



**PERSATUAN FAKTOR MANUSIA DAN ERGONOMIK MALAYSIA (2010)
(HUMAN FACTORS AND ERGONOMICS SOCIETY MALAYSIA (2010))
CONSTITUTION**

ARTICLE I – NAME

The Society shall be known as **PERSATUAN FAKTOR MANUSIA DAN ERGONOMIK MALAYSIA (2010) (HUMAN FACTORS AND ERGONOMICS SOCIETY MALAYSIA (2010))**, hereinafter referred as “The Society,” with the abbreviation ‘HFEM.’

ARTICLE II – DEFINITION

In this Constitution, ‘HFE’ means the science and discipline, Human Factors/Ergonomics; ‘HCI’ means the science and discipline, Human Computer Interaction.

ARTICLE III – BUSINESS ADDRESS

Its registered place of business shall be A-31-3 Suasana Sentral, Jalan Stesen Sentral 5, 50470 Kuala Lumpur, Wilayah Persekutuan KL or at such other place as may from time to time be decided by the Executive Board. The registered place of business of the Society shall not be changed without the prior approval of the Registrar of Societies.

ARTICLE IV – OBJECTIVES

The objectives of the Society are:

- (1) To promote awareness and advance the science of Human Factors /Ergonomics (HFE) and Human Computer Interaction (HCI) as a discipline and practice through the interchange and development of knowledge and methodology in understanding the human factors involved in the design and use of various devices, machines and systems;
- (2) To operate for educational, and scientific purposes in cooperation with related societies and organizations in Malaysia and around the world.

ARTICLE V – ACTIVITIES

The Society shall enhance HFE and HCI awareness through outreach programs such as forums, seminars, training workshops; advance both the science and practice of HFE and HCI through research and publications; promote the evaluation and exchange of information among HFE and HCI researchers, educators and practitioners through peer networking; and elevate the professional status of HFE and HCI professionals through certification and specialized training activities.

ARTICLE VI – MEMBERSHIP

Section 1. Membership Categories

The voting Membership shall consist of all Full Members of the Society. There shall also be Associate Members and Student Members.

Section 2. Members in Good Standing

The Full Membership of the Society shall be composed of all Full Members in good standing at the time of adoption of this Constitution and any others who are thereafter admitted to Full Membership.

Section 3. Qualifications for Membership

Full Member: Any person who has a bachelor's degree from an accredited college or university and three full-time years of applicable experience in HFE/HCI work shall be eligible to become a Full Member of the Society. Appropriate academic degrees beyond the bachelor's degree may be substituted in part for work experience up to a total of three years. Interpretation of applicable academic degrees and work experience shall be made by the Executive Board. For exceptional applicants, the requirements may be waived by a three-fourths vote of the Executive Board.

Associate: Any person who has a bachelor's degree and/or two years of full-time relevant experience in the HFE/HCI field and is active in the HFE/HCI field shall be eligible to become an Associate Member of the Society.

Student: Any person who is enrolled as a postgraduate student at an accredited college or university and is not working full time shall be eligible to become a Student Member of the Society. Student membership requires prior approval of the Vice Chancellor of the university concerned.

Special: Qualifications for any special class of membership, such as Corporate, Fellow, Emeritus or Sustaining Member shall be established by the Executive Board.

Section 4. Application for Membership

- (1) A candidate for membership in the Society shall submit, on an approved form, an application that specifies the candidate's qualifications.
- (2) Procedures for application to special classes of membership shall be established by the Executive Board.

Section 5. Election to Membership

Members of all classes shall be elected by a two-thirds vote of the Executive Board.

Section 6. Termination of Membership

Membership may be terminated at any time by resignation or by a two-thirds vote of the Executive Board. Except for Emeritus Members, failure to pay fees for one year shall be considered resignation.

Section 7. Privileges of Membership

- (1) Full Members of the Society in good standing shall be entitled to vote, to hold office, and to participate in all activities of the Society.
- (2) Associates and Student Members shall be entitled to participate in all activities of the Society, except that they may not vote or hold office, and they shall receive copies of publications of the Society.
- (3) Special classes of membership shall be entitled to any privileges established by the Executive Board, except that the privileges of voting and holding office shall depend solely upon meeting the basic qualifications for Full Member of the Society.

Section 8. Joining and Annual Membership Fee

- (1) The membership fee shall cover the financial year of the Society and shall be established by the Executive Board for each class of membership.
- (2) The joining fee and annual subscription payable shall be as follows:-

Regular, Associate:	Joining fee	RM50.00 (Ringgit Malaysia FIFTY only)
	Annual subscription	RM100.00 (Ringgit Malaysia ONE HUNDRED only)
Student:	Joining fee	RM20.00 (Ringgit Malaysia TWENTY only)
	Annual subscription	RM30.00 (Ringgit Malaysia THIRTY only)

- (3) All joining fee and first annual subscription shall be payable to the Treasurer within thirty days upon approval of membership by the Executive Board. Annual subscription for renewal of membership shall be payable in advance within thirty days of the last month of the financial year.
- (4) Special subscriptions or levies for particular purposes may be raised from members by resolution of the general meeting of the Society. If any member fails to pay such subscription within such period as may be resolved, the amount due shall be treated in the same way as arrears of annual subscription.

ARTICLE VII – OFFICERS

Section 1. Executive Board

- (1) A Board consisting of the following, who shall be termed the office-bearers of the Society, shall be elected at the Annual General meeting:-

A President

A Vice-President

A Secretary

A Treasurer

Three Ordinary Board Members

- (2) All office-bearers of the Society and every officer performing executive functions in the Society shall be Malaysian citizens.

Section 2. Duties of Officers

- (1) The Officers of the Society shall perform the duties that are regularly or customarily attached to their offices under the Laws of Malaysia, and any other duties that are required of them by the Executive Board and this Constitution.
- (2) The President shall preside over all meetings of the Society and of the Executive Board; appoint or direct the appointment of committee chairs not otherwise specified in the Constitution, with the advice and consent of the Board. The President is empowered to make written statements concerning HFE/HCI, on behalf of the Society, provided such written statements have been approved by the majority of the Executive Board.
- (3) The Vice President shall deputise in the absence of the President at any event of the Society.

- (4) The Secretary shall conduct the business of the Society in accordance with this Constitution, and shall carry out the instructions of Annual Meetings and of the Executive Board. The Secretary shall be responsible for all correspondence and keeping a register of Members and Society documents. The Secretary shall attend all meetings, and record their proceedings. The Secretary shall file annual returns within 60 days from the date of the annual general meeting to the Registrar of Societies.
- (5) The Treasurer shall be responsible for the finances of the Society, shall keep all funds and receipts of incomes and expenditures; collect and disburse all moneys on behalf of the Society, and shall keep proper books of account of all monetary transactions and shall be responsible for their correctness. At the end of each financial year, the Treasurer shall draw up a Statement of Accounts which shall include a statement of income and expenditure during that financial year and a balance sheet as at the end of the financial year. The Statement of Accounts shall be audited by two internal Auditors appointed under Article VIII. The audited Statement of Accounts shall be submitted for the approval of the next Annual Meeting, and copies shall be made available to members through electronic or written media. The Treasurer shall prepare a budget for the next financial year.
- (6) The Ordinary Board Members shall carry out such duties as decided by the Executive Board, and may deputise for the Secretary and Treasurer during any absence of the Officers.

Section 3. Election of Officers

The Secretary shall send a call for nominations for the offices to be filled to all voting Full Members of the Society at least one month prior to the Annual Meeting of the Society.

Section 4. Terms of Office

The terms of office of the elected officers shall be two years. Officers may be elected to the same office for another term.

Section 5. Eligibility and Vacancies

- (1) To be eligible for nomination to any office of the Society, an individual must be a Full Member in good standing and must be able to discharge the duties of that office. No individual may hold more than one elective office concurrently.

- (2) An officer may resign by submitting a letter of resignation. However, resigning shall not allow an officer to circumvent the eligibility requirements for election to a different office or reelection to the same office.
- (3) If any elected incumbent fails to perform the duties of office for any reason, the Executive Board may decree the office vacant.
- (4) If the office of the President, Secretary and Treasurer becomes vacant for any reason, the Executive Board shall appoint an incumbent officer. The incumbent Officer shall complete the normal sequence of office as if elected by Membership vote. The vacancy created by this appointment shall be filled in the next election.

Section 6. Society Position Statements

Subject to prior approval by the Executive Board, the Society may take a position and express an opinion on HFE/HCI issues.

ARTICLE VIII – AUDITOR

Two internal Auditors shall be appointed to audit and endorse the account of the Society at the end of each Financial Year. The Auditor shall check all receipts of income and disbursements of the Society.

ARTICLE IX – COMMITTEES

A committee can be established to fulfill any particular need, whether temporary or permanent. Committee chairs are appointed by the President for a time period of two years with the advice of the Executive Board. A Committee Chair is expected to recruit members to work on the Committee.

ARTICLE X – AFFILIATIONS

Section 1.

The Society may affiliate with other professional organizations to promote common goals.

Section 2.

The President or Specially Appointed Representative shall represent the Society at meetings of the affiliated organizations.

Section 3. Special Interest Groups

The Executive Board may authorize the establishment of Special Interest Groups. The Chair of the Groups shall be a full member of the Society.

ARTICLE XI – MEETINGS

Section 1. Types of Meeting

There shall be two types of meeting of the Society: Technical/Scientific and Business. Technical/Scientific meetings of which one is the Annual Meeting can be held in conjunction with any Society event. Business meetings of the Executive Board and Special Interest Groups can be held from time to time via any forms of communication.

Section 2. Annual Meeting

(1) The Annual Meeting of the Society shall be held at a time and place which would normally coincide with the Conference of the Society or at such other time and place determined by the Executive Board, which permits maximum attendance of members, but no later than September each year. This meeting may also be held by teleconference or other electronic medium as determined by the Executive Board.

There shall be a business meeting of the Society during the Annual Meeting.

Special Interest Groups shall hold a Technical Meeting in conjunction with the Annual Meeting.

(2) The business of the Annual General meeting shall be:-

- (a) To receive the minutes of the previous annual general meeting;
- (b) To receive the Board's report on the working of the Society during the previous year;
- (c) To receive the Treasurers' report and the audited accounts of the Society for the previous year;
- (d) To elect a Board and to appoint auditors for the ensuing year;
- (e) To deal with such other matters as may be put before it.

Section 3. Business Meeting

Business Meetings shall be held in a format and at a frequency to suit the participating members own particular requirements. Minutes of all meetings shall be recorded, endorsed and made available to members.

Section 4. Call for Meeting

The Secretary shall send announcements of all meetings of the Society to Members of the Society at least one month prior to the meeting date, including agenda, copies of minutes and reports, together with the audited accounts of the Society for the previous year.

Section 5. Quorum and Representation

- (1) The presence in person of twenty percent of Full Members of the Society shall constitute a quorum at any meeting of the Society.
- (2) Full Members may be represented in voting by another member through a signed letter of authority which must be sent to the Secretary prior to the meeting.
- (3) If half an hour after the time appointed for the meeting a quorum is not present, the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Committee; and if a quorum is not present half an hour after the time appointed for the postponed meeting, the members present shall have the power to proceed with the business of the day but shall not have the power to alter the rules of the Society or make any decision affecting the whole membership.

Section 6. Raising Questions

During any meeting of the Society at which a quorum exists, a Full Member, if seconded by another member may raise any question, except one affecting the Constitution.

Section 7. Extraordinary General Meeting

- (1) An extraordinary general meeting of the Society shall be convened:-
 - (a) Whenever the Board deems it desirable; or
 - (b) At the joint request in writing of not less than twice the number of Board members, stating the objects and reasons for such meeting.
- (2) An extraordinary general meeting requisitioned by members shall be convened for a date within thirty days of the receipt of such requisition.
- (3) Notice and agenda for an extraordinary general meeting shall be forwarded by the Secretary to all members at least fifteen days before the date fixed for the meeting.

Section 8. Executive Board Meetings

- (1) The Executive Board shall meet during the Annual Meeting of the Society and at the call of the President. The presence of at least one half of the Board members shall constitute a quorum.
- (2) The Board shall meet at least once every three months, a fifteen days' notice of each meeting shall be given to the members. The President acting alone, or not less than three of its members acting

together, may call for a meeting of the Board to be held at any time. At least four of the Board members must be present for its proceedings to be valid and to constitute a quorum.

ARTICLE XII – FINANCIAL PROVISIONS

- (1) Subject to the following provisions in this Constitution, the funds of the Society may be expended for the purpose necessary for the carrying out of its objects, including the expenses of its office-bearers and paid staff, and the audit of its accounts, but they shall on no account be used to pay the fine of any member who may be convicted in a court of law.
- (2) The Treasurer may hold a petty cash advance not exceeding RM500 (Ringgit Malaysia FIVE HUNDRED) at any one time. All money in excess of this sum shall within seven days of receipt be deposited in a bank approved by the Board. The bank account shall be in the name of the Society.
- (3) All cheques or withdrawal notices on the Society's account shall be signed jointly by the President with the Treasurer or the Secretary. In the absence of the President, the Secretary or the Treasurer for a long period, the Board shall appoint one of its members to sign.
- (4) No expenditure exceeding RM 50,000.00 (Ringgit Malaysia FIFTY THOUSAND) at one time shall be incurred without the prior sanction of the Board, and no expenditure exceeding RM 100,000.00 (Ringgit Malaysia ONE HUNDRED THOUSAND) in any one month shall be incurred without the prior sanction of a General meeting. Expenditure less than RM 10,000.00 (Ringgit Malaysia TEN THOUSAND RINGGIT) at any one time may be incurred by the President together with the Treasurer or the Secretary.
- (5) 'Financial year' in this Constitution means the year commencing on 1st July and ending on 30th June every year.

ARTICLE XIII – ADMINISTRATION OF PROPERTY

- (1) The immovable properties of the Society shall be registered in the name of the society and the instruments relating to the properties shall be as valid and effective as if they had been executed by three office-bearers for the time being of the Society, that is the President, the Secretary and the Treasurer whose appointments are authenticated by a certificate of the registrar and sealed with the seal of the Society.
- (2) The property shall not be sold, transferred or changed without the consent and authority of a general meeting of members.

ARTICLE XIV - INTERPRETATION

- (1) Between annual general meetings, the Board shall interpret the rules of the society and when necessary, determine any point on which the rules are silent.
- (2) Except where they are contrary to or inconsistent with the policy previously laid down by the General meeting, the decisions of the Board shall be binding on all members of the society unless and until countermanded by a resolution of a General meeting.

ARTICLE XV - ADVISOR / PATRON

The Board shall if it deems fit and necessary appoint qualified persons to be the Advisor or Patron of the Society. The person appointed must give consent in writing.

ARTICLE XVI – AMENDMENTS

Section 1. Changes of Constitution

Motions to adopt, amend, or repeal the Constitution must bear the signatures of at least ten percent of the Full Members of the Society or be approved by a majority of the Executive Board. Such motions shall be submitted in writing to the Secretary for dissemination through mail. The Secretary shall then submit the motions to all voting Full Members of the Society. The Full Members of the Society shall be allowed no more than two weeks to return their signed ballots via mail or fax. Approval by two-thirds of the Full Members who vote shall be required to adopt, amend, or repeal the Constitution. Such amendments shall take effect from the date of their approval by the Registrar of Societies. Any amendments to the rules shall be forwarded to the registrar of Societies within 60 days of being passed by the General meeting.

Section 2. Communication

The adoption, amendment, or repeal of the Constitution shall take effect immediately upon its passage and members shall be informed by the Secretary. The complete text of the modified Constitution shall be submitted to the Registrar of Societies.

ARTICLE XVII – DISSOLUTION

- (1) The Society shall not be dissolved except with the consent of not less than three-fifths of the Full Members expressed at an Extraordinary General Meeting convened for the purpose.
- (2) In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Society shall be fully discharged.
- (3) Within fourteen (14) days following an Extraordinary General Meeting at which a resolution to dissolve the Society was duly proposed and carried, the Executive Board shall ensure that application is made to the Registrar of Societies for cancellation of the Certificate of Registration of the Society.



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Name: HALIMAHTUN BINTI MOHD KHALID
Position: PRESIDENT



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Name: LIM TEK YONG
Position: SECRETARY

