

Constitution of “Human Factors Interest Group”

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Human Factors Interest Group”
- 1.2. The official acronym or abbreviation of the group is “HFIG”
- 1.3. HFIG is the University of Toronto’s student chapter affiliated with the Human Factors and Ergonomics Society (HFES)
- 1.4. The purpose, objectives, mission and/or mandate of the organization is to
 - (i) Promote and advance the understanding of human factors through the exchange of knowledge in the behavioural, biological, and physical sciences and in industrial engineering, computer science and other relevant disciplines
 - (ii) Create and promote opportunities for members to network, socialize and build community around common academic, professional and social interests
 - (iii) Represent the human factors student community of the University of Toronto when such representation is in the interests of members and of HFIG

2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. All members of HFIG are additionally classified as either *full* or *associate members*.
 - 2.5.1. *Full member*: a registered student, alumnus/alumna, or any University of Toronto faculty or staff member who meets the following criteria: (i) is on the HFIG mailing list, (ii) holds an active HFES membership
 - 2.5.2. *Associate member*: any individual declaring an interest in the field of human factors by signing up to the HFIG mailing list
- 2.6. The membership fee will be \$0 per year.

3. Article Three – Rights of Members

- 3.1. The following voting membership rights are not awarded to non-voting members as described in Article 2:
 - 3.1.1. All voting members have a right to attend all general meetings of members.
 - 3.1.2. All voting members have a right to cast votes at all general meetings of members.
 - 3.1.3. All voting members have a right to stand for election unless otherwise stated in this document.
 - 3.1.4. All voting members have a right to cast votes in all group elections and referenda.
 - 3.1.5. All voting members have a right to propose amendments to this constitution.

4. Article Four - Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.3. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.4. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.5. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

5. Article Five - Executive Committee, Managing Committee, and Faculty Supervisor Duties

5.1. The (Co-)President(s) must:

- 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.1.2. Appoint, in consultation and with the consent of the Executive Committee, committee chairpersons not otherwise specified in this constitution,
- 5.1.3. Initiate the occurrence of all HFIG events,
- 5.1.4. Oversee the operations, management, and success of the group,
- 5.1.5. Serve as spokesperson for the group,
- 5.1.6. Hold signing and financial authority along with the Vice-President and Treasurer(s),
- 5.1.7. Preside over meetings of the Executive Committee and/or members,
- 5.1.8. Delegate or undertake all tasks and activities involved in the organization of HFIG events that are not already allocated to other Executive or Managing Committee members according to this constitution,
- 5.1.9. Ensure a transition of office from one year to the next,
- 5.1.10. Submit all documentation relating to acquisition of funds (i.e. budget proposals),
- 5.1.11. Submit the HFES Student Chapter Recognition application.

5.2. The Vice-President must:

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Assist the President(s) in directing and serving HFIG, including all items listed in section 5.1 above,
- 5.2.3. Assume duties of the President(s) in their absence or if unable to do so,
- 5.2.4. Hold signing and financial authority along with the President(s) and Treasurer(s),
- 5.2.5. Ensure activities of the group comply with policies of the University of Toronto,
- 5.2.6. Coordinate organizational recruitment efforts.

5.3. The Secretary must:

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Maintain a list of group members,
- 5.3.3. Record notes and motions for meetings,

- 5.3.4. Notify all members of general meetings,
- 5.3.5. Act as the custodian of all HFIG records and archival data.
- 5.4. **The Treasurer(s) must:**
 - 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.4.2. Record all financial transactions of the group,
 - 5.4.3. Issue reimbursements associated with HFIG activities, assuring sufficient proof of expenditure is provided,
 - 5.4.4. Request reimbursements associated with HFIG activities, following rules and guidelines put forth by the reimbursing entities,
 - 5.4.5. Hold signing and financial authority along with the President(s) and Vice-President,
 - 5.4.6. Maintain a budget of income and expenses,
 - 5.4.7. Advise members on financial position of the group,
 - 5.4.8. Prepare an annual budget for the group.
- 5.5. **The Communications Directors(s) must:**
 - 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.5.2. Maintain the group website and all accounts associated with HFIG's web presence (i.e. social media),
 - 5.5.3. Oversee all promotional activity for HFIG-hosted and HFIG-endorsed events, including the creation of event pages, and the creation and publishing of promotional content for the mailing list and to all channels of HFIG's web presence,
 - 5.5.4. *Note:* Additional "Managing Committee" positions may be held by voting members and assume responsibility for some of the Communications Director(s) duties as well as additional duties as follows
 - 5.5.4.1. **Industry Liaison:** assist with outreach and communications with industry professionals
 - 5.5.4.2. **Social Media Manager:** sections 5.5.2 ("Maintain... all accounts associated with HFIG's web presence (i.e. social media)") and 5.5.3 ("Oversee...the creation and publishing of promotional content...to all channels of HFIG's web presence [except the mailing list]")
 - 5.5.4.3. **Events Manager(s):** section 5.5.3 ("Oversee...the creation of event pages") and may work alongside the President and Vice-President to plan events
 - 5.5.4.4. **Podcast Representative(s):** undertake all activities related to HFIG's podcast, unless otherwise delegated among members of the Executive Committee and Managing Committee
- 5.6. **The Undergraduate Representative(s) must:**
 - 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
 - 5.6.2. Represent and liaise with undergraduate students at the University of Toronto,
 - 5.6.3. Promote HFIG-hosted and HFIG-endorsed events to venues specific to undergraduate students,
 - 5.6.4. Organize and promote (with the support of other Executive and Managing Committee members) HFIG activities whose target audience is the undergraduate student population.
- 5.7. The **Faculty Supervisor** shall be a faculty member at the University of Toronto whose responsibilities involve the provision of guidance to, and oversight of, the Executive

Committee. The Faculty Supervisor's term shall be of indefinite length, with appointment administered by the Department of Mechanical and Industrial Engineering.

6. Article Six – Elections

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election. Positions on the Managing Committee may be filled as deemed necessary by those planning and/or administering the election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.4. The candidate winning the plurality of votes cast in the election for each position shall be deemed the winner, provided the candidate also receives a subsequent majority vote of confidence (defined hereafter as 50% of votes by voting members, rounded down, + 1).
- 6.5. For positions in which two candidates are running, the candidates may choose to run jointly, in which a majority vote of confidence will elect both candidates to the role. If the candidates choose to run independently, the candidate who receives more votes will be elected after a majority vote of confidence.
- 6.6. For positions in which three or more candidates are running, voting will be done for individual candidates. The candidate with the most votes will be elected after a majority vote of confidence, or alternatively they may motion to hold the role jointly with a candidate who received the second highest amount of votes. If a majority vote of confidence for this motion is reached, both candidates will be elected to the role.
- 6.7. With reference to sections 6.5 and 6.6, the Executive and Managing Committee voting member positions listed with “(s)” in their titles under Article Five may be held by a maximum of two voting members. All other positions should be held by one voting member.
- 6.8. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.9. If a role is left vacant after the election, the Executive Committee may make another call for nominations open to any eligible member who did not just unsuccessfully run for the role.
- 6.10. If no candidate is presented for an Executive Committee position or the position is vacated by resignation, impeachment or other circumstance, the position may remain vacant.

7. Article Seven – Finances

- 7.1. The Treasurer shall keep an active record of income and expenses, with assistance from the President(s) and Vice-President if necessary.
- 7.2. The group may not engage in activities that are essentially commercial in nature.
- 7.3. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.4. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

7.5. The group will not pay salaries to any of its officers.

8. Article Eight – Meetings

- 8.1. The Executive Committee shall meet at least monthly. All members of the Executive Committee are expected to attend monthly meetings unless there is an unresolvable conflict.
- 8.2. The group shall hold general meetings at least once per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

9. Article Nine - Termination of Membership

- 9.1. The Executive Committee may revoke the membership of any HFIG member who commits an act negatively affecting the interests of the group and its members, including non-disclosure of a significant or continuing conflict of interest.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the group's membership and will lose any privileges associated with being a member of the group.
- 9.7. Executive and Managing Committee members are subject to the same termination of membership process as general members.

10. Article Ten – Amendments

- 10.1. Motions to amend the HFIG constitution (this document) must be submitted in writing.
- 10.2. Amendments deemed “major” by the Executive Committee shall be voted upon by the general membership at a general meeting or asynchronously. Amendments deemed “minor” shall be voted upon by the Executive membership, either at an executive meeting or asynchronously.
- 10.3. Major amendments must be approved by a two-thirds majority of voting members present at the general meeting or voting asynchronously within seven days. Reasonable time shall be allotted for the proposer to address questions from the present voting members.
- 10.4. Minor amendments shall be distributed to the Executive Committee for evaluation and voting. Officers shall be allowed not less than three days, nor more than seven, thereafter to return their votes.

- 10.4.1. Approval of motions to amend the HFIG constitution shall require a two-third (2/3) vote of the Executive Committee and approval from the Faculty Supervisor.
- 10.4.2. In the event that the Executive Council fails to approve a motion, a petition bearing the signatures of at least five full members shall cause the amendment to be brought to the general membership under the same procedures as major amendments (section 10.3).
- 10.5. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.6. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.