

BY-LAWS¹ of the INTERNATIONAL ERGONOMICS ASSOCIATION (IEA)

SECTION I - 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. It was founded as an international non-profit organization pursuant to article 60 et seq of the Swiss Civil Code under the official name “International Ergonomics Association.” IEA is a non-profit association registered in the commercial register of the Canton of Geneva, Switzerland. The contents of this document provide a framework for the operation and management of IEA and must be followed.

SECTION II - MISSION AND OBJECTIVES

The mission of IEA is to support its member societies in the development, promotion and dissemination of ergonomics/human factors science and practice, to expand the scope of ergonomics/human factors and to extend 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 organisations.

The main objectives of IEA are;

- to promote the advancement of the science and practice of ergonomics/human factors at an international level,

¹ By-laws refer to *the* regulations and rules established by *an organization for internal* management.

- to stimulate enhanced contributions of the ergonomics/human factors discipline to global society, and
- to develop effective communication and collaboration with and between federated societies and networks.

The IEA contributes to these objectives by:

- setting up working groups and technical committees of volunteers on ergonomics/human factors 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.

IEA does not pursue any commercial aim and all income from its activities are used to support the IEA objectives. All publications are provided to the interested public (especially student and academic staff of universities and similar educational institutions) at either cost price or free of charge.

SECTION III - MEMBERSHIP

Article 1: Composition

The IEA is an umbrella organization for regional and national ergonomics/human factors societies.

The IEA membership is composed of;

- federated societies,
- affiliated societies,
- 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, supporting professional ergonomists and human factors specialists in their country, or region, and encouraging the publication and dissemination of ergonomics/human factors research and practice. They are bodies that are governed by a council, or equivalent body, that is elected from within their own membership. 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 that have an interest in ergonomics/human factors but have their main aim in an associated or more specific area.

IEA Networks are groupings of societies, formed to address specific needs. The Council approves the formation of an IEA Network based on a formal proposal that is endorsed by the participating federated societies and 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 IEA, in promoting ergonomics/human factors, or in interacting with HFE professionals.

Article 3: Qualifications for membership

Societies applying for or having membership in 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 an elected governing council, or equivalent body. A copy of the by-laws must be submitted in English to the IEA and the IEA must receive a copy of any subsequent amendments that are made to the by-laws.

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. a Code of Conduct).
3. The societies 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 related discipline.
5. Societies applying for membership as a Federated Society must not present a membership conflict with an existing Federated Society.

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

A payment of fees for the first year must be submitted with the application for membership. If the application is not successful, such a payment will be returned to the applicant.

Sustaining Members are organizations or individuals that have an interest in IEA, as described in Section II, and support it by the payment of an annual subscription or by providing services. The conditions of their acceptance are determined in each individual case by the Executive Committee.

The Council will determine the annual fees to be paid for IEA membership and adjust these fees from time to time (see Section IIX).

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.

SECTION IV – THE COUNCIL

Article 4: Definition

The governing body of the IEA is the Council. The Council makes all major decisions concerning the IEA, including changes to the By-laws and the Operating Procedures, memberships, election of officers and budget. The Council admits all new members of the IEA in all categories 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.).

Article 5: Council meetings

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 may participate in each Council meeting:

- Representatives or alternative representatives of the federated societies.
- The officers (c.f. Section V).
- Non-voting participants:
 - Other executive committee members (c.f. Section VI).
 - Representatives of affiliated societies.
- Observers (non-voting):
 - Representatives of IEA Networks.
 - Sustaining members or their representatives.
 - Individual sustaining members

The number of representatives on Council for each Federated Society is determined according to the number of society members (see Article 6 below). Each Affiliated Society and IEA-Network is entitled to have one representative, who is entitled to speak in the Council discussions. Corporate and individual sustaining members can attend the Council meetings as observers only (with no entitlement to speak in the Council discussions).

To provide members with a timely and accurate record of Council debates and decisions, approval of the IEA Council Minutes may be conducted by email. After the Council Meeting, a draft of the Minutes, reviewed by the IEA Executive Committee, is sent for approval to the Federated Society representatives who participated at the meeting. In the absence of a response from a representative after one month, approval from the representative is assumed. Minor amendments are incorporated into the final version. In the event of substantive amendments, a revised version is to be sent for approval according to the same process. The final version is sent to the representatives and presidents of IEA Federated Societies, Affiliated Societies and Networks and placed in the IEA website archives.

In addition to the Council meeting minutes, a list of conclusions, without explanations, is to be signed by the officers and a representative of the Council members, at least one of which must be a Swiss resident. This list may be sent to IEA legal office, if required by the Swiss authorities.

Article 6: Voting at Council meetings

Among those who participate in a Council meeting (cf. Article 2), only the representatives (or alternate representatives / proxies) of the Federated Societies and the Officers have voting rights. In the case of equal votes, the President has a casting vote. Otherwise, he/she does not vote.

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

Any voting representative who is unable to attend a meeting may give their voting right to another Council member by proxy, provided such arrangement is verified in writing on the appropriate proxy form submitted to the Vice President/Secretary General. The Vice President/Secretary General must provide the proxy form to the voting representatives of federated societies at least 30 days in advance of a Council meeting. A proxy form must be signed by the voting member and is valid only for the meeting for which it was specifically given. Proxies must be submitted to the Vice President/Secretary General before the beginning of a Council meeting.

The number of voting members representing a Federated Society are as follows:

- 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.
- A federated society with 1001 or more members shall designate three representatives.

Voting at a Council meeting is accepted when the total number of submitted votes is equal to or exceeds the quorum. Unless otherwise specified, the quorum is one-third of the total potential number of votes (the number of Federated society representatives plus the three officers). The total number of submitted votes is made up by:

- The number of votes correctly submitted at the Council meeting by Federated Society representatives or their appointed (proxy) representatives, and the Officers. Federated Society representatives who are not able to attend the meeting may give their vote to another meeting participant, who votes for them as a proxy. Requests for proxy representation must be submitted, before the Council meeting, to the

Vice President/Secretary General by the Federated Society that is not able to provide a representative to the meeting; and

- The number of votes from Council representatives who submitted ballots to the President electronically before or during the Council meeting.

Voting on items for urgent decision outside of Council meetings is permitted at the discretion of the Officers (c.f. Section V) and according to an Operating Procedure approved by Council. The quorum rules apply by analogy, but proxy votes are not permitted.

Unless otherwise specified, a simple majority is required for an approval of a motion.

SECTION V - OFFICERS

Article 7: Definition and responsibilities

The Officers of the Association are:

- President;
- Vice President/Secretary General; and
- Vice President/Treasurer.

Article 8: Elections, eligibility and duration of tenure

(i) Election

The Council elects the Officers. Elections are conducted at a Council meeting held in conjunction with the Triennial Congress.

(ii) Eligibility

To be eligible for an Office, a candidate must be a member of a Federated Society who has either served previously on the Council or is the current

representative. A candidate should have demonstrated service to 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 SECTION VI). An individual who has served two terms as the Vice President/Secretary General or as the Vice President/Treasurer, or has served one term in each office, is also eligible to be a candidate for the President.

(iii) 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 Vice President/Secretary General, and Vice President/Treasurer.

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

Article 9: Responsibilities of the officers

The main responsibilities of the Officers are as follows:

(i) President

- represents the IEA,
- chairs the Council and Executive Committee meetings,
- forms new ad hoc Committees and restructures existing Standing Committees,
- appoints Chairs to Committees, and
- oversees the work of Committees.

(ii) Vice President/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.

(iii) Vice President/Treasurer

- is responsible for accounting of the IEA Funds,
- conducts budget analysis and projection,
- 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.

If the President is unable to fulfil his/her duties, either the Vice President/Secretary General or the Vice President/Treasurer can step into the leadership role. If neither of these people can take on the role, then the Immediate Past President is requested to step into the role.

SECTION VI - EXECUTIVE COMMITTEE

The Executive Committee consists of

- the Officers (c.f. Section V),
- the Chairs of the IEA Standing Committees (c.f. Section VII),
- the Immediate Past President,
- if no other member of the Executive Committee is a resident of Switzerland, a Swiss Resident Director,
- the Chair of the next Triennial Congress, and
- any other people, including ad hoc chairs and other individuals appointed by the President (c.f. Section VII).

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

Apart from the Officers, Executive Committee members do not have voting rights for Council decisions (c.f. Section IV).

The members of the Executive Committee are acting on an honorary principle as volunteers and are only entitled for the reimbursement of their actual expenses and cash expenditures incurred in carrying out their IEA roles.

SECTION VII – EXECUTIVE SUB-COMMITTEES

Article 10: Purpose

Committees may be formed, as executive sub-committees, to undertake specific projects that will:

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

Article 11: Definitions

There are two types of executive sub-committees:

- Standing Committees are intended to remain active for an indefinite period, as their work is required on an ongoing basis.
- Ad Hoc Committees are formed to accomplish short-term tasks or objectives

and are dissolved upon completion of their work.

Article 12: Formation

Standing committees are created (and dissolved) with the consent of the Council.

Ad hoc committees may be created and dissolved by the President.

Executive sub-committee chairs are expected to form working groups to undertake the specific tasks that will contribute to the realization of the objectives of the committee.

A Standing or ad hoc Committee Chair should be assisted by one or more co-chairs, who make up the working group. Co-chairs are not part of the Executive Committee.

Article 13: Executive Sub-Committee chairs

Chairs of the Standing and ad hoc Committees are appointed by the President, whereas co-chairs are appointed by the Committee Chairs in consultation with the President.

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

The tenure of a Sub-Committee Chair is limited to six years.

Article 14: IEA Networks

IEA Networks are groupings of IEA federated societies, and their 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, mode of operation, and endorsement by the participating IEA federated societies.

IEA Networks report on their activities to IEA. A representative of each IEA Network may attend Council meetings as a non-voting participant.

SECTION VIII - SOURCES OF INCOME

Article 15: Fees and other sources

The main sources of IEA income are:

- Annual fees from federated and affiliated societies.
- Annual fees from sustaining members.
- Capitation fees from IEA-endorsed conferences and the Triennial Congresses.
- Donations and bequests from individuals and organizations.
- Other sources of income as deemed appropriate by the Council.

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

Article 16: Revenues and spending

All revenues are to be used to support the objectives of IEA (SECTION II). A distribution of funds to officers or any other members is not permitted. Reimbursement for costs incurred by members or others commissioned to undertake specific work authorized by the President is permitted.

Article 17: Donations and bequests

Organisations 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 Treasurer to ensure their wishes can be appropriately addressed.

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

SECTION IX - AUDITORS

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

SECTION X - IEA TRIENNIAL FORUM

At each Triennial Congress, a Forum is held, intended essentially for the presidents of the Federated and Affiliated Societies, sustaining members and representatives of international organizations with which the IEA has formal relations. Others 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/human factors worldwide, the role of the IEA in relation to the member societies and the development of interactions with international organisations.

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

SECTION XI - ADDRESS

The official address of the IEA is;

International Ergonomics Association

c/o Nils Ashlyn,

96 rue de Genève,

1226 Thônex, Switzerland

SECTION XII- CHANGE OF BY-LAWS AND DISSOLUTION

Article 18: Change of by-laws or dissolution

A decision to change the By-laws or to dissolve IEA can only be made by the Council and has to be agreed by at least two-thirds of the effective votes at a Council meeting.

The quorum for this voting is two-thirds of the total potential votes (cf. Section IV).

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.

A change of the By-laws or dissolution of IEA requires the subject to appear explicitly on the agenda of the Council meeting in which it will be proposed. A proposal to change the By-laws must be announced at least three months before the meeting. In this announcement, the Council members are to be advised where a copy of the proposal, in which the change is described, can be seen. The place must be established by the Executive Committee and the proposal kept on view until the end of the day on which the meeting is held.

A change in the By-laws is not valid until a copy has been lodged with the Commercial Registry Office of the Canton of Geneva, Switzerland, and the legal representatives of the IEA. Any Officer is qualified to initiate the change.

Article 19: 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 in 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 as IEA. A distribution among the members is not permitted.

End of the By-laws.