Sustaining Members, subscriptions, proceeds from the Annual Meeting, publications, sales, interest, and miscellaneous other sources typically provide the bulk of the Society's income. Chapters, on the other hand, must depend almost entirely upon dues. Other sources of chapter income, however, are available. These sources include contributions, gifts, and proceeds from meetings and symposia.

### **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>

When you get the number, you will need to call the IRS at 877/829-5500 and follow the prompts for exempt organizations filing tax returns. IRS will then assist you in registering your chapter on the IRS computer to accept Form 990-N.

When you call the IRS, you will need the following information in order to be appropriately registered:

- Name
- EIN
- Your position in the organization
- Telephone number
- What basis of accounting you use (most will be "cash")
- The date of the end of your fiscal year (12/31)
- Operating informally as a 501(c)(3) for scientific purposes
- Gross receipts for year
- Web site address
- Principal officer

Once you have completed this process, you will be able to file a 990-N form online. This is a very simple form with only 8 questions.

### **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.](#)

## **Association Professional Liability Insurance**

Chapters that are active with programs and events may consider protecting themselves by carrying association professional liability insurance (APL), also called nonprofit directors and officers liability insurance (D&O). It is the single most important coverage for any association. APL /D&O protects the chapter and its leadership from allegations of imprudent management or errors and omissions in conducting the association's everyday operations. Visit [AON](#), an American Society of Association Executives (ASAE) endorsed provider for information on this subject. For small chapters with occasional events, the need is smaller.

## **Personal Contributions**

Organizing and operating a chapter typically requires a substantial amount of volunteer time, usually requires the use of personal transportation, and may require unavoidable out-of-pocket expenditure of personal funds. Officers, committee chairs, and other volunteers are not reimbursed for their time, but if the chapter budget will permit it, their out-of-pocket expenses may be reimbursed from the chapter treasury. Members should contact their accountant or tax advisor regarding deductibility of expenses incurred while volunteering for the chapter.

## **Expenses Paid by Third Parties**

The employers of chapter officers, committee chairs, and members may provide supplies, secretarial services, printing, photocopying, postage, stationery, meeting space, and other resources on behalf of their employees. These can be very important, even vital, to the success of chapter operations. The employer typically absorbs such expenses as part of overhead. The chapter should acknowledge such contributions by employers.

## **Savings Account**

If the chapter has more than \$500 on hand, it might be worthwhile to open a savings account. After several months of operation, the treasurer should be able to estimate the amount of working cash he or she should have on hand; once this is accomplished, he or she can consider the merits of putting the rest to work in a savings account.

## **Company Contributions**

In addition to paying certain chapter expenses, company cash contributions can also be a source of receipts. Chapters might consider instituting a "Sustaining Member" classification for companies and individuals who contribute a specified amount over and above the usual dues payment.

## **Receipts from Meetings and Symposia**

The net revenue over expenses incurred at dinner meetings and symposia can be sources of income. However, these sources are usually extremely variable and should be carefully analyzed for stability before being considered as a continuing source of funds.



## **BUDGET AND ACCOUNTING**

### **Purpose**

Accounting for money flowing through the chapter is a fairly simple but a very important responsibility of the treasurer and the Executive Council.

The objective of accounting is to record and accurately reflect the sources and amounts of income realized by the chapter, and the manner expenses are met. Accounting records are required to maintain a current and accurate picture of the chapter's financial condition so that the chapter's Executive Council:

- Can make intelligent decisions about the uses of funds available
- Is aware of the current trends of income and expenditures
- Can periodically inform chapter members of the treasury balance and make a full disclosure of the uses of chapter money
- Can make reasonable projections of future income and expenses, and prepare budgets
- Can prepare the Annual Financial Report to the Society.

### **Create a Simple Accounting System**

Since chapter treasuries are typically not very large, accounting records can and should be simple at the outset. Double entry bookkeeping -- balancing debits against credits for each transaction -- is not necessary. In fact, the following will satisfy minimal needs for financial records at the outset:

- A checkbook (for the chapter account) with the stubs being used to record all expenditures except petty cash (many banks and savings and loans offer a "personal" type checking account. This type of accounts saves initial check costs and, often times, eliminates monthly fees.) A simple accounting software such as Quicken is an alternative.
- Receipt book recording all cash income.
- Receipts for all cash expenditures.

### **Treasurer's Journal**

The Chapter Treasurer should maintain a general journal--one book or computer file in which the treasurer enters all financial transactions as they occur. For each month, receipts are listed indicating:

- Date money was received.
- Serial number of the receipt given.
- Person's from whom money was received.
- Purpose of the money (dues, subscription, contribution, etc.).
- Amount received.

Expenditures in the same month should include:

- Date money was paid out.
- Check number or cash.
- Person to whom payment was made.
- Purpose of the payment (Post Office box rental, postage, service charge, printing, etc.).
- Amount spent.

## **Income Statements**

The treasurer should consolidate this basic accounting information into a statement of receipts and expenses for presentation to the chapter Executive Council at each meeting. This should be prepared at least quarterly and preferably at the end of each month. In either case, very little effort will be required to consolidate these periodic financial reports into the Annual Financial Report at the end of the fiscal year. (See **Appendix F**) See a sample Chapter Income Statement in **Appendix C**.

## **Balance Sheet**

The "Income Statement" summarizes financial operations over a period of time. The Balance Sheet summarizes, for the day it is prepared, the property / assets and debts / liabilities of the chapter.

As a practical matter, it may not be necessary for the treasurer to prepare a balance sheet at the end of each month or quarter unless he / she wishes to draw attention to a specific problem or set of problems. These specific problems might include an inordinately large number of dues in arrears, a poor cash position, a large number of bills to be paid, or some other problem of concern to the Executive Council. A year-end Financial Report must be submitted to HFES headquarters.

The sample Balance Sheet shown in **Appendix D** illustrates most of the items that can be expected to appear at one time or another on the balance sheets of all of the chapters.

## **Planning a Budget**

Reliable budgets cannot be prepared without sound objectives and thoughtful planning. Planning must begin with the definition of a program of activities for the year--how many programs / meetings will be held; what kinds of programs will be held; will the chapter publish a newsletter in addition to meeting announcements, and if so, how frequent and how large will it be; how many new members will be recruited, and how will they be contacted; how will the chapter publicize its activities and the accomplishments of its members; will the chapter publish a directory, and if so, how detailed will it be; etc.

All of these questions and many others should be resolved in advance of budget preparation since these decisions are essential for the generation of the budget. A sample budget information form is shown in **Appendix E**. This sample illustrates the manner in which key budget items can be estimated.

## **CHAPTER MEETINGS (Excerpts from the Model Chapter Bylaws)**

### **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.

**NOTE:** Refer to your own Chapter Bylaws for detailed information.

### **Meeting Purpose**

Technical meetings are perhaps the most important way in which the chapter can assist in the professional growth of its members. The experience of existing chapters suggests that certain principles should apply to the topics, location, timing, and format of technical meetings. The following guidelines are based on this experience.

### **Types of Programs**

The Human Factors and Ergonomics Society is an advocate of interdisciplinary cooperation in psychology, engineering, human factors/ergonomics, industrial design, medicine, and many other fields, and chapter programs should reflect this broad interest. While you may find that the chapter has a fairly large contingent of members from the psychological sciences, as does the Society, the interests of members from other disciplines should be respected and regarded in building the program for the year. Additionally, a variety of program formats should be employed, such as:

- Local trips/tours
- After-dinner speakers
- Panel discussions
- Chapter picnic

### **Choosing a Meeting Place**

The question of a fixed versus revolving meeting place is a key issue since it will influence the size of the geographical area served by the chapter. Revolving sites, of course, cannot be avoided in the case of tours and trips to university, industrial, and government facilities. For the more standard speaker format--one or two speakers or a discussion session at the dinner meeting, site planning is important.

Continually scheduling the meeting at one and only one place (restaurant or club) may result in members losing interest.

Members who work and/or live beyond a comfortable distance for an evening's drive may not be motivated to attend all but the most outstanding programs, and may eventually fail to renew because of the inconvenience. Going to a new place each time takes more effort - effort for the Executive Council or program chair to find good places (with good facilities and menu), and effort for the membership to get to the new places.

### **Meeting Formats**

Dinner meetings have generally been the most successful format. Business meetings where the annual report is delivered and new officers are invested, often draw a much smaller crowd than dinner meetings. It is strongly recommended that a speaker be scheduled on the same evening as the annual business meeting and that the business part of the meeting be kept to a minimum (10-15 minutes). However, the affairs of the chapter should be satisfactorily taken care of before introducing the speaker.

### **Joint Meetings**

The importance of joint meetings with other organizations cannot be overemphasized. Such meetings can be arranged at the local level with relative ease.

With care in selecting the other parties to a joint venture, (like ACM, SIGCHI, UPA, IIE, STC, SID) such meetings can be of regional, perhaps even national, significance. They are also an excellent way for the chapter to assume an important role in the local scientific and/or practitioner community, and to become highly visible as the voice for interdisciplinary cooperation. Many major societies have technical sections on HF/E; cooperative programs at the local level with these other societies can therefore be an important contribution to the international stature of the entire Human Factors and Ergonomics Society.

Joint events between student and local chapters can be both interesting and informative. These meetings provide a forum for students and working professionals to exchange information on HF/E research and practice.

### **Meeting Planning**

Consistently superior programs and large meeting attendance cannot occur without thorough planning. You cannot expect to produce a well-rounded program by waiting until one meeting is over to plan the next. Speakers and facilities that the membership will want to hear and see will be in demand; they must be contacted at least 3 to 6 months ahead of time.

Make every effort to hear a person speak prior to your meeting to assure yourself of his/her merits as a speaker.

Meeting arrangements should be thoroughly worked out as far in advance as possible. Naturally this takes a lot of effort on the part of officers and chair that are already committed to career and job demands. The effort may be delegated to dependable, motivated members and associates.

It will probably not take very long to determine who these willing people are and how much time they can commit to a project. The chapter will be more meaningful for them if you use their talents.

The chapter Executive Council should establish a firm policy regarding meeting financing and adhere to it throughout the program year.

### **Financing the Meetings**

From the financial standpoint, meetings, as a general rule, should be self-sustaining; i.e., the chapter should not have to use other income to defray the cost of meetings. This can be accomplished by marking up the meal costs by some nominal amount to defray the cost of guests and speakers. If the meeting place charges a fee for the facility, a registration fee should be charged for all attendees. Nonmembers should be charged more than members, so that advantages of membership will be clearly evident. Some chapters give student members a break on meal costs.

## **CHAPTER COMMUNICATIONS**

Chapter publications can accomplish many things. They maintain the thread of common interest among members throughout the year, and promote the value of investment in dues for each member. Chapter publications also establish the identity of the chapter, contribute to its local stature in the community, and demonstrate the scope of professional accomplishments of its members. Again, as with so many chapter activities, a qualified and dedicated individual (or group) should be assigned responsibility for the chapter publications.

### **Publications Committee**

Most chapters establish a Publications Committee consisting of a chairperson, the editors of all regular chapter publications (e.g., newsletters, email, Web site.), and no fewer than \_\_\_ additional members appointed by the chair. This committee is responsible for:

- Publishing and distributing all chapter publications
- Identifying and defining requirements for new publications
- Preparing and submitting annual budget requests to the Executive Council

The chair appoints editors for each chapter publication, subject to confirmation by the Executive Council. He or she establishes and reinforces editorial policies subject to such constraints as may be imposed by the Executive Council. Editors are delegated with full editorial authority, subject only to established editorial policies. The tenure of an editor is limited only by his or her 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 are to be submitted regularly to the Executive Council.

### **Types of Publications/Communications**

Types of publications / communications are listed along with the primary chapter member (or editor) usually responsible for their production.

Newsletters – newsletter editor

- Meeting announcements - secretary
- Web sites - webmaster
- List servers – secretary
- Election ballots - chair of Nominations and Elections Committee.
- Chapter directories - secretary
- Surveys – chair of Publications Committee

- Chapter officer special notices – officer authoring the notice and secretary
- Electronic mail/bulletin board - secretary

The most common forms of chapter communications are newsletters, directories, Web sites, elections, and meeting announcements

### **Newsletters**

The production of newsletters is the responsibility of the newsletter editor. The newsletter editor is responsible for soliciting material for each edition of the newsletter from chapter members. The gathering of material is an ongoing process throughout the year. Although each chapter may differ in the number of newsletters produced each year, it is recommended that at least three be produced, perhaps in January (to include a dues solicitation), May (to include a nominations ballot), and October (to include election results and reports from the HFES Annual Meeting). In addition to the items just mentioned, newsletters can contain:

- conference announcements
- calls for papers
- officer columns
- chapter meeting announcements
- articles of interest
- news of member activities
- recognition of member accomplishments
- calendar of upcoming events
- officer contact information

A varied newsletter, packed with as much information as possible, is a valuable benefit of chapter membership. Newsletters should be produced in both hard copy and electronic format to ensure that chapter members have access to it. Those members who wish a hard copy can request it.

### **Meeting Announcements**

The secretary usually sends out meeting announcements via email. Announcements can also be sent to invited guests. Meeting announcements should be sent at least three weeks before a meeting, requesting an RSVP by the week or so before the meeting date in order to get a head count for food, beverages, and seating requirements. A good idea is to send another announcement three days before the meeting as a reminder.

### **Web Sites**

Web sites can be a valuable mode of communication for chapters. The chapter webmaster is primarily responsible for Web site content and maintenance. The most economical way to have a Web site is to find a chapter member who can arrange for his or her workplace to host the site for free, or for a nominal fee. Much like the newsletter editor, the Webmaster is responsible for soliciting material for the Web site from members. Material can include much of the same content as newsletters, but can also include electronic surveys for members, a bulletin board for exchange of ideas, a newsletter archive, a chapter directory (if members agree to have their information listed on an unsecured Web site), special announcements that cannot wait for the next newsletter edition, and other useful features. (See **Appendix H** for HFES Policies for Chapter Websites)

## TIPS FOR SUCCESSFUL CHAPTER OPERATIONS

This list, gleaned from some of the major points presented in this handbook, contains some important tips that might help your chapter stay active and “healthy”, and most importantly, promote value of chapter membership.

- Encourage joint meetings with local chapters of other professional societies. Other groups to consider are ACM-SIGCHI, UPA, IIE, STC, SID, and Division 21 of APA. Also, where possible, have at least one joint meeting a year with a local HFES student chapter.
- Keep the meeting location as varied as practicable to keep attendance and interest high.
- Keep meeting programs varied as well: have an annual meeting schedule featuring speakers (both practitioners and researchers); field trips to local research, industrial, and/or government facilities; and social gatherings such as holiday parties and summer picnics.
- Use and update the chapter Web site regularly. On the website, include conference announcements, job listings, calls for papers, chapter newsletters, recognition of efforts of chapter members, a bulletin board for exchanging ideas, etc.
- Produce at least three newsletters a year: one in January soliciting dues for the year, one in late spring/early summer including the nominations ballot, and one in the late fall after the HFES Annual Meeting announcing the new officers.
- These newsletters should contain a wide variety of information of interest to the chapter membership.
- Develop mechanisms for recognizing and rewarding volunteers (officers and other notable contributors). A good and inexpensive way is to present certificates at chapter meetings. Consult HFES Membership Services for more information.
- Experience has shown that the best way for a chapter’s Executive Council to operate is for Council members to meet in person about three times a year. Executive Councils that have tried to conduct chapter business via email are less effective. Less effective Executive Councils can contribute to a chapter becoming inactive.
- Work hard to keep prices for food at meetings as low as feasible. Experience has shown that as meal prices go up, attendance goes down, particularly for student members of the chapter. Chapter members can opt to subsidize meal costs for student members.
- Submit chapter reports and budget reports to HFES each year and on time, as failure to do so risks disaffiliation of the chapter from HFES.
- Contact the chair of the Chapter Affairs Committee if you have any questions regarding chapter issues.

## CHAPTER OPERATIONAL SCHEDULE

**Appendix B** contains an example of a yearlong operating calendar that chapters can follow to ensure that chapter activities take place and obligations to HFES are met.

## CHAPTER MEMBERSHIP FORM

**Appendix G** contains a sample form chapters can use for chapter membership applications. Chapters develop application forms that meet their needs and set their own dues.

## 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:*

Lynn Strother  
lynn@hfes.org

Susan Marshner  
Administrative Assistant  
susan@hfes.org

#### Communications Department

*Communications Director:*

Lois Smith  
lois@hfes.org

Steve Stafford  
Senior Production Editor  
Steve@hfes.org

Cara Quinlan  
Communications Associate  
Cara@hfes.org

#### Member Services

*Director of Member Services:*

Carlos de Falla  
carlos@hfes.org

Stefanie Alexander  
Member Services Coordinator  
stefanie@hfes.org

#### Mailing Addresses

*HFES address for US Postal Service mail:*

P.O. Box 1369  
Santa Monica, CA 90406-1369

*HFES physical address for most overnight delivery services (NOT US Postal Service Express Mail):*

1124 Montana Ave., Suite B  
Santa Monica, CA 90403-1617

**HFES Website:** <http://hfes.org>



## APPENDIX B

### EXAMPLE OF A YEARLONG OPERATING SCHEDULE

January	Newsletter (Include second dues notice and directory update notice)
	Full chapter Meeting
	Financial report and chapter roster due at HFES Central
February	Review /revise chapter directory
	Executive Board meeting
March	Third dues notice to lapsed members
	Full chapter meeting
	Submit directory for publication
April	Executive Board meeting (Review lapsed members)
May	Newsletter (Include call for nominations)
	Full chapter meeting
June	Close nominations
	Executive Board meeting (Review Nominations)
July	Election Ballots
	Full Chapter Meeting
August	Executive Board meeting (review election results)
	Notify officers-elect
	Report new officers to HFES
September	Newsletter (announce election results)
	Annual Business meeting (install new officers)
October	Represent chapter at Chapter Presidents mtg. during the HFES AM
	Executive Board meeting
November	Full chapter meeting
	When notified by HFES, submit Chapter Activity Report for inclusion in the HFES Directory and Yearbook. In addition, submit year-end financial report and membership roster to HFES
December	Executive Board meeting

## APPENDIX C

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### CHAPTER INCOME STATEMENT SAMPLE

Chapter: \_\_\_\_\_ HFES Chapter

#### INCOME STATEMENT REPORT FOR 2013

##### A. INCOME

Dues	\$555.00
Meeting Receipts	\$235.00
<u>Interest</u>	<u>\$6.73</u>
Total	\$796.73

##### B. EXPENSES

Postage	\$135.00
Stationery	\$3.08
Meetings	\$380.38
Duplication	\$72.93
<u>Career Fair</u>	<u>\$50.00</u>
Total	\$641.39

## APPENDIX D

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### BALANCE SHEET EXAMPLE

BALANCE SHEET JUNE 30, 2013

Current Assets

Cash - petty	66.00
Checking	190.00
Postage	45.00
Dues receivable	550.00

TOTAL ASSETS \$851.00

Current Liabilities

Accounts payable	350.00 (meeting room rental, honorarium, etc.)
Advances	50.00 (next meetings reservation deposit)
Accrued expenses	51.00 (telephone charges, etc.)
Total	\$451.00

Net Worth

Reserve	150.00 (emergencies, etc.)
Dues	200.00
Total	\$350.00

TOTAL LIABILITIES & NET WORTH \$851.00

## APPENDIX E

### BUDGET INFORMATION FORM SAMPLE

#### BUDGET FORM

LOCAL CHAPTER December 31, 2013

2013 Budget		2013 Actual		2014 Budget	
<b>Income</b>		<b>Income</b>		<b>Income</b>	
Treasury Balance	602.66	Treasury Balance	602.66	Treasury Balance	902.51
Membership Dues	750.00	Membership Dues	555.00	Membership Dues	750.00
Contributions	250.00	Contributions	00.00	Contributions	250.00
Symposium Receipts	200.00	Symposium Receipts	278.84	Symposium Receipts	275.00
<b>Total</b>	<b>1802.66</b>	<b>Total</b>	<b>1436.50</b>	<b>Total</b>	<b>2177.51</b>
<b>Expenses</b>		<b>Expenses</b>		<b>Expenses</b>	
Newsletter	125.00	Newsletter	128.91	Newsletter	125.00
Symposium	100.00	Symposium	00.00	Symposium	200.00
Directory	100.00	Directory	96.00	Directory	100.00
Speaker's Dinner	50.00	Speaker's Dinner	9.50	Speaker's Dinner	20.00
Telephone	10.00	Telephone	00.00	Telephone	10.00
Stationery	80.00	Stationery	24.98	Stationery	50.00
Meeting Room Rental	100.00	Meeting Room Rental	254.10	Meeting Room Rental	275.00
Post Office Box	18.00	Post Office Box	16.50	Post Office Box	18.00
Election Committee	50.00	Election Committee	00.00	Election Committee	50.00
Membership Comm.	10.00	Membership Comm.	00.00	Membership Comm.	10.00
Affiliations Committee	10.00	Affiliations Comm.	00.00	Affiliations Committee	10.00
Education Committee	10.00	Education Comm.	00.00	Education Committee	10.00
Program Committee	25.00	Program Comm.	00.00	Program Committee	25.00
Checking Acct Charge	15.00	Checking Account	5.00	Checking Acct Charge	25.00
<b>Total</b>	<b>703.00</b>	<b>Total</b>	<b>534.99</b>	<b>Total</b>	<b>928.00</b>
Estimated Balance (12/31/13)	2505.66	Actual Balance (12/31/13)	902.51	Estimated Balance (12/31/2014)	1249.51

APPENDIX F



Chapter Financial Report

Chapter: \_\_\_\_\_  
Prepared by: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Bank: \_\_\_\_\_  
Address/Tel. number: \_\_\_\_\_  
Account #: \_\_\_\_\_ EIN: \_\_\_\_\_  
Signer(s) name (s) and contact info: \_\_\_\_\_

**Total cash assets, January 1, 2013** \$ \_\_\_\_\_

**2013 Income**

From dues \_\_\_\_\_  
From meetings \_\_\_\_\_  
From other sources \_\_\_\_\_

Total 2011 Income \$ \_\_\_\_\_

**2013 Expenses**

Postage \_\_\_\_\_  
Stationery \_\_\_\_\_  
Newsletter production \_\_\_\_\_  
Meetings/symposia \_\_\_\_\_  
Other \_\_\_\_\_

Total 2011 Expenses \$ \_\_\_\_\_

**Total cash assets, December 31, 2013** \$ \_\_\_\_\_

APPENDIX G



Human Factors and Ergonomics Society

(Name) Chapter

2014 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

Two horizontal lines for text entry.

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 to: Secretary-Treasurer, HFES Chapter Company Address, City, State, Zip

## APPENDIX H

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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.

## APPENDIX I

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### CHAPTER DISTINGUISHED SERVICE AWARD

There are four “Pathways” a chapter can follow to be considered eligible for the award:

- I. The chapter engaged in a human factors/ergonomics (HF/E)-related service activity to foster HF/E in the local community where recipients of the service were not affiliated with the discipline.**
  - A. Criteria**
    1. The chapter engaged in an activity to increase human factors knowledge in the local community
    2. The activity impacted a member of the community not affiliated with HFES (e.g., a local school or business)
    3. The activity was voluntary and no payment was received
  - B. Examples (non-exhaustive list)**
    1. Offering free workshops to people to help them configure their workstations better
    2. Giving a talk to a group about HF/E-related topics to help improve their lives in some way
    3. Sponsoring or co-sponsoring a conference held to for the direct benefit of the members of the local community
    4. Developing a community relations subcommittee to plan and execute such activities with some regularity
  
- II. The chapter engaged in an HF/E-related service activity to increase student knowledge and/or involvement in HF/E**
  - A. Criteria**
    1. The chapter developed a student interaction subcommittee to plan and execute activities that directly benefit students of HF/E
    2. The activity impacted a student member of the HF/E community
    3. The activity was voluntary and no payment was received
  - B. Examples (non-exhaustive list)**
    1. Sponsoring joint meetings with nearby student chapters
    2. Sponsoring HF/E field trips that include students
    3. Providing scholarships to HF/E students
    4. Sponsoring a career workshop to HF/E students
    5. Sponsoring a conference to benefit HF/E students
  
- III The chapter engaged in a non-HF/E-related service activity to increase awareness of HF/E in the local community where recipients of the service were not affiliated with the discipline**



**A. Criteria**

1. More than 50 % of the membership participated in a non-HF/E philanthropic act to foster awareness of human factors in their local community
2. The activity impacted a member of the community not affiliated with HFES (e.g., a charitable organization)
3. The activity was voluntary and no payment was received

**B. Examples (non-exhaustive list)**

1. Participating in a Habitat for Humanity project where chapter members talk about HF/E to the other people involved in the project and/or wear HF/E shirts to raise awareness of HF/E
2. Participating in a walk for a cause where everyone wears HF/E shirts so other people in the walk, and potentially the media, see the shirts, and thus, the presence of HF/E in the activity and the community

**IV. The chapter had a high degree of presence and contribution to the HFES annual meeting.**

**A. Criteria**

1. The chapter significantly contributed to the annual meeting. The activity was voluntary and no payment was received specifically for presenting work. Members who conduct workshops would be excluded because of this criterion. Members who receive financial support from their employer to travel to the conference would not be excluded unless they were required by their employer to present the work

**B. Examples (non-exhaustive list)**

1. A large percentage of members attended the meeting.
2. A large percentage of members presented in the technical program (such as panels, papers, and symposia)

Of the above categories (or “Pathways”) of criteria, the first and second categories will receive more weight than the third and fourth in the determination of an Award winner

The procedures for the Award nominations process will be as follows:

- The Chair of the Chapter Affairs Committee will send a solicitation for nominations via the Chapter Presidents listserv
- Local chapters will then submit to the Chair a letter/proposal that documents the activity and under what criteria category or categories (I, II, III, and/or IV) the chapter believes their submission falls. The limit on the size of this letter/proposal is one page per criteria category per activity
- Accompanying the letter/proposal should be supporting documentation (no page limit) containing pictures, letters from recipients in the community who benefited from the chapter’s activity, newspaper clippings, even a video recording if the activity made the local news, etc.

After receiving submissions, the Chair appoints a selection subcommittee to select the winning submission. (This subcommittee will be formed anew each year). The following rules are used to form the subcommittee:

- a. The subcommittee is formed only after all submissions are received.
- b. No more than one member from a single local chapter can serve on the subcommittee.
- c. One member of the subcommittee will be an HFES member who is not a member of a local chapter.
- d. The subcommittee will consist of five voting members, plus the Chair who will serve as an *ex officio*, non-voting member.

**The timeline this year for the above procedures will be the following:**

- May - Solicitation for submissions goes out on the list serve. This solicitation will include the award criteria, the materials to be included in the nomination submission, the size of the award, the timeline for events, and the due date for nomination materials.
- November - The Chair will send out a reminder.
- January - Submissions should be received by January 10.
- Late January - The Chair will form the selection subcommittee according to its formation criteria.
- March - The subcommittee will select a winning chapter. The Chair will notify the current president and immediate past president of the winning local chapter, as well as the current secretary of that chapter, by email. The immediate past president of the local chapter will be asked to attend the next HFES annual meeting to receive the award on behalf of the chapter. Announcement of the award winning chapter, along with a short article detailing its winning activity, would appear in the *Bulletin* and on the HFES website.
- April - A solicitation for nominations will be sent for the next year's award, and a blurb will be included describing what the previous winning chapter did.
- October - The award will be given at the Chapter Presidents Business Meeting and Lunch during the HFES Annual Meeting, with the check for the Award presented to the past chapter president under which the winning chapter activity was performed. The past president of the winning chapter will also be invited to give a brief report on what the chapter did for their winning activity.

The Local Chapter Distinguished Service Award will consist of a \$300 check for the winning chapter. The winning chapter can use these funds for any purpose its membership wishes. Examples include helping meet expenses for guest speakers and subsidizing student local chapter dues. The Award is sponsored by the HFES Executive Council, which has graciously agreed to provide the funds each year for the Award.

If your local chapter has been engaged in an activity that falls within one of the criteria categories listed above, or can conduct such an activity by early January, please consider submitting a nomination for the annual Local Chapter Distinguished Service Award.

The format for submissions should be in Microsoft Word as an email attachment to: [carlos@hfes.org](mailto:carlos@hfes.org).

If you have supporting materials, or materials that cannot be rendered easily into electronic format (videos, etc.), you can send the materials to this address:

Carlos de Falla  
Director of Member Services  
HFES  
P.O. Box 1369  
Santa Monica, CA 90406-1369

If sending materials, please mark the envelope/package that it concerns the HFES Chapter Award.

If you have any questions, please contact: [carlos@hfes.org](mailto:carlos@hfes.org).

## APPENDIX J

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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** - 1) Interest or activity in human factors or a related field, 2) endorsement by a member in good standing of the Chapter, and 3) lack of eligibility for membership in HFES.
- 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 a Full Member 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.