

Constitution of Human Factors and Ergonomic Society – Student Chapter (HFES)

Article I—Organization Name

The name of this organization shall be Human Factors and Ergonomics Society – Student Chapter. The organization may also refer to itself as HFES.

Article II—Mission and Goals

Section 1: Mission

We are the local student chapter of HFES. Our goal is to facilitate discussion of our discipline, assist students with professional development, disseminate information, and to increase awareness of human factors and ergonomics.

Section 2: Goals

We serve as the advocate and official representative of our members, and add to the prestige of our University and the discipline of human factors and ergonomics. We strive to assist students with professional development, by providing unique networking opportunities, by bringing in guest speakers, and creating speaker panels for discussion. Additionally, we disseminate information in order to increase awareness of human factors and ergonomics at the local, state, national, and international level.

Our organization provides a forum for discussion of issues relevant to human factors and ergonomics, in order to foster students' understanding and involvement within the field. We assist our members in establishing and working toward achieving scientific, professional, and educational objectives based on tradition, innovation, and integrity.

Section 3: Governing Authority

All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of the Golden Rule will supersede all requirements set forth during the creation and revision of this constitution. In addition, the most recent version of Robert's Rules of Order shall be the authority over those questions which have not been specified by university regulations or this constitution. Within this constitution, a majority shall be defined as "more than 50%."

Article III—Membership

Section 1: Membership Statement

Membership in this organization is limited to any student who is paying Activity and Service Fees and is currently and/or continuously enrolled at the University of Central Florida. No discrimination shall be made on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, or veteran status. Hazing will not be allowed as a condition of membership in this organization.

Section 2: Additional Membership Requirements

Membership in HFES is limited to students who have an interest in human factors and/or ergonomics, and who have either paid \$10 membership dues or belong to the national chapter of the Human Factors and Ergonomics Society. If members opt to be a member of the national chapter, proof of registration must be submitted by September 30th of each year, which must include his or her membership number. Members may withdraw membership voluntarily at any time, and will be withdrawn upon termination of national membership. Together with Article III, Section 1, these additional requirements define what it means to be an active student member.

Section 3: Recruitment

Recruitment shall take place throughout the year and membership is open at all times.

Section 4: Voting Rights

Only active student members are eligible to vote.

Section 5: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 affirmative vote of active student members.

Section 6: Reinstatement of Membership

Membership may be reinstated after one full semester has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote of active student members.

Article IV—Officers

Section 1: Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections 1 and 2). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of the Golden Rule of the University of Central Florida. Officers who do not meet these requirements during their term shall be resigned or removed.

Section 2: Additional Eligibility Criteria

Any member wishing to serve as an officer must be enrolled in at least 5 graduate credit hours or 6 undergraduate credit hours per semester. The requirements of this section may be waived by a 2/3 affirmative vote of active student members, prior to nominations and elections.

Section 3: Officer Requirements

Officers are expected to attend at least 60% of all officer meetings. Absences can be expunged by a 2/3 affirmative vote of the officers.

Section 4: Titles and Duties

The officers of this organization shall include a President, Vice President, Treasurer, Secretary, Social Chair, Historian, and Webmaster. No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position as per Article VI, Section 3.

The President shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.

- Ensure that all officers are performing their duties as defined in this Constitution.
- Keep advisor informed of activities and functions of the organization.
- Be familiar with Robert's Rules of Order to conduct meetings.
- Be familiar with the Golden Rule regulations as they relate to student organizations and communicate them to the organization as needed.
- Provide all documents and records pertaining to their responsibilities to the newly-elected President.
- Assign special projects to officers.

The Vice President shall:

- Assist the President in their duties.
- Assume the President's responsibilities in their absence.
- Coordinate all conferences.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization once per semester.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Vice President.
- Assist in special projects as assigned by the President.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Office of Student Involvement.
- Be one of three signers on financial documents.
- Be responsible checking membership status with the national chapter, as required for membership in Article III, Section 2.
- Be responsible for creating an annual budget at the beginning of each calendar year, in conjunction with the President.
- Provide financial records sufficient to allow the Vice President to perform audits.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Treasurer.
- Assist in special projects as assigned by the President.

The Secretary shall:

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Maintain accurate list of members and their contact information.
- Prepare the organization's Update Form to submit to OSI at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Take attendance at all meetings and maintain an attendance record.
- Prepare ballots for elections.
- Check eligibility for potential officers, prior to annual elections.
- Keep copy of constitution and have available for members.
- Provide all documents and records pertaining to their responsibilities to the newly-elected Secretary.
- Assist in special projects as assigned by the President.

The Social Chair shall:

- Organize and lead social events for the student chapter.

- Work jointly with the other officers to plan all student chapter events.
- Work jointly with the treasurer to create a budget for each event
- Provide all documents and records pertaining to their responsibilities to the newly-elected President.
- Assist in special projects as assigned by the President.

The Historian shall:

- Document all student chapter events, by taking pictures and taking attendance.
- Assist in the creation of the gold status application for the national chapter.
- Create and compile documents to provide future officers with walkthroughs and guides on how to execute basic chapter functions, social events, fundraising, etc.
- Provide all documents and records pertaining to their responsibilities to the newly-elected President.
- Assist in special projects as assigned by the President.

The Webmaster shall:

- Keep the student chapter website up to date with current events, reminders, and news.
- Maintain and manage the organization email address, calendar, email lists, and social media accounts
- Upload pictures, announcements, meeting minutes, and documents to the organization web page.
- Manage membership web accounts and webpages.
- Assist with the creation of flyers and advertisements for chapter events.
- Be responsible for new technology-oriented projects.
- Provide all documents and records pertaining to their responsibilities to the newly-elected President.
- Assist in special projects as assigned by the President.

Section 5: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

Section 6: Term of Office

The length of term of office shall be no longer than one year.

Article V—Selection of Officers

Section 1: Announcement of Elections

The President shall, at least one meeting prior, announce the date of the upcoming nominations and elections. They shall also state the eligibility criteria (as defined in Article IV, Sections 1 and 2) and that all active student members interested in running for an office should bring written proof of eligibility to the nominations/elections meeting. Announcements and requirements shall also be sent out electronically to all members at least one week prior to the beginning of nominations and elections.

Section 2: Nomination Process

The nomination of officers shall be announced each academic year at the membership meeting held in November. One of the officers not running for office (preference determined by the order listed in Article IV, starting with the President) shall facilitate the nomination and election process electronically, allowing members to nominate anonymously if they choose. If this is not possible, the facilitator will be selected by a majority vote of active student members.

Any active student member present may nominate someone or themselves for office by completing the electronic form. However, the nominee must be considered eligible for an officer position (as defined in Article IV, Sections 1 and 2 as verified by the Secretary).

Section 3: Election Process

The election of officers shall be announced at the membership meeting held in November. An electronic ballot shall be created for the roles of President, Vice President, Treasurer, Secretary, Social Chair, Historian, and Webmaster. Members shall provide an identifiable piece of information to ensure that all votes belong to members who meet the membership requirements as defined in Article III, Sections 1 and 2, and will be verified by an outside faculty or staff member. Elections shall remain open for 5 business days.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, a short description of each candidate shall be posted online, for absent members.

The nominations/elections facilitator will tabulate all votes at the end of 5 business days. A candidate shall be elected by a majority of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election. In the event of a tie, the nominations/elections facilitator shall cast a vote to break the tie.

The nominations/elections facilitator will announce the new officer and ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article V, Section 4. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The nominations/elections facilitator will immediately recount all votes in the presence of the selected representatives. Once an officer is confirmed, the organization will proceed to elections for the next officer.

Section 4: Installation of Officers

Newly elected officers shall take office immediately following the membership meeting in January and their term will end immediately following the membership meeting the next January. Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to the Office of Student Involvement, via Update Form, within 10 school days of installation.

Section 5: Re-election

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

Article VI—Officer Vacancies

Section 1: Removal of Officers

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members. The removed officer shall provide all documents relating to the organization and brief their replacement of current projects in their care.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance. Prior to the officer's final day they shall provide all documents relating to the organization and brief their replacement of current projects in their care.

Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V will take place at the next membership meeting. The officers may appoint an interim officer to serve in the vacant position until the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at the annual installation of officers in April. A change in officer information should be reported to the Office of Student Involvement, via Update Form, within 10 school days of the election.

Article VII—Meetings

Section 1: Membership Meetings

The membership should meet at least twice per semester during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) and active student members (unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers and organization's active student members. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 2: Officer Meetings

The officers should meet at least twice per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 3: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone. A majority vote of the officers or active student members may also call a meeting.

Section 4: Meeting Procedure

The President shall use their discretion as to the manner and process in which they preside over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active student members so request.

Article VIII—Advisor

Section 1: Selection

The advisor shall be selected by the officers. To be eligible to serve as the advisor, the person must be a contracted UCF employee (faculty or A&P), as defined by Human Resources.

Section 2: Role and Authority

The advisor shall serve as a mentor to the organization, providing guidance to the officers and members in the development and implementation of programs and activities, as well as UCF policy and procedure. Additionally, the advisor will monitor expenditures of the organization. The advisor has no voting rights. The

advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

Section 3: Length of Term

The advisor has no term limit as long as they remain a contracted UCF employee.

Section 4: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from their duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Office of Student Involvement, via Update Form.

Article IX—Finances

Section 1: Membership Dues

In compliance with the membership requirements in Article III, Section 2, members have the choice to pay \$10 annual dues, or to be a member of the national society of the Human Factors and Ergonomics Society. Dues or proof of membership must be submitted no later than September 30th of each calendar year.

Section 2: Budget Approval

The Treasurer (in conjunction with the President) shall create a budget for the fall and spring semesters. The officers and active student members must approve the budget within the first month of each semester. New expenditures, above \$30, not approved in the semester budget must be approved by a vote of the active student members.

Section 3: Financial Authority

For the protection of the organization and its officers, it is required that two authorized persons approve all monetary transactions. Only the President, Treasurer, and Advisor can be signers with the organization's financial institution. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state, and federal laws. All funds must be deposited within 24 business hours after collection.

Section 4: Officer Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution after each election. In addition, it is the outgoing Treasurer's responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

Section 5: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization's account shall be donated to:

National Math and Science Initiative
325 North Saint Paul Street
Suite 2900
Dallas, TX 75201
(214) 665-2500

Article X – External Affiliations

The HFES organization is affiliated with the national organization, the Human Factors and Ergonomics Society. Our members are required to maintain active membership in the national organization in order to maintain membership in the local chapter.

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and University of Central Florida.

Article XI – Committees

Committees may be formed by a vote of officers or active student members. At the time of formation, the process for committee member selection, chair selection, and committee and chair responsibilities must also be approved. Committees may be dissolved by a vote of officers or active student members.

Article XII—Publications and Advertising

Section 1: Compliance

All graphics and publicity of the organization must comply with the Golden Rule, Event Policies, Student Union and other building guidelines, and the UCF University Marketing Graphic Standards.

Section 2: Approval

The Secretary and President must unanimously approve all graphics and publicity (e.g., shirts, flyers, and other forms of advertising/marketing) prior to duplication and distribution.

Article XIII—Ratification and Empowerment

Section 1: Ratification

This constitution will become ratified by a 2/3 approval of the officers of the organization.

Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and Office of Student Involvement.

Article XIV—Risk Management

Section 1: General

The organization will follow all risk management guidelines and procedures as provided by Office of Student Involvement or other university entities, in regards to organizational activities, event planning, and group travel. Additionally, officers of the organization will continually review organizational procedures in attempt to minimize any potential risks.

Article XV—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting and approved by a 2/3 affirmative vote of active student members. All amended constitutions must be submitted to the Office of Student Involvement within two school weeks. The amendment shall not take effect until approved by the Office of Student Involvement.

History of Constitution

Created: February 6, 1998

Revised: December 3, 2013