

# **The Constitution of the University of Toronto Human Factors Interest Group**

## **Section I - Name and Purpose**

- 1.1. The name of this organization is the “University of Toronto Human Factors Interest Group”, hereinafter referred to as “HFIG”.
- 1.2. HFIG shall serve the students, staff, faculty, alumni and surrounding community of the University of Toronto.
- 1.3. The purposes of HFIG shall be:
  - i. To promote and advance the understanding of the 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. To create and promote opportunities for members to network, socialize and build community around common academic, professional and social interests
  - iii. To represent the human factors student community of the University of Toronto when such representation is in the interests of members and of HFIG
- 1.4. HFIG shall operate independently from external interests, democratically, under a not-for-profit model, and with adherence to all relevant rules and guidelines enacted by the University of Toronto and Ontario and Canadian law.
- 1.5. All actions and events of HFIG shall strive to be anti-oppressive surrounding (but not limited to) race, gender, sex, sexuality, ability, religion, class, and immigration status.

## Section II - Membership

- 2.1. Any member of the greater University of Toronto community can become a member of HFIG.
- 2.2. An **associate member** is any individual declaring an interest in the field of human factors by signing up to the HFIG mailing list on the chapter website.
- 2.3. A **full member** is defined as a registered student, HFIG alumnus/alumna, or any University of Toronto faculty or staff member who meets the following criteria:
  - i. Is signed up on the chapter website
  - ii. Holds an active membership in the Human Factors and Ergonomics Society
- 2.4. A voting member is any associate member who has volunteered for, or attended, at least one HFIG-hosted event in the current or previous calendar year.
- 2.5. Members in good standing shall be entitled to receive notices about and participate in all HFIG activities, inspect official HFIG records, and insist on enforcement of HFIG Bylaws.
- 2.6. The membership of a person in HFIG may be terminated at any time by voluntary resignation, or by expulsion by a two-thirds vote of the full Executive Committee. Sufficient causes for involuntary termination may include, but are not limited to, conduct prejudicial to HFIG purposes (for which an appeal may be made to the Executive Committee, if requested in writing 30 days from receipt of notice of termination).
- 2.7. Procedures and conditions for the reinstatement of members shall be established by the Executive Committee subject to the requirements of the other pertinent sections of this Article.

### **Section III - Executive Committee Officers**

- 3.1. The Executive Committee is collectively responsible for the fulfilment of HFIG's purposes as stated in Section I.
- 3.2. The Executive Committee shall be comprised of Officers the following roles:
  - i. President
  - ii. Vice-President
  - iii. Treasurer
  - iv. Communications Director
  - v. Secretary
  - vi. Undergraduate Representative
  - vii. Faculty Supervisor
- 3.3. The roles of President, Communications Director, and Undergraduate Representative may be held by more than one person concurrently.
- 3.4. The (Co-)President(s) shall be the chief executive officer(s) of HFIG, responsible for but not limited to:
  - i. Presiding over HFIG meetings
  - ii. Appointing, with the counsel and consent of the Executive Committee, committee chairpersons not otherwise specified in this constitution
  - iii. Initiating the occurrence of all HFIG events
  - iv. Delegating or undertaking all tasks and activities involved in the organization of HFIG events that are not already allocated to other Officers according to this constitution
  - v. Submission of all documentation relating to acquisition of funds (i.e. budget proposals)
  - vi. Submission of the HFES Student Chapter Recognition application
- 3.5. The Vice-President shall be the chief operating officer of HFIG, responsible for but not limited to:
  - i. Assisting the President(s) in directing and serving HFIG, including all items listed in section 3.4 above
  - ii. Undertaking presidential responsibility in the event that the President(s) is/are unable to perform their duties
- 3.6. The Treasurer shall be responsible for, but not limited to:
  - i. Keeping a true and faithful record of all HFIG financial transactions
  - ii. Issuing reimbursements associated with HFIG activities, assuring sufficient proof of expenditure is provided
  - iii. Requesting reimbursements associated with HFIG activities, following rules and guidelines put forth by the reimbursing entities

- 3.7. The Communications Director(s) shall be responsible for, but not limited to:
  - i. Maintenance and updating of the HFIG website and all accounts associated with HFIG's web presence (i.e. social media)
  - ii. Maintenance of registration forms and the membership list, including electronic mailing lists
  - iii. 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
  - iv. Acting as the primary contact person for inquiries relating to participation in HFIG-hosted and HFIG-endorsed activities
- 3.8. The Secretary shall be responsible for, but not limited to:
  - i. Keeping a true and faithful record of all HFIG meetings
  - ii. Acting as the custodian of all HFIG records and archival data
  - iii. Chairing the Membership, Nominations and Elections Committee as per Section IV
- 3.9. The Undergraduate Representative shall be responsible for, but not limited to:
  - i. Representing and liaising with undergraduate students at the University of Toronto
  - ii. Promotional activity for HFIG-hosted and HFIG-endorsed events to venues specific to undergraduate students
  - iii. The organization and promotion (with the support of other Officers) of HFIG activities whose target audience is the undergraduate student population
- 3.10. 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.

## **Section IV - Election of Officers**

- 4.1. Executive Committee elections shall be held at an annual Election Meeting, shortly after the start of the calendar year. The date of this meeting shall be set by the outgoing Executive Committee, with best efforts to accommodate the availability of potential nominees.
- 4.2. A call for nominations shall be issued a minimum of ten days prior to the election date. Candidates may be nominated for a maximum of three (3) Executive Committee roles, which must be ranked in preference.
- 4.3. Any associate member of HFIG (see section 2.4) are eligible for nomination and Executive Committee membership.
- 4.4. At the Election Meeting, eligible members shall verbally nominate themselves, or an eligible member, for each Executive Committee role. Nominations for all Executive Committee roles shall be finalized before the voting takes place.
- 4.5. Candidates may withdraw their candidacy at any point in the election procedure.
- 4.6. If agreed upon unanimously by all nominees and present voting members, voting may take place orally according to the following procedures:
  - i. Votes for roles in which a candidate is running uncontested for their first choice shall take place first in the order listed in section 3.2, followed by all other roles (in the order listed in section 3.2).
  - ii. Before the voting of each role, each candidate has a maximum of one minute to address the present voting members. If agreed upon by a majority vote, this time limit may be modified.
  - iii. A majority vote of confidence (defined hereafter as 50% of votes by voting members, rounded down, + 1) will elect an uncontested candidate.
  - iv. For roles 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.
  - v. For roles 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.

- 4.7. If oral voting is not unanimously consented to, a ranked ballot vote shall take place according to the following procedures:
- i. Ballots shall be counted under the supervision of one (1) voting member who chooses to forfeit voting rights, or the faculty supervisor.
  - ii. A ballot shall be created listing all candidates running for each role and their preference rankings. If feasible, the ballot counter identified above may print paper copies for all present voting members while nominees are giving addresses. If this is not feasible, a template ballot will be displayed, and paper will be provided for present voting members to copy and fill out the template.
  - iii. For each role (going in the order listed in Section 3.2), each candidate has a maximum of one minute to address the present voting members. If agreed upon by a majority vote, this time limit may be modified.
  - iv. Ballots shall be ranked. Voters may rank all candidates, including the “No confidence” option, with a rank of 1 being the highest rank.
  - v. If voters do not rank all candidates, transfer votes remaining after their last ranked candidate will be counted as non-confidence.
  - vi. Elections with one (1) possible victor shall be won by a 50% (rounded down) + 1 majority of ballots cast.
  - vii. Elections with two (2) possible victors shall be won by a 50% (rounded down) + 1 majority of votes cast. Once a 50% (rounded down) + 1 majority is attained by one candidate in an election with two (2) nominees, the candidate with the majority of votes shall be elected and removed from the ballot for the remaining position. Those ballots which ranked this candidate 1st will be recounted towards the candidate ranked 2nd.
  - viii. If only one (1) candidate is presented for an Executive Committee position, the candidate shall be acclaimed by a 50% (rounded down) + 1 of ballots cast vote of confidence.
  - ix. If a 50% (rounded down) + 1 majority is not attained in elections with more than one (1) running candidate, the candidate with the fewest ballots ranked 1st will be dropped from the election. Those ballots which ranked this candidate 1st will be recounted towards the candidate ranked 2nd.
  - x. Candidates elected to an Executive Committee position shall be removed from the running for any other Executive Committee positions with a lower preference.
  - xi. After all votes have been counted and victors (or vacant roles) have been announced, a motion to destroy the election ballots will be brought to the assembly. Voting to destroy the ballots is considered an agreement that a recount is not needed. If the motion does not pass with a 2/3 majority, the ballots for all positions will be recounted.

- 4.8. The election results shall be declared directly following the completion of elections for every Executive Committee role.
- 4.9. If a role is left vacant at an Election Meeting after the elections, the Executive Committee may make another call for nominations open to any eligible member who did not just unsuccessfully run for the role.
- 4.10. 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.
- 4.11. A general meeting may be called to have a byelection for vacant position(s).
- 4.12. The newly elected Executive Committee may redistribute the responsibilities of the vacant position until an interested candidate is presented, if it is determined that the redistributing of responsibilities will not negatively impact the functioning of HFIG.
- 4.13. The Executive Committee may choose to appoint an eligible member to fill a position vacated by resignation, impeachment or other circumstance, foregoing election.
  - i. Appointments made by the Executive Committee may be ratified or nullified at a GM.
  - ii. If an interested candidate is presented for a position filled by appointment, a byelection shall be called, in compliance with the policies described above.
- 4.14. The Officers shall assume their offices on the first day after the close of the Election Meeting (or general meeting, in the case of a byelection) following their election. They shall hold office until their successors accept office in their stead, or until the Executive Committee have declared their office vacant as provided for elsewhere in this constitution. The terms of all officers shall be one year commencing at the start of the calendar year and continuing until the start of the next calendar year.

## **Section V - Constitutional Amendments**

- 5.1. Motions to amend the HFIG constitution (this document) must be submitted in writing, in a document that highlights the differences between the current constitution and the proposed revision.
- 5.2. Amendments deemed “major” by the Executive Committee shall be voted upon by the general membership at a general meeting. Amendments deemed “minor” shall be voted upon by the Executive membership, either at an executive meeting or asynchronously.
- 5.3. Major amendments must be approved by a two-thirds majority of voting members present at the general meeting. Reasonable time shall be allotted for the proposer to address questions from the present voting members.
- 5.4. Minor amendments shall be distributed to the Executive Committee Officers for evaluation and voting. Officers shall be allowed not less than three days, nor more than seven, thereafter to return their votes.
  - i. 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.
  - ii. 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 5.3).
- 5.5. Amendments shall take effect immediately, unless otherwise deemed appropriate and necessary by the Executive Committee and present voting members (where applicable).