

## **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/human factors and supporting professional ergonomists and human factors specialists in their country or region. 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. Federated Societies vote on IEA issues.

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. Affiliated Societies do not vote on IEA issues.

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. Sustaining Members do not vote on IEA issues.

### 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 bylaws 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 (Federated Societies only).
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.

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. (Note: A minimum fee of \$100 per year was approved by the IEA Council).

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

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

VerV – Beroepsvereniging voor Ergonomie  
VerV – Professional society of ergonomics  
Stationweg 9  
9320 Aalst  
Belgium

### Date of creation of the Society

5/02/2016, legal date of foundation is 29/09/2016

### General structure of the Society

VerV is a Belgian professional society with an executive board and three working groups (office, industry and healthcare). Together they are the general assembly, the legal organ that takes the decisions. There are three kind of members: board members (executive board), working members (working groups) and affiliated members.

### Number of members

200 paying members + 50 student members + 500 members of our sister association

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

There are no required qualifications for the affiliated members. They just have to pay a membership fee. Students of regular academic courses have free membership for one year.

Members of the executive board have to work as an ergonomist. They are proposed by a member of the executive board and approved by the general assembly.

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

Roeland Motmans  
Groebegrachtstraat 18/31  
1500 Halle  
+32 497 82 45 80  
Roeland\_motmans@yahoo.com

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

VerV  
Stationweg 9  
9320 Aalst  
Belgium  
+32 497 82 45 80  
info@verv.be

**Address of the website of the Society**

[www.verv.be](http://www.verv.be) (dutch)  
[www.verv.be/en1/](http://www.verv.be/en1/) (summary in English)

The following materials should be submitted to the Vice President/Secretary General of the IEA:

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

Address where the materials should be sent:

Please email your submission to: [vp\\_sg@iea.cc](mailto:vp_sg@iea.cc).

Dues payment should be arranged through the VP/Treasurer: [VPTreas@iea.cc](mailto:VPTreas@iea.cc)