



## **Application for IEA Membership**

The IEA membership is composed of:

- Federated Societies
- Affiliated Societies
- Sustaining Members

### Definition of members:

Federated Societies will be societies that have the main aim of promoting ergonomics. They will be bodies that elect a governing council from within their own membership and encourage the free publication of research material. In general, there will be only one Federated Society in any geographical area.

Affiliated Societies will be other national or international professional societies that are ineligible for federated member status or have an interest in ergonomics but have their main aim in an associated area.

Sustaining Members will be organizations or individuals that have an interest in the Association and support it by the payment of an annual subscription. The conditions of their acceptance will be determined in each individual case.

### Qualifications for membership:

Societies applying for or having membership in the IEA as a Federated Society shall meet the following criteria:

1. The society is duly constituted as a legal entity, having official by laws (or equivalent) and elected representatives. A current copy of the by laws must be submitted in English.
2. The by-laws or other rules of the society should not deny membership to any person for any reason other than professional qualifications.
3. The society shall have operated at a minimum of one year prior to application.
4. The society shall have a minimum of 25 members whose primary occupation is in an ergonomics area.
5. Societies will be accepted provided that they do not present a conflict with existing Federated Societies.

6. Societies applying for IEA membership must complete the questionnaire relating to the position, aim and structure of the applicant.
7. A payment of dues for the first year should be submitted with the application for membership. If the application is not successful, such a payment will be returned to the applicant.

Societies applying for or having membership as an Affiliated Society shall meet criteria 1, 2 and 3 above.

Non payment of the whole annual fee for more than one year renders the Society or Member liable to termination of membership by Council.

IEA fees:

Each Federated and Affiliated Society pays an annual fee consisting of 3% of the total income derived from their membership fees during the preceding year or a minimum of US\$50.

## Questionnaire to be filled out by societies applying for membership

### **Full name (in your language and in English) and address of the Society**

*Persatuan Faktor Manusia dan Ergonomik Malaysia (2010)*

Human Factors and Ergonomics Society Malaysia (2010)

Official abbreviation: HFEM

Address:

A-31-3 Suasana Sentral

Jalan Stesen Sentral 5

50470 Kuala Lumpur

Malaysia

### **Date of creation of the Society**

5 June 2010

The Society was officially registered on 8 March 2011.

### **General structure of the Society**

The Executive Board is made up of 7 elected members: President, Vice President, Secretary, Treasurer, and three (3) ordinary members. They serve for a term of two years.

In addition, the Society appoints two internal auditors.

Other information on the Society is detailed in the Constitution (Attachment 1)

### **Number of members**

56 (as of 26 January 2012)

### **Procedure for joining your Society (verification of qualification, for instance)**

Members complete an application form (see Attachment 2) to the Membership Committee chaired by the Vice President. The Committee reviews the academic qualifications and professional experiences of the applicant before giving their approval as Full Member, Associate Member or Student Member.

**Name and contact information of the present President (address, email, phone and fax numbers)**

Dr. Halimahtun Mohd Khalid  
Suite C-10-4 Wisma Goshen  
Off Jalan Pantai Baru  
59200 Kuala Lumpur  
Malaysia  
Email: [president@hfem.org](mailto:president@hfem.org)  
Tel: +603 2282 9006  
Fax: +603 2282 9004

**Name and contact information of the Secretariat (address, email, phone and fax numbers)**

A-31-3 Suasana Sentral  
Jalan Stesen Sentral 5  
50470 Kuala Lumpur  
Malaysia  
  
Email: [secretary@hfem.org](mailto:secretary@hfem.org)  
Tel/Fax +603 2272 2228

**Address of the website of the Society**

Official website by 1 July 2012

<http://www.hfem.org>

Temporary website (before migration)

<https://sites.google.com/site/hfemorg/home>

The following materials should be submitted to Eric Min-yang Wang, Secretary General of the IEA:

- the questionnaire
- a copy of the current by-laws of the Society.
- a payment for dues for the first year.

Address where the materials should be sent:

Professor Eric Min-yang Wang  
Secretary General of the IEA  
Department of Industrial Engineering and Engineering Management  
National Tsing Hua University  
101, Section 2, Guang Fu Road  
Hsinchu 30013, TAIWAN (Republic of China)  
Tel: +886-3-574-2649  
Fax: +886-3-572-6153  
E-mail: [mywangeric1@gmail.com](mailto:mywangeric1@gmail.com)