

IEA BY-LAWS

Revision :

Date : XX February 2012

TITLE 1 - DEFINITION OF THE INTERNATIONAL ERGONOMICS ASSOCIATION

The International Ergonomics Association (hereafter referred to as IEA) is the federation of ergonomics and human factors societies around the world, which was founded as an international not-for-profit organization in Zürich (Switzerland) pursuant to article 60 et seq of the Swiss Civil Code under the official name "The International Ergonomics Association." The IEA is a registered "Not For Profit Association" at the commercial register in the Canton of Zürich, Switzerland under the number CH-020.6.001.285-4. The following Rules are the constitution of the IEA.

TITLE 2 - MISSION AND GOALS

The mission of the IEA is to support its federated societies in the development, promotion and dissemination of ergonomics/human factors science and practice, and to expand the scope of ergonomics, its application and contribution to society to improve quality of life. The IEA does so by working closely with its member societies and related international organizations.

The main goals of the IEA are:

- To promote the advancement of the science and practice of ergonomics at an international level;
- To stimulate enhanced contributions of the ergonomics discipline to global society; and
- To develop effective communication and collaboration with federated societies;

The IEA contributes to these goals by:

- Setting up working groups and technical committees of volunteers on ergonomics topics;

- Establishing Memoranda of Understanding with external organizations such as Non Governmental Organizations and Professional Associations;
- Collaborating with other international associations such as ILO, WHO and ISO; and
- Promoting the dissemination of knowledge through educational programs and journals, supporting conferences, and stimulating local initiatives.

The IEA does not pursue any commercial or self-help purposes. All documentations and research results are provided to the interested public (especially student and academic staff of universities and similar educational institutions) at cost price.

TITLE 3 - MEMBERSHIP

Article 1. Composition

The IEA membership is composed of:

- Federated Societies;
- Affiliated Societies;
- The IEA Networks; and
- Sustaining Members.

Article 2. Definition of members

Federated Societies are societies or institutes that have the main aim of promoting ergonomics/human factors and supporting professional ergonomists and human factors specialists in their country or region. They are bodies that elect a governing council (the Council) from within their own membership and encourage the publication and dissemination of research and practice. [In general, there will be only one Federated Society in any country.](#)

Affiliated Societies are 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.

The IEA Networks are groupings of federated societies, or their affiliates, formed to address

specific needs. The Council approves the formation of an IEA Network based on a formal proposal that is endorsed by participating societies and which states the purpose, organizational structure and mode of operation of the proposed IEA Network.

Sustaining Members are organizations or individuals that have an interest in the IEA and support it by the payment of an annual subscription or by services in kind. 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:

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 and lodged with the IEA.
2. **The qualifications for membership in the society** should not deny membership to any person for any reason other than professional qualifications, area of practice and/or adherence to ethical guidelines (i.e. the Code of Conduct).
3. The society shall have operated for a minimum of one year prior to application.
4. The society shall have a minimum of 25 members whose primary occupation is in ergonomics/human factors or a specialty of ergonomics.
5. Societies applying for membership of Federated Societies must not present a conflict with existing Federated Societies.

A payment of **fees** 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 the criteria 1, 2 and 3 above.

The Council will determine annual fees to be paid by the IEA membership and adjust these fees from time to time (see Title 9).

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

TITLE 4 - COUNCIL

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Article 1. Definition

The governing body of the IEA is the Council. The Council makes all major decisions concerning the IEA, including changes to by-laws and the Operating Procedures, general policy, activities, admissions, election of officers and budget. The Council admits all new members of the IEA in any category and will terminate membership for good cause.

The Council consists of representatives of Federated Societies and elected Officers of the IEA. Only these individuals have the right to vote ([cf. Article 3. of this title](#)).

Article 2. Council meeting

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

The following individuals participate in each Council meeting:

- Representatives or alternative representatives of Federated Societies;
- The Officers;
- Executive Committee members;
- Representatives of Affiliated Societies;
- Representatives of IEA-Network; and
- Representatives of Sustaining Members.

Each Affiliated Society and IEA-Network is entitled to send one representative (with the entitlement to speak in the Council discussions) to sit on the Council. Sustaining Members can attend the Council meetings as observers only (with no entitlement to speak in the Council discussions).

In order to have a timely and accurate record of Council debates and decisions, approval of the IEA Council Minutes is conducted by email. After the Council Meeting, the draft of the Minutes, reviewed by the IEA Executive Committee, is sent to the Federated Societies Delegates who were present at the meeting for approval. In absence of response from a delegate after one month, approval from this delegate is assumed. Minor amendments are incorporated in the final version. In the event of substantive amendments, a revised version is to be proposed for approval according to the same process. The final version is sent to the delegates and presidents of IEA Federated Societies, Affiliated Societies and Networks.

Article 3. Voting at council meeting

Among those who are participating in a Council meeting (cf. Article 2 of this TITLE 4), only the representatives (and/or alternative representatives) of Federated Societies and the Officers have voting rights, where the President has a casting vote.

The Council meeting is conducted according to the Robert's Rules of Order.

Any voting representatives may be represented by proxy at Council meeting by another representative, by alternative representative or by the President, provided such proxy is in writing on the form prescribed by the Secretary General or by a facsimile or other electronic version thereof. The Secretary General must provide eligible representatives of federated societies 30 days in advance of a Council meeting. A proxy must be signed by the voting member and must be valid only for the meeting for which it was specifically given, or for any adjournment thereof. Proxies or notices of proxies held must be filed with the President or his/her designate before the beginning of a Council meeting.

The followings specify the number of voting members representing a Federated Society:

- A Federated Society with 500 or less members shall designate one Council representative;
- A Federated Society with 501 to 1000 members shall designate two representatives; and
- A Federated Society with 1001 or more members shall designate three representatives.

Voting at a Council meeting is held when the conditions 1 and 2 below are met:

1. The total of the followings is not less than quorum. Unless otherwise specified, the quorum is one-third of total potential votes.
 - The number of attendees at the Council meeting who are eligible for voting, here the eligible attendees include alternative representatives;
 - The number of **proxies** carried by the eligible attendees or submitted, before the Council meeting, to the President by not attending eligible representatives; and
 - The number of representatives who **electronically** submitted votes to the President before the Council meeting.
 2. Unless otherwise specified, a simple majority ~~the quorum~~ is required for an approval.
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TITLE 5 - OFFICERS

Article 1. Definition and responsibilities

The Officers of the Association are:

- President;
- Secretary General; and
- Treasurer.

The Officers are responsible for the management of the IEA affairs, in accordance with the IEA mission and goals. Secretary General and Treasurer are also Vice Presidents of the association.

Article 2. Elections, eligibility and duration of tenure

(1) Election

The Council elects the Officers. Elections are conducted at the Council meeting held in conjunction with the Triennial Congress. ~~The President is responsible for the election process as described in the Operating Procedures.~~

(2) Eligibility

To be eligible for an Office, a candidate must be a member of a Federated Society and

either has served previously on the Council or be the current representative. A candidate should have demonstrated service to the IEA and continuity of attendance at the Council meetings. In addition, a candidate for the President should have served at least one term on the Executive Committee (see Title 6). An individual who has served two terms as the Secretary General or **as** the Treasurer, or has served one term in each office, is also eligible to be a candidate for the President.

(3) Tenure

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

Transition of leadership takes place at the closing ceremony of the Triennial Congress, following the Council meeting at which the Officers are elected.

Article 3. Responsibilities of the officers

The main responsibilities of the Officers are as follows:

(1) President

- Represents the IEA;
- Chairs the Council and Executive Committee meetings;
- Forms new Committees and restructures existing ones;
- Appoints Chairs to Committees; and
- Oversees the work of Committees.

(2) Secretary General

- Provides day-to-day administration of the IEA, including communication and documentation responsibilities;
- May also assist in other tasks as a Vice President at the discretion of the President; and
- Has the final responsibility for the IEA website.

(3) Treasurer

- Is responsible for accounting of the IEA Funds;
- Conducts budget analysis and projections;
- Provides financial management;
- Establishes new sources of revenue; and
- May also assist in other tasks as a Vice President at the discretion of the President.

In the event that the President is unable to fulfill duties, either the Secretary General or the Treasurer can step into the leadership role. If neither of these is available, then the Immediate Past President would be required to step into the role.

Article 4. Voting

In the Council, the President has a casting vote ([cf. Article 3 of TITLE 4](#)).

TITLE 6 - EXECUTIVE COMMITTEE

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

The Executive Committee is responsible for the management of IEA activities and programs in accordance with the objectives of the IEA, and for carrying out the wishes of the Council.

In the Council, the Executive Committee members have no voting rights, with an exemption for the [Officers](#).

The members of the Executive Committee are acting on an honorary principle and are only entitled for the reimbursement of their actual expenses and cash expenditures. For the special service of an individual EC member, an appropriate compensation can be justified.

TITLE 7 – OTHER COMMITTEES

Article 1. Purpose

The work of the IEA is performed through various committees. The IEA Committees are formed to undertake specific projects that will:

- Further the aims of the IEA as outlined in the by-laws and the Operating Procedures;
- 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 committee: 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 are formed (and dissolved) by the President with the consent of the Council. Ad hoc Committees may be formed and dissolved by the President.

All presidential appointments (Standing Committee Chairs, IEA Historian, ad hoc committee chairs and any other appointed person) expire with the transition of IEA Officers. The incoming President may reappoint individuals holding these posts.

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.

IEA Networks are groupings of the IEA federated societies, or its affiliates, formed to address specific needs.

The Council approves the formation of an IEA Network based on a formal proposal stating the purpose, organizational structure and mode of operation and it is endorsed by participating societies.

IEA Networks report on their activities to IEA.

Representatives of IEA Networks at the Council meetings are a nonvoting participant.

TITLE 8 - 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 the Triennial Congresses;
- Donations and bequests from individuals and organizations; and
- Other sources of income as deemed appropriate by the Council.

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

Article 2. Revenues and spending

All revenues are to be used for the intended purpose of the IEA (TITLE 2). In particular, a return of funds to members is not permitted. Reimbursement for costs incurred by members or others commissioned to undertake specific work authorized by the President is permitted.

Article 3. Donations and bequests

Organizations and individuals can support the 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 Treasurer to ensure their wishes

can be appropriately addressed.

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

TITLE 9 - AUDITORS

Each year, the Council elects two IEA Auditors, who are 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 following the audited year.

TITLE 10 - IEA TRIENNIAL FORUM

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

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

The IEA Triennial Forum is not a decision making body.

TITLE 11 - POSTE RESTANTE ADDRESS

International Ergonomics Association

c/o Human Factors and Ergonomics Society

P. O. Box 1369

SANTA MONICA, CA 90406, USA

TITLE 12– CHANGE OF BY-LAWS AND DISSOLUTION

Article 1. Change of by-laws or dissolution

A decision to change the by-laws or to dissolve the IEA can only be made by the decision of the Council and has to be agreed by at least two-thirds of effective votes at the Council. The quorum for this voting is two-thirds of total potential votes (cf. TITLE4).

If the quorum is not met, the motion can be decided as carried to the next Council meeting, provided it gains at least two-thirds of the polled votes, regardless of the number of members present.

The convocation for a Council meeting in which a change of the by-laws or dissolution of the IEA is proposed requires the subject to appear explicitly on the agenda. If applicable, a proposal to change the by-laws will be announced at least three months before the meeting. In this announcement, the Council members are to be advised that a copy of the proposal, in which the change is described, can be seen for inspection on a place established by the Executive Committee until the end of the day on which the meeting has been held.

A change in the by-laws is not valid until a notarial deed has been made up. Any Officer is qualified to initiate the notarial deed change.

Article 2. Settlement

After dissolution, the Officers are responsible for the settlement, unless the Council decides to appoint one or more others to do so.

During the dissolution, the procedures and principles determined by the by-laws apply as far as possible.

In case of the dissolution, the remaining assets of the IEA are to be transferred to a tax-exempt institution with a registered office in Switzerland, with the same or similar objectives. A distribution among the members is not permitted.

End of the By-laws