Constitution

of the
UCF Student Chapter of the
Human Factors and Ergonomics Society

University of Central Florida
Orlando, Florida

Ratified
February 6, 1998
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Human Factors and Ergonomics Society

I. *Name.* The name of this organization shall be the UNIVERSITY OF CENTRAL FLORIDA STUDENT CHAPTER OF THE HUMAN FACTORS AND ERGONOMICS SOCIETY, also known as the HFES Student Chapter.

II. *Goals and Objectives ("Preamble").* The goals of the HFES Student Chapter are to encourage interest in human factors and ergonomics, to promote the professional development of its members, and to sponsor fellowship among people interested in human factors psychology, ergonomics, human engineering, and related fields.

III. *Officers.* In order to hold a leadership position in this organization, members shall be required to meet the minimum leadership requirements stated in the *Golden Rule.* The current minimum requirements to hold a leadership position are: (1) current enrollment as a fee-paying student in at least one class at the University of Central Florida; (2) an overall GPA of at least 2.0, and an average of at least 2.0 for all work attempted while in attendance at UCF; (3) good academic and disciplinary standing with the University; and (4) free of holds on university records. Officers are as follows:

A. *Elected officers.*

1. *President.* The President shall preside at all meetings and serve as the official representative of the organization.

2. *Vice President.* The Vice President shall assist the president and perform those duties necessary when the president is unavailable.

3. *Secretary.* The Secretary is responsible for maintaining the records of the organization and conducting correspondence as required. The Secretary is also the liaison with the Human Factors and Ergonomics Society, and the Student Government.

B. *Appointed Officers.* The following officers are appointed by the President and serve a term of office equal to the executive officers:

1. *Treasurer.* The Treasurer is responsible for maintaining bank accounts and disbursing funds.

2. *Public Affairs Officer.* The PAO is primarily responsible for making the university population aware of the activities and goals of the organization. This includes, but is not limited to, distributing information about meetings, colloquia, etc. The PAO is also responsible for maintaining the organization bulletin board, either personally, or by appointing a responsible party.

IV. *Selection of Officers.*

A. *Nomination procedure.* Each year, prior to November, the President shall announce the opening of nominations for annual elections. Any member may
nominate a member for an office. Members may nominate themselves for office. Nominations may be in person, or by any convenient means, such as in writing or e-mail.

B. Eligibility requirements for officers. Any member in good standing of the Student Chapter is eligible to hold office.

C. Election process. Each year, prior to November, the President shall appoint one member to supervise the annual elections. This member will take the nominations and construct a ballot, which shall be distributed to the membership with the date for the vote specified. Voting may be conducted during a meeting by secret ballot. Alternately, voting may be conducted entirely by absentee ballot (typically via e-mail).

D. Eligibility requirements for voting. All members in good standing of the organization may vote for officers.

E. Vote required to elect. Officers are elected on a vote of simple majority. Officers who run unopposed are automatically elected to office provided they meet the eligibility requirements.

F. Multiple offices. Members may only hold one elected office, however, elected officers may also serve as appointed officers and/or committee chairs.

G. Absentee and proxy ballots. Absentee ballots are acceptable and will be either in writing or by e-mail, and must be delivered to the election supervisor prior to the election deadline. Absentee ballots received after the deadline will not be counted. Voting by proxy is not allowed.

V. Term of Office. Officers shall be elected by the general membership, and serve a term of one year, from November to the following November.

VI. Removal of Officers. Officers may be removed from office by a two-thirds vote of the membership. This vote may be held during a regular membership meeting, or by a petition signed by two-thirds of the members in good standing.

VII. Voting Powers of Officers. All officers retain the right to vote in the organization, with the exception of the President. The President shall only vote in the case of a tie, and then the President shall cast the deciding vote.

VIII. Vacancies. When an office becomes vacant, the President shall appoint a member to fill the remainder of the term of office. If the office of President becomes vacant, the faculty advisor shall appoint a president pro tem, who will then hold a special election to elect a President to serve the remainder of the term.

IX. Membership.

A. General. Membership is limited to all students who have paid fees and are enrolled with the University of Central Florida. No discrimination shall be made on the basis of gender, race, age, creed, religion, disability, sexual preference, national origin, marital status parental status, or veteran’s status. No hazing or discrimination will be used as a condition of membership in the organization. All groups, except those
exempt by law, must have opportunities for male and female memberships. Sports clubs involving contact or competitive selection may limit participation in competition to one sex, but must permit membership in the club to both sexes.

Active voting membership must be limited to all students who have paid fees and are enrolled with the University of Central Florida. Faculty, staff, UCF alumni, student spouses and members of the Research Park may be affiliate members but may not vote or hold office. Persons not affiliated with UCF as mentioned above may not be members. The organization may choose whether or not to have affiliate members, but at no time shall the UCF student membership fall below seventy-five percent (75%).

B. Open membership. Any person eligible for membership may apply at any time during the school year by contacting the Chapter Secretary.

C. Maintaining membership. A person accepted for membership shall maintain that membership so long as they are eligible under the eligibility rules of the University. If a person wishes to cancel their membership in the Chapter, they may do so by making application with the Chapter Secretary.

D. Privileges of membership. Chapter members may benefit from financial privileges afforded to members, have the right to equal use of any property held by the Chapter, providing they follow any rules for such use specified by the Chapter, and may benefit from programs and services sponsored by the Chapter.

E. Revoking membership. Membership may be revoked when the member no longer meets the eligibility requirements stated by the University, or by a two-thirds vote of the membership. This vote may be held during a regular membership meeting, or by a petition signed by two-thirds of the members in good standing.

F. Dues. Dues are not required for membership.

G. Reinstatement of inactive members. Eligible members who are inactive may be reinstated by making application to the Chapter Secretary.

X. Finances. The Finance Committee shall make recommendation to the President as to the raising and disbursement of funds. The Treasurer shall keep account of all funds acquired and dispersed using common business accounting practices.

A. Budget. The Finance Committee may elect to draft an annual budget, considering input from members and officers. The budget generally should outline financial goals for the year.

B. Fund raising. The Finance Committee shall plan and coordinate fund raising activities to meet the Chapter's financial goals.

C. Fund disbursement. Except in special circumstances, Chapter funds shall be kept in a checking account administrated by the Treasurer. The Treasurer is authorized to disburse funds of less than $200.00 with the verbal or written approval of the President, or another member designated by the President. Disbursement of funds exceeding $200.00 requires the signed approval of both the Treasurer and the President. The President may delegate this authority another member.
XI. *Standing Committees.* The standing committees shall consist of the Finance, Professional Activities, and Social Activities committees. Standing or special committees may be appointed as needed by the President. Committees may govern themselves following the guidelines set out in the latest edition of *Robert’s Rules of Order.*

A. *Finance Committee.* The Finance committee is primarily responsible for creating an annual budget to determine how funds will be disbursed, and for planning and organizing fund-raising activities. The budget will be submitted to the membership for approval at the first general membership meeting of the Spring semester.

B. *Professional Activities Committee.* The Professional Activities committee is responsible for planning and organizing activities, such as colloquia, that enhance the professional development of the Chapter’s members. As a general rule, the committee should have one major activity per semester, but more are encouraged.

C. *Social Activities Committee.* The Social Activities committee plans and organizes social activities for the members. Normally, at least one major social event is planned each semester, although more are encouraged. The Social committee plans the welcoming lunch for incoming students held during orientation.

XII. *Meetings.* Meetings will be held at least once per Fall and Spring semester, although special meetings may be called by the President as needed. As a general rule, members should receive notice of meetings at least three days in advance.

XIII. *Advisor.* The faculty advisor shall provide advice and support to the organization, and perform any other function consistent with the faculty advisor position.

XIV. *External Affiliations.* The UCF Student Chapter is a student affiliate of the HUMAN FACTORS AND ERGONOMICS SOCIETY.

XV. *Programs and Services.* The Professional and Social Activities Committees will plan and organize programs and social events sponsored by the Chapter. Activities approved by the appropriate committee and seconded by the President will be considered officially sanctioned by the Chapter.

XVI. *Publications.* Any publications of the Chapter will be published by the appropriate office or committee and approved for release by the President or designated representative. Publications must comply with the *Golden Rule* "Advertising and Signs" section and other pertinent regulations.

XVII. *Amendments.* The constitution may be amended at any regular meeting of the organization by a two-thirds vote of the membership, providing the amendments have been made available to the membership for review at least one week prior to the meeting and vote. This constitution shall be approved following the same form as for amendments.

XVIII. *Parliamentary Authority.* The most current edition of Robert’s Rules of Order will govern this organization in those cases not otherwise specified by this constitution.