

IEA RULES

TITLE 1 - DEFINITION OF THE INTERNATIONAL ERGONOMICS ASSOCIATION

Under the official name "International Ergonomics Association", an international organization was founded in Zurich (Switzerland) pursuant to article 60 et seq of the Swiss Civil Code. The International Ergonomics Association is the federation of ergonomics and human factors societies around the world. The following Rules are the constitution of the International Ergonomics Association (IEA).

TITLE 2 - MISSION AND GOALS

The mission of the IEA is to elaborate and advance ergonomics science and practice, and to expand its scope of application and contribution to society to improve the quality of life, working closely with its constituent societies and related international organizations.

The main goals of the IEA are :

- To develop more effective communication and collaboration with federated societies
- To advance the science and practice of ergonomics at an international level
- To enhance the contribution of the ergonomics discipline to global society.

TITLE 3 - MEMBERSHIP

Article 1. Composition

The IEA membership is composed of :

- Federated Societies
- Affiliated Societies
- Sustaining Members

Article 2. 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.

Article 3. Qualifications for membership

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

- 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.
- The by-laws or other rules of the society should not deny membership to any person for any reason other than professional qualifications.
- The society shall have operated at a minimum of one year prior to application.
- The society shall have a minimum of 25 members whose primary occupation is in an ergonomics area.
- Societies will be accepted provided that they do not present a conflict with existing Federated Societies.
- Societies applying for IEA membership must complete the questionnaire relating to the position, aim and structure of the applicant.
- 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.

TITLE 4 - COUNCIL

The governing body of the Association is the Council. The Council makes all major decisions concerning the Association, including rule changes, general policy, activities, admissions, election of officers and budget. Council will elect all new members of the Association in any category and will terminate membership for good cause.

The Council consists of representatives of Federated Societies and elected Officers of the Association. Only these individuals have the right to vote.

Each Federated Society with 26 to 500 voting members shall designate one Council representative; those with 501 to 1000 voting members shall designate two representatives; and those with 1001 or more voting members shall designate three representatives. Each Affiliated Society is entitled to send one non-voting representative to sit on Council. Sustaining Members can attend Council meetings as observers only.

The Council meeting is conducted according to the Roberts Rules of Order. Where voting is necessary, a simple majority of those present, but not less than one-third of the Council Membership is required. Council members will be able to send alternate representatives to meetings from within their National Society if they are unable to attend. Proxy votes can be used when representatives are unable to attend meetings. Mail ballots can be used when necessary.

The Council meets at least once per year. Council meetings are called by the President. A simple majority of the representatives can request the President to call a Council meeting.

TITLE 5 - EXECUTIVE OFFICERS

Article 1. Definition and responsibilities

The Officers of the Association are :

- President,
- Secretary General
- Treasurer.

The Officers are responsible for the management of the IEA affairs, in accordance with the IEA mission and goals.

Article 2. Elections, eligibility and duration of tenure

Officers are elected by Council from members of Federated Societies. To be eligible for office, candidates must be members of a Federated Society and have either served previously on the Council or are the current representatives. Candidates should have demonstrated service to IEA and continuity of attendance at Council meetings. In addition, candidates for President shall have served a term on the Executive Committee. Elections are conducted at the Council meeting held in conjunction with IEA Triennial Congresses. The President is responsible for the election process as described in the IEA Operating Procedures.

The terms of office for Officers are three years, in phase with the Triennial Congress. The maximum service is one term for the President and two terms for the Secretary General and Treasurer.

Article 3. Responsibilities of the officers

The main responsibilities of the Officers are as follows:

President:	<ul style="list-style-type: none"> * Represents the IEA * Chairs Council and Executive Committee * Oversees the work of Committees * Forms new Committees and restructures existing ones * Appoints Chairs to Committees.
Secretary General	<ul style="list-style-type: none"> * Provides day-to-day administration of the IEA, including communication and documentation responsibilities.
Treasurer:	<ul style="list-style-type: none"> * Responsible for accounting of IEA Funds * Conducts budget analysis and projections * Provides financial management * Establishes new sources of revenue.

TITLE 6 - EXECUTIVE COMMITTEE

The Executive Committee consists of the Officers, Chairs of IEA Standing Committees and ex-officio members. The immediate Past President of the IEA, the Chairman of the next IEA Triennial Congress and the IEA Historian are ex-officio members of the Executive Committee. Other ex-officio members can be appointed by the President.

The Executive Committee is responsible for management of IEA activities and programs in accordance with the objectives of the Association. The Executive Committee meets at least twice a year.

Roles and functions of Executive Committee members are stated in the IEA Operating Procedures.

TITLE 7 - IEA COMMITTEES

Article 1. Purpose

The work of the Association is performed through various committees. IEA Committees are formed to develop products, deliver services, or otherwise undertake specific projects that will:

- further the aims of the IEA as outlined in its Rules,
- facilitate the exchange of views and information on specific matters within the ergonomics community,
- provide information and advice to the Executive Committee and to Council, and
- increase the visibility and activity level of the IEA.

Article 2. Definitions

There are two types of committees: *Standing Committees* and *Ad Hoc Committees*.

Standing Committees are defined as committees that are intended to remain active for an indefinite period as their work is required on an ongoing basis.

Ad Hoc Committees are defined as committees that are formed to accomplish short-term tasks or objectives and which will be dissolved upon completion of their work.

Committees of the IEA may form *subcommittees* to undertake specific tasks that will contribute to the realization of the objectives of the committee.

Article 3. Formation

Standing Committees of the IEA are formed (and dissolved) by the President with the consent of the Council. Ad hoc Committees may be formed and dissolved by the President.

Article 4. Chairs

Chairs of the Committees are appointed by the President. Appointment of subcommittee chairs of a given Committee will be made by the Committee Chair. The tenure of a Committee Chair is limited to six years.

TITLE 8 - IEA Networks

IEA Networks are groupings of IEA federated societies, or its affiliates, formed to address specific needs. Council approves the formation of an IEA Network based on a formal proposal stating the purpose, organizational structure and mode of operation, and which is endorsed by participating societies. IEA Networks report on their activities to IEA.

TITLE 9 - SOURCES OF INCOME

Article 1. Fees and other sources

The main sources of income of the Association are :

- annual fees of federated and affiliated societies ;
- annual fees of sustaining members ;
- capitation fees from IEA endorsed conferences and IEA triennial congress ;
- donations and bequests from individual and organizations who support the IEA ;

- other sources of income as deemed appropriate by the Council.

Annual fees and capitation fees are defined in the IEA Operating Procedures.

Article 2. Donations and bequests

Organizations and individuals can support IEA by making donations or bequests. The donation does not confer the right to vote. Since legal requirements for bequests vary across countries, organizations and individuals should contact the IEA Treasurer to ensure their wishes can be appropriately addressed.

Donations and bequests may be general or specific, upon the discretion of the donor and will be appropriately acknowledged in relevant IEA publications.

TITLE 10 - AUDITORS

Each year, the Council elects two IEA Auditors, not necessarily members of the Council. The auditors audit and report on the accounts submitted by the Treasurer. The audit shall be completed at least 30 days before the Council Meeting.

TITLE 11 - IEA TRIENNIAL FORUM

At each Triennial International Congress, a Forum is held, intended essentially for Presidents of IEA Federated and Affiliated Societies, Sustaining members and representatives of International organizations with which IEA has formal relations. All Council members are welcome to attend.

During the Forum, the outgoing President delivers an address on the State of the Association. The Forum provides an opportunity to exchange views about the current and future needs for developing ergonomics world-wide, the role of the Association in relations to the IEA member societies and the development of interactions with international organizations.

The IEA Triennial Forum is not a decision-making body.

TITLE 12 - POSTE RESTANTE ADDRESS

International Ergonomics Association
c/o Human Factors and Ergonomics Society
P. O. Box 1369
SANTA MONICA, CA 90406, USA