

STATUTES

§ 1 ERGONOMICS & HUMAN FACTORS SOCIETY SWEDEN

§ 1.1 Ergonomi & Human Factors Sällskapet Sverige is abbreviated EHSS. In English, the society is called Ergonomics & Human Factors Society Sweden.

§ 1.2 Ergonomi & Human Factors Sällskapet Sverige is a national society and is affiliated to the Nordic Ergonomics and Human Factors Society (NES), which in turn is affiliated to the International Ergonomics Association (IEA).

§ 2 PURPOSE

§ 2.1 EHSS is an association of persons working within, or having an interest in, ergonomics, human factors and the work environment.

§ 2.2 EHSS works to deepen and disseminate knowledge about the interaction between people and the environment in which they live and work, and to apply such knowledge in the design of environments, processes, equipment and products. In addition, EHSS shall work to ensure that human needs and capabilities, safety and health are taken into account.

§ 3 MEMBERS

§ 3.1 Membership of EHSS is granted by the Board.

§ 3.2 Any person who is refused membership of EHSS by the Board has the right to appeal against that decision to the Annual General Meeting.

§ 3.3 Membership of EHSS takes effect once the membership fee has been received by the EHSS secretariat.

§ 3.4 A member of EHSS has the right to receive information from EHSS on an ongoing basis, and to take part in meetings, gatherings and member activities arranged by EHSS.

§ 3.5 A member of EHSS who manifestly acts against the aims of EHSS, or acts in conflict with its statutes or decisions, may be expelled from EHSS by a decision of the Board, which requires at least two thirds of the board members. Before an expulsion is confirmed, the member shall be given the opportunity to be heard.

§ 3.6 A member shall pay the membership fee determined by the Annual General Meeting. A member who has not paid the membership fee during the calendar year may be expelled by the Board on 31 December of that same year.

§ 3.7 On a proposal from the Board, the Annual General Meeting may appoint honorary members. An honorary member may be a person who has rendered great services to the society or who has otherwise devoted considerable work to it. Honorary members are exempt from the annual fee and enjoy the same benefits

as full members. Honorary membership applies for life, unless the honorary member seriously damages the reputation of the society and the Annual General Meeting decides otherwise. An honorary member may of course request to leave the society.

§ 4 BOARD

§ 4.1 EHSS is led by a Board, which is elected by the Annual General Meeting. The Board consists of a President, a Treasurer and at least three, at most seven, board members, together with two deputy members. The number of board members should be an odd number and is determined by the Annual General Meeting. A good geographical spread of the board members shall be sought.

§ 4.2 The Board directs the activities of EHSS and is the highest decision-making body of the society between Annual General Meetings. The members of the Board are jointly responsible for the activities of EHSS and for ensuring that decisions taken are implemented.

§ 4.3 The Board decides on its own working procedures and elects from among its members a Vice President and a Secretary.

§ 4.4 Every board member is responsible for fulfilling the goals of EHSS by promoting local and central activities within the field of interest of EHSS.

§ 4.5 The President and the Treasurer each have the right to sign for EHSS individually.

§ 4.6 The Board has a quorum when the board members have been summoned to the meeting and more than half of all board members agree on the decision.

§ 4.7 The President is the official representative of the society. The President directs the deliberations and the work of the Board and ensures that the statutes of the society, as well as other rules and decisions binding on the society, are complied with. If the President is prevented from attending, the Vice President takes the place of the President. The Board appoints the board member who is to serve on the Board of NES.

§ 5 ANNUAL GENERAL MEETING

§ 5.1 The Annual General Meeting is the highest decision-making body of EHSS.

§ 5.2 The ordinary Annual General Meeting should be held each year no later than during the month of April.

§ 5.3 An Extraordinary General Meeting may be called by the Board, or by the members if at least one tenth of the members of EHSS state their wish to that effect in writing.

§ 5.4 The Annual General Meeting shall elect the President and the Treasurer, the other board members and the deputy members, as well as an auditor and a deputy auditor. The term of office for all of them is two years. Re-election is possible, and staggered rotation should be sought.

§ 5.5 The Annual General Meeting shall elect a nominating committee of at least two and at most three persons, one of whom acts as convener. Its members are elected for two years. Re-election is possible, and staggered rotation should be sought.

§ 5.6 In votes at the Annual General Meeting, every member of EHSS has one vote. Voting is open unless a secret ballot is requested. Voting by proxy or by post is not permitted. Decisions require more than half of the votes cast. In the event of a tie, the chair of the meeting has the casting vote. For amendments to the statutes and for the dissolution of EHSS, however, separate paragraphs apply.

§ 5.7 Notice of an ordinary or an Extraordinary General Meeting shall be sent to every member no later than one month before the start of the meeting.

§ 5.8 The Board shall make the financial statements and the auditors' report available to the members no later than one week before the Annual General Meeting.

§ 5.9 All members have the right to take part in the Annual General Meeting and to submit motions. Motions shall be submitted in writing to the Board no later than 14 days before the Annual General Meeting.

§ 5.10 At an ordinary Annual General Meeting, the following items shall be included in the agenda:

- Opening of the Annual General Meeting
- Election of a chair for the meeting
- Election of a secretary for the meeting
- Election of two persons to verify the minutes and act as vote counters
- Confirmation that the Annual General Meeting has been duly convened
- Approval of the agenda
- Presentation and approval of the Board's activity report
- Presentation and approval of the auditors' report
- Treatment of any surplus or deficit in the annual accounts
- Discharge of the Board from liability
- Determination of the annual membership fee
- Approval of the budget and the plan of activities
- Determination of the number of board members
- Election of the President for two years (if applicable)
- Election of the Treasurer for two years (if applicable)
- Election of board members and deputy members for two years (if applicable)
- Election of an auditor and deputy auditors for two years (if applicable)
- Election of the nominating committee for two years (if applicable)
- Treatment of motions received
- Any other business
- Closing of the Annual General Meeting

§ 5.11 The financial year coincides with the calendar year. The activity report and the financial report shall be available to the auditors no later than 15 February of the following year.

§ 6 AMENDMENT OF THE STATUTES

§ 6.1 A decision to amend the statutes of EHSS may be taken only at an ordinary Annual General Meeting.

§ 6.2 A proposal to amend the statutes may be adopted only if the matter has been stated in the notice convening the Annual General Meeting.

§ 6.3 An amendment of the statutes requires that the proposal has obtained at least a two-thirds majority among those present who are entitled to vote.

§ 7 DISSOLUTION OF EHSS

§ 7.1 EHSS may be dissolved by a decision of a general meeting convened in accordance with the statutes. Such a decision requires that the matter has been included in the notice convening the meeting and that the proposal obtains at least a two-thirds majority among those present who are entitled to vote.

§ 7.2 If EHSS is dissolved, any assets are transferred to public-benefit purposes within ergonomics, human factors or the field of the work environment, in accordance with the decision of the final general meeting.