



Student Chapter Handbook

2019/2020

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CHAPTER 1

INTRODUCTION

This chapter provides an overview of the Student Chapter Handbook and describes the Student Chapter of the Human Factors and Ergonomics Society Malaysia (HFEM).

1.1 Overview of Student Chapter Handbook

The HFEM Student Chapter Handbook is designed to provide guidance and information to colleges and universities students in starting and organizing student chapters.

The handbook provides guidance and information on the following:

- How to start a new student chapter?
- How to manage a student chapter?
- What are the sample activities for student chapters?
- What awards and recognitions are available for student chapters?

The handbook is prepared and revised as necessary by the Student Chapters Committee of the HFEM.

1.2 Student Chapter of HFEM

A Student Chapter of HFEM is a group of students interested in Human Factors and Ergonomics who coordinates events and activities that will benefit students, their higher institution, HFEM Committees and SIGs, HFEM, government, industries, and community in general. A Student Chapter shall together with the HFEM to promote RAGI (**R**akyat, **A**cademics, **G**overnment, and **I**ndustry) – the four focus groups – on sharing and enhancing the awareness, knowledge, and development of the Human Factors and Ergonomics in Malaysia. This acronym (RAGI) was created by the HFEM Past President, Dr. Halimahtun Khalid which also signifies the characteristics of *ragi* (Malay term for yeast).

Benefit of having a student chapter is to enhances student participation in the HFEM and Student Chapters events and activities by providing opportunities for professional development, community services, and networking with Human Factors and Ergonomics community and stakeholders in Malaysia.

A Student Chapter operates under the auspices of HFEM in general, more particularly, the Student Chapters Committee. A Student Chapter and the HFEM/Student Chapters Committee shall support and promotes each other events and activities in enhancing the development of Human Factors and Ergonomics arena in Malaysia.

CHAPTER 2

STARTING A NEW CHAPTER

This chapter addresses the procedure and flow (step-by-step) in establishing a new Student Chapter. The details are described in the following sub-sections, and the flowchart to start a new chapter is presented in Appendix A.

2.1 Member Recruitment

To start a student chapter, you should recruit at least five (5) students who are interested in joining the chapter. It is recommended (not necessary) that the recruitment to cover different background of student programs such as Engineering, Safety & Health, Medicine, Psychology, Computer Technology, Architectures, Sciences, and etc.

2.2 Establish the Pro Tem

The group should establish a Pro Tem line up officers for the Student Chapter. Generally, you will need to appoint the following: (i) President; (ii) Vice President; (iii) Secretary; (iv) Treasurer; and (v) Communication Exec. Other committee members can be appointed if any. A representative of the group must complete an application for the student chapter (this is to complete Part A & B of the *Student Chapter Application Form*). However, once the Student Chapter is approved by the Student Chapters Committee, the new officers should be elected through the first Annual Grant Meeting (AGM) of the Student Chapter.

2.3 Getting a Faculty Advisor

Once the Pro Tem are formed, the group should get a Faculty Advisor (who has to be a member of the HFEM) from their institution. Approach a potential Faculty Advisor and obtain his or her consent to become your chapter's Faculty Advisor (this is to complete Part C of the *Student Chapter Application Form*). A support letter from the Faculty Advisor also need to be submitted with the application for the student chapter. The group may contact the Chair of the Student Chapters Committee at student@hfem.org to request the list of HFEM members from their institution if needed.

2.4 Develop Constitution and Bylaws

The Constitution for the student chapter shall address the general statement of the purpose and affiliation of the student chapter. The Bylaws are the details of following: (i) name of your chapter – basically the institution name follows by ‘Student Chapter’ e.g. IIUM Gombak Student Chapter; (ii) membership requirements; (iii) officer descriptions and duties; (iv) government; and (v) meeting guidelines. The last page of the Constitution and Bylaws must include the signatures of the members who approved the Constitution and Bylaws, the percentage of the membership they represent, and the date of approval. Sample of the Constitution and Bylaws (sample from the Human Factors and Ergonomics Society, 2018) is presented in Appendix B.

You may refer to the Faculty Advisor and/or the Student Chapters Committee for an assistant in preparing the Constitutions and Bylaws for your chapter. You may also adopt the sample as presented in Appendix B. It is advisable that the Constitution and Bylaws should be solid yet brief and flexible. The completed Constitutions and Bylaws of the Student Chapter need to be attached with the application for the student chapter.

2.5 College/University Permission

To be eligible for consideration as a student chapter, you will have to obtain a permission letter from the management of your host-college or university. You also need to complete Part D of the *Student Chapter Application Form*. Please consult your Faculty Advisor in determining the responsible department/division of the institution to obtain the permission.

2.6 Application to HFEM-Student Chapters Committee for Affiliation

A representative of the group need to complete the *Student Chapter Application Form* (as presented in Appendix C) and submit the application together with the other credentials. The checklist for the Student Chapter application is presented in Appendix D.

Send an electronic file of the application form and credentials to the Chair, Student Chapters Committee at student@hfem.org. The Chair of the Student Chapters Committee will review your application materials, and work with you to ensure all requirements have been met. Once complete, your application will be submitted to the Student Chapters Committee for an approval.

2.7 First Annual Grand Meeting Report

Once the application is approved, the chapter will have to conduct the 1st Annual Grand Meeting (AGM). The new officials for the Student Chapter need to be elected during the 1st AGM. In addition, the general description of the calendar-year activities need to be addressed (this is to complete the *1st AGM Report Form* as presented in Appendix E). The secretary of the Student Chapter will have to send an electronic file of the *1st AGM Report Form* to the Chair, Student Chapters Committee at student@hfem.org. The submission need to be done within 30 days from the approval date of the student chapter.

CHAPTER 3

MANAGING STUDENT CHAPTER

Managing the Student Chapter is crucial in order to keep the chapter alive from one academic year to another. Thus, this chapter provides general guidelines and information on how to managing the Student Chapter effectively.

3.1 Election of Officers and AGM

Election of officers need to be done during the AGM. While the first AGM need to be done shortly after the Student Chapter registration, the following AGMs need to be done annually, in which in the month of April. The Chair of the Student Chapters Committee will send a reminder to each Student Chapter in regards to this matter.

3.2 Officer Transition

A smooth officer transition should strategically planned. As mentioned previously, a new officers need to be elected during the AGM in the month of April. This is to ensure a smooth transition from the old officers to the new officers. Having the AGM in the month of April – approximately two months before the end of the Semester 2 – will provide an ample time for the old officers to pass their job to the new officers. Be aware that some of the old officers might be graduating students, thus, the transition will be smoother while the old officers are still residing in the college/university.

Beside the period of transitioning, another important element of transition is the information and documentation that need to be transferred from the old officers to the new officers. The most importance information is the Constitution and Bylaws. Old officers (with advices by the Faculty Advisor) should ensure the new officers to understand the Student Chapter Constitution and Bylaws so that the new officers are aware of the Student Chapter's vision & mission, and rules & regulations. In addition, all documents and filings (e.g. financial statement, past activities record, and etc.) in regards to the administration of the chapter need to be transferred to the new officers. Furthermore, all the activities that have been planned for future also need to be addressed to the new officers to ensure the continuity of the plans.

3.3 Periodic Officers Meeting

A Student Chapter is encouraged to have a periodic officers/committee meeting. It is suggested that a student chapter to have a monthly meeting to discuss matters that relates to the chapter. Meeting minutes should be kept in one file for future references.

In the circumstances that could not have been reasonable foreseen which require immediate attention and possible action of the officers, the officers could call for an emergency meeting.

3.4 Annual Events & Activities Calendar

A student chapter should plan the annual events and activities calendar for their chapter. This will enable the chapter to foreseen any potential problems in relates to the activities such as to avoid the conflicting date of the activities with other events and commitments (e.g. HFEM activities, institution activities, exam period, and etc.).

3.5 Monthly Report to the Faculty Advisor

Working closely with the Faculty Advisor will be the key for a successful student chapter. Thus, the chapter should always consult with their Faculty Advisor to have his or her insight in all activities and events of the chapter. In addition, a periodic report to the Faculty Advisor is crucial so that he or she is aware on the current update of the chapter, and it is recommended a monthly report of the chapter activities to be submitted to the Faculty Advisor.

3.6 Bi-annual Report to the Student Chapters Committee

A Student Chapter need to send a bi-annual report to the Chair, Student Chapters Committee at student@hfem.org (this is to complete the *Bi-annual Report Form* as presented in Appendix F). These reports need to be submitted in May (due on May 5th) and December (due on December 12th). The Chair of the Student Chapters Committee will send a reminder to the student chapter.

3.7 Student Chapter E-mail

A Student Chapter is strongly encouraged to ask their institution to create an e-mail account for the chapter with a screen name that can be used from year to year by incoming officers e.g. hfem@iium.edu.my. This is to ensure a smooth communication between the chapter with other parties e.g. the Student Chapters Committee.

3.8 Recruiting New Members

Another importance issue in keeping the chapter alive from one academic year to another is to always recruiting new members for the chapter. As we are aware that some of the members are graduating students and will leaving the institution, it is crucial to recruit new members to join the chapter. A Student Chapter should have a strategic plan on the recruiting activities with the aim to increase the number of members, especially in the diversities of the background of the members. Periodic analysis on the total number of members of the chapter would give an input to strategically plan for the recruitment process.

3.9 Funding for the Student Chapter

Funding is crucial to smoothly run a chapter. The chapter may come out with their own funding such as a modest membership fee (e.g. RM5) and generate funding through the chapter's events and activities (as normally done by other student clubs). In addition, the chapter also could identify potential funding that are available from the department and the institution (consult with the Faculty Advisor on this matter). Furthermore, it is possible for the chapter to propose a collaboration in conducting events and activities with other Student Chapters or the HFEM and requesting a funding from the HFEM. Similar approach – the collaboration of events and activities – also can be done with other government departmental or companies.

3.10 Resources for Student Chapters

Whenever there is a question or facing a problem in running the chapter, the Student Chapters Committee encourage the chapter to always consult with their Faculty Advisor. In addition, Student Chapters Committee and HFEM always welcomes for any discussion if a particular student chapter need advises and supports.

Collaboration between student chapters is strongly encouraged. If there is events and activities, a student chapter is suggested to always share and invites other student chapters to join. Co-join events and activities is highly recommended. The chapter may also conduct a field trip to other student chapter institutions and tour their facilities in general, more particularly, facilities that relates to Human Factors and Ergonomics.

3.11 Student Chapters Committee Support

In general, all communication between the Student Chapter and the Student Chapters Committee should be addressed to the Chair of the Student Chapters as the following:

Chair, Student Chapters Committee

E-mail: student@hfem.org

3.12 Disaffiliation

If a particular chapter at any particular time become inviable – for whatever reasons e.g. inactive, or not enough member to make the transition – please contact the Chair of the Student Chapters Committee for further discussion in which the Student Chapters Committee will help in any way to resolve the matters.

However, if the chapter decided to close down the chapter, the chapter must send a written request for the disaffiliation to the Chair of the Student Chapters Committee. This request must be signed by majority of the members (>50%) and the Faculty Advisor. In addition, a copy of a notification letter – that is used to gazetted to all members about the disaffiliation of the chapter – need to be attached with the request. The complete request will be forwarded to the Student Chapters Committee for decision.

In the extreme situation, the Student Chapters Committee may terminate the affiliation of a chapter due to the following;

- Failure to submit *Bi-annual Report Form* for two or more consecutive years
- Failure to comply with its own chapter's Bylaws
- Disaffiliation by its host-institution
- Conduct prejudicial to the interest of the Student Chapters and the HFEM

CHAPTER 4

SAMPLE ACTIVITIES FOR STUDENT CHAPTERS

This chapter gives ideas of some of the activities that can be done by student chapters. While the events and activities that will be described below are Human Factors and Ergonomics related, events and activities that are non-Human Factors and Ergonomics related are strongly encourage.

4.1 Guest Speaker

- Invite academics (from your institution or from other colleges/universities) to give talk on a particular topic in Human Factors and Ergonomics especially on the current issue topic, overview of the Human Factors and Ergonomics education and programme available in Malaysia, facilities available at their institution, their research activities, or about postgraduate opportunities
- Invite speaker from industry to give talk on the Human Factors and Ergonomics practice at their workplaces, current issue of Human Factors and Ergonomics at workplaces, or job prospect & opportunities that relates to Human Factors and Ergonomics
- Invite speaker from Government (e.g. DOSH) to give talk on the laws, regulations, and guidelines as well as the concern issue on a particular diseases or disorders in Malaysia that is associated to Human Factors and Ergonomics
- Invite people form HFEM, or the SIGs of the HFEM to give exposures of the society and their events and activities
- Invite alumni of the Chapter to give their insight on the '*before & after college experiences*' that are relates to Human Factors and Ergonomics
- Conduct a forum session among the academics, industry, and government on a particular issue especially on the current issue of Human Factors and Ergonomics
- Conduct a seminar on a particular issue or a current issue of Human Factors and Ergonomics

4.2 Educational Trip

- Conduct an educational trip to a particular industry (companies) that are relates to Human Factors and Ergonomics
- Conduct an educational trip to NIOSH Ergonomics Laboratory
- Conduct an educational trip to other institution Human Factors and Ergonomics research laboratories
- Conduct an educational trip to other departmental in your own institution

4.3 Collaboration

- Inter-department events and activities
- Inter-Student Chapter events and activities
- Inter-university/college events and activities
- Collaboration with government departmental
- Collaboration with industry (companies)
- Collaboration with the Student Chapter Committee & HFEM

4.4 Activities with HFEM and SIGs of HFEM

- Participate or contribute services for HFEM/SIGs events and activities e.g. conferences, ErgoCup Design Competition, Ergonomics Awareness Video Competition, Final Year Project Poster Day, and etc.
- Participate or contribute services for HFEM/SIGs seminar and training
- Submit manuscript to Human Factors and Ergonomics Journal that is own by the HFEM
- Contribute services during the HFEM's Annual Grant Meeting which in normally take place in September
- Contribute services during the Student Chapters Annual Grant Meeting which is normally take place in June

4.5 Outreach/Volunteerism

- Participate in or contribute services to the institution events and activities
- Go to primary or secondary school to promote Human Factors and Ergonomics
- Receive a visit from local primary or secondary school and arrange a programmes and activities that relates to Human Factors and Ergonomics

- Participate in or conduct activities for special day festivities (on or off campus) to promote Human Factors and Ergonomics
- Participate in or conduct activities during the month of the Global Human Factors and Ergonomics which is October
- Participate in volunteering & humanitarian events and activities
- Contribute to the community and solving their problems especially those that are relates to Human Factors and Ergonomics
- Conduct a Human Factors and Ergonomics related awareness programmes (on or off campus)

4.6 Exploration/Creativity

- Create a Human Factors and Ergonomics awareness day or week
- Create a competition and contest at the host-institution that relates to Human Factors and Ergonomics
- Create a real world activity on the application of Human Factors and Ergonomics (problem solving activities)
- Create a student awards in regards to Human Factors and Ergonomics
- Submit writing on the Human Factors and Ergonomics topic to the newspapers

4.7 Socials/Activities among Chapter Members

- Monthly social gathering e.g. BBQ, picnic, sporting events, game night, and etc.
- Establish a Human Factors and Ergonomics Journal Club – e.g. critics on a particular literature, in which can be done on weekly basis
- Establish the Chapter's Newsletter/Bulletin
- Monthly seminar or events on Human Factors and Ergonomics
- Mentorship programme to the new members
- Recruitment activities to increase the number of members and diversity of the members' background e.g. during the orientation week, or promote the chapter to the departments that are no representative in the chapter
- Create a website for the chapter and maintaining the information and updates
- Create an information database for the members and alumni of the chapter
- Create a *WhatsApp* group for the members

- Create a *Facebook, Instagram, twitter,* and etc. for the chapter
- Establish the Chapter Coffee Hours e.g. weekly basis where members can socially hangout
- Establish the Thesis Café e.g. weekly basis where member can discuss on their project or research
- Alumni meeting and dinner

CHAPTER 5

AWARDS AND RECOGNITIONS

Currently, the Student Chapters Committee have identified two kinds of awards and recognition for Student Chapters. There are ‘Student Chapter Recognition’ and Creativity Award’. The details of these awards and recognition is described in the following sub-sections.

5.1. Student Chapter Recognition

In order to appreciate the involvement of a Student Chapter in the development of Human Factors and Ergonomics in Malaysia (especially involving the higher institution community), the Student Chapters Committee would like to recognize these outstanding student chapters for their efforts and contributions. However, instead of making it as a competition among the student chapters, currently, the committee prefer to opt for the recognition awards. A student chapter will be requested to submit its list of events and activities to the Chair of the Student Chapters by using the *Student Chapter Recognition Form* (as presented in Appendix G). This form is due on May 5th of each year.

Basically, the events and activities are categorized into five categories – *Rakyat*, Academic, Government, Industry, and Chapter. The first four categories are to support the focus groups of HFEM, while the last category – Chapter – is the student chapter events and activities to foster interaction among the student chapter members. For example, if a particular event or activity involves the industry, it should be categorized as the events and activities for ‘Industry’. However, the Student Chapter has to notify which events and activities belong to which category by completing the *Student Chapter Recognition Form*.

The recognition of a student chapter will be based on the number of events and activities that was done by the student chapter in one year (the form is due on May 5th). There are three classifications of recognition – GOLD, SILVER, and BRONZE. The number of events/activities need to be done to obtain a particular recognition (Gold, Silver, or Bronze) is listed in the Table 1. For example, in order to obtain a GOLD Recognition level, a chapter need to show documentation that they have completed at least three (3) events and activities for each

category of events and activities – *Rakyat*, Academic, Government, Industry, and Chapter. The same explanation applies for the SILVER and BRONZE recognition levels.

Table 1: Minimum number of events and activities need to be done to obtain a particular medal of recognition award.

Recognition Level	<i>Rakyat</i>	Academic	Government	Industry	Chapter
GOLD	3	3	3	3	3
SILVER	2	2	2	2	2
BRONZE	1	1	1	1	1

5.2 Creativity Awards

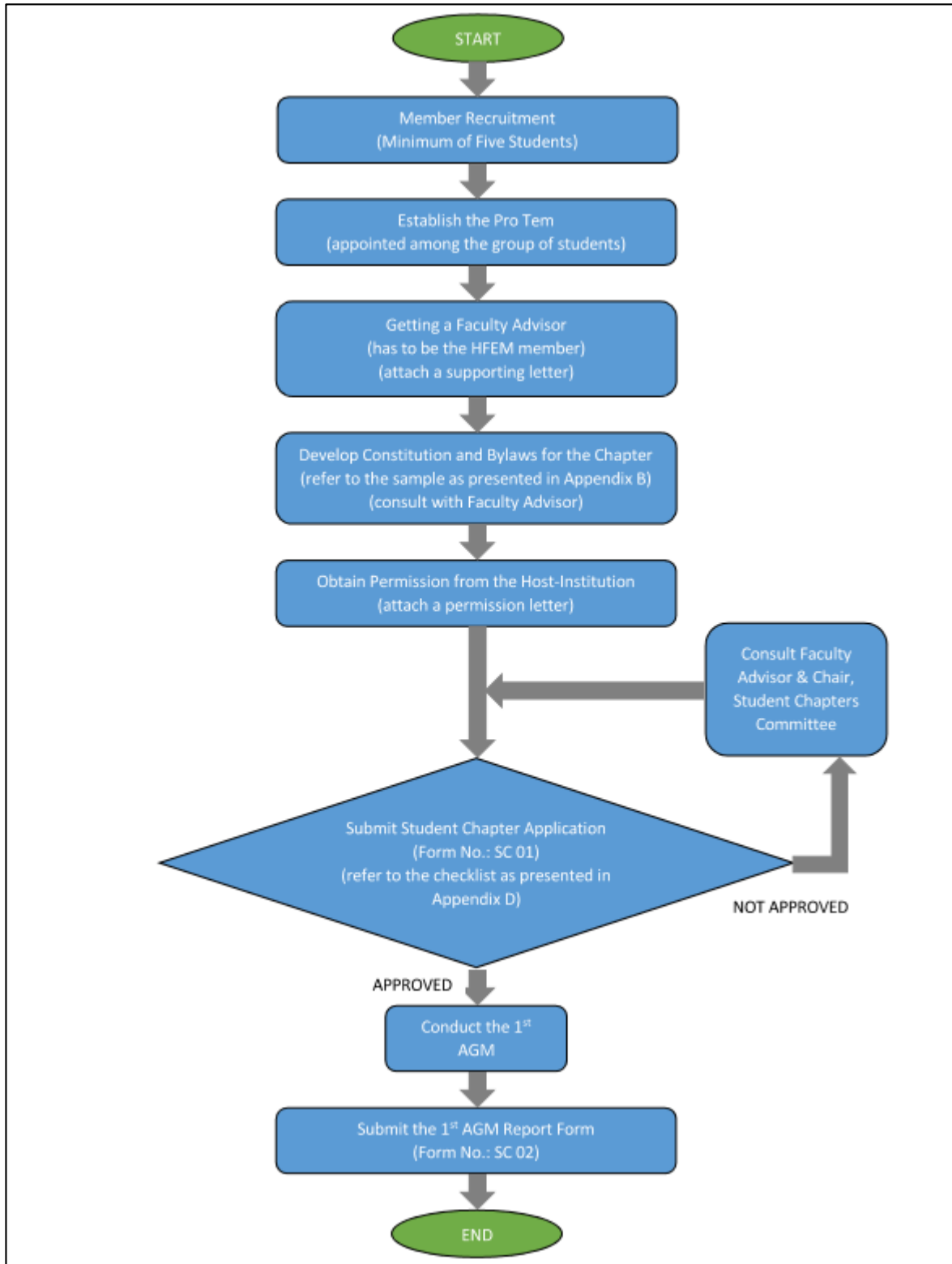
Sometimes, the number of events or activities cannot justify the creativity and outcomes of a particular events or activities. Thus, the Student Chapters Committee would like to introduces the ‘Creativity Award’ in order to appreciate the events or activities that has a unique approach (e.g. something novel) as well as resulting a big impact in the development of the Human Factors and Ergonomics in Malaysia. This initiative is to promote a creative and innovative cultural among the members of the Student Chapters. Each Student Chapter can submit up to five (5) applications for this award. Among all applications from all Student Chapters, the Student Chapters Committee will choose the Top 10 creative events or activities and all these ten (10) events and activities will be awarded the ‘Creativity Award of the Year’. Application for this award should be submitted to the Chair of the Student Chapters Committee by using *Creativity Award Form* as presented in Appendix G. The application is due on May 5th of every year.

5.3 Other Awards and Recognitions

Besides the two awards & recognitions above, the Student Chapters Committee may have an additional recognitions and awards to be offer to the student chapters. If any, all Student Chapters will be updated in advance.

APPENDICES

A: Flowchart to Start a New Chapter



B: Sample of the Constitution and Bylaws (HFES, 2018)

SAMPLE CONSTITUTION AND BYLAWS

(Bylaws updated May 2011)

Constitution

University of _____ HFES Student Chapter

The University of _____ HFES Student Chapter is organized to serve the needs of the human factors profession at the University of _____. Its purpose is to promote and advance the understanding of the human factors involved in the design, manufacture, and use of machines, systems, environments and devices of all kinds through the interchange of knowledge and methods in the behavioral, biological, and physical sciences and in industrial, computer science and other relevant engineering disciplines.

The University of _____ HFES Student Chapter is established as an affiliate of the Human Factors and Ergonomics Society, Inc., a nonprofit corporation chartered by the State of California, to operate exclusively for charitable, educational, scientific, and literary purposes by authority of and in accordance with the Articles of Incorporation, the Bylaws, and the Operating Rules of the Society now in force or hereafter amended.

Bylaws

University of _____ HFES Student Chapter

Article I - Name

The name of this organization is "The University of _____ HFES Student Chapter".

Article II - Purpose

The University of _____ HFES Student Chapter, hereinafter referred to as the Chapter, is an affiliate of the Human Factors and Ergonomics Society, Inc., a nonprofit corporation chartered by the State of California. Purposes of the Chapter are those set forth in the Articles of Incorporation of the Human Factors and Ergonomics Society, Inc., hereinafter referred to as the Society.

Article III - Membership

Section 1. Classes of Membership.

The voting membership shall include Members and Associates of the Chapter.

Section 2. Qualifications for Membership.

a. **Member.** Members are students, faculty or staff at the University of _____ who show an interest in the field of human factors and complete the Chapter's application process.

b. **Associate.** Associates are those persons active or interested in human factors or related fields but who do not qualify for election to the grade of Member.

Section 3. Application for Membership. Persons who wish to apply for membership shall submit a written or electronic application to the Chapter Secretary on a prescribed form. This form must include acceptable evidence of the applicant's qualifications for either member or associate status.

Section 4. Privileges.

a. **Members.** Members in good standing shall be entitled to vote, receive notices, participate in all activities of the chapter, receive one copy of all chapter publications, and have a hearing before termination. Only members shall be able to hold office.

b. **Associates.** Associates in good standing shall be entitled to all privileges of Membership except that they may not hold office.

Section 5. Termination of Membership. The membership of a person in the Chapter may be terminated at any time by voluntary resignation, or by involuntary termination by a two-thirds vote of the full Executive Council. Sufficient causes for involuntary termination include: 1) failure to pay dues for one year, or 2) conduct prejudicial to the purposes of the Chapter (for which an appeal may be made to the Executive Council, if requested in writing 30 days from receipt of notice of termination).

Section 6. Reinstatement of Members. Procedures and conditions for the reinstatement of members shall be established by the Executive Council subject to the requirements of the other pertinent Sections of this Article.

Section 7. Dues. Annual dues for membership shall be established by the Executive Council.

Article IV – Officers

Section 1. Designation.

- President
- Vice President
- Secretary
- Treasurer
- Communications Director
- Chapter Adviser

The president, treasurer, and one other officer must be student affiliate members of HFES.

Section 2. Duties of Officers. The officers of the Chapter shall perform the regular and customary duties of their offices and other duties that may be required of them by the Executive Council, Chapter Bylaws, or the Human Factors and Ergonomics Society.

a. **President.** The President shall be the chief executive officer of the Chapter and shall be a member of the Executive Council. The President shall preside over meetings of the Chapter and the Executive Council. The President shall appoint, with the advice and consent of the Executive Council, all committee chairmen not otherwise specified in these Bylaws.

b. Vice President. The Vice President shall act as an understudy to the President, and become acquainted with the business and operations of the Chapter. The Vice President shall assume the duties of the President during the President's temporary absence, or in the event that the President is not able to perform his or her duties, as determined by a two-thirds vote of the Executive Council. The Vice President shall be a member of the Executive Council.

c. Secretary. The Secretary shall keep a true and faithful record of all business meetings of the Chapter and of the Executive Council. The Secretary shall be the custodian of all records and correspondence of the Chapter and shall maintain the membership list and other mailing lists pertinent to Chapter business. The Secretary shall be a member of the Executive Council.

d. Treasurer. The Treasurer shall be responsible for the money and securities of the Chapter. The Treasurer shall keep a true and faithful record of all financial transactions and shall prepare the annual financial status report, which shall correspond to the same fiscal year as the Society. The Treasurer shall deposit Chapter funds to the account of the Chapter in a bank or trust company selected by the Executive Council. The Treasurer shall disburse such funds only upon approval by the Executive Council.

e. Communications Director. The Communications Director shall be responsible for creating and maintaining electronic and written forms of communication within and beyond the Chapter. Such forms may include a periodic newsletter and a website. The Communications Director shall be a member of the Executive Council.

f. Faculty Adviser. The Faculty Adviser shall be responsible for the academic oversight of the Chapter. Specific duties include facilitating interactions between the Chapter and the university and communicating with the national organization as needed. In addition, the Faculty Adviser shall be responsible to initiate an impeachment process for an incumbent officer who fails to fulfill his or her responsibility to the Chapter. The Faculty Adviser must be a Full Member of HFES.

Article V - Executive Council

The affairs of the Chapter shall be managed by the Executive Council, which shall consist of the elected Officers and the Faculty Adviser(s). The President shall call meetings of the Executive Council at least twice annually to administer the affairs of the Chapter (such meetings may be held in conjunction with regular chapter meetings). The chair of each standing committee shall report at these meetings.

Article VI - Election Of Officers

Section 1. Nomination. At least two weeks prior to the Annual Business Meeting of the Chapter, the Chair of the Membership, Nominations and Elections Committee shall issue a call for nominations to all Members in good standing for the offices to be filled. One week after the date nomination ballots are sent, nominations from the membership shall be closed and the Executive Council shall begin to prepare the election ballot. This ballot shall include, for each office, the names of the person(s) who received the largest number of nominating votes and who are both eligible and willing to stand for that office, as determined by the Executive Council. If any nominee is ineligible or unwilling to stand for office, the name of the person who ranks next in nominating votes, and who is eligible and willing to serve for that office shall be substituted. At a minimum, at least one

nominee and space for a write-in candidate should be provided. If no nominees are identified for a given position, the Executive Council may make additional nominations.

Section 2. Election. After the closing of nominations, the Executive Council shall distribute the election ballot to all Chapter Members in good standing. After a suitable period to collect votes, the Executive Council shall close the election and count the votes. The candidate for each office who receives a majority of the votes cast shall be elected. Tie votes for any office shall be resolved by drawing lots. The incumbent President shall notify the winning candidates of their election and shall direct that their names be published within 45 days in any publication distributed to all Chapter members. The President shall further direct that names of the newly elected officers be forwarded to the Chair of the Student Affairs Committee and the Director of Member Services of the Society.

Section 3. Terms of Office. The Officers shall assume their offices on the first day after the close of the Annual Business Meeting of the Chapter following their election. They shall hold office until their successors accept office in their stead, or until the Executive Council shall have declared their office vacant as provided for elsewhere in these Bylaws. The terms of all officers shall be one year.

Section 4. Installation. Election results shall be announced during the Annual Business Meeting of the Chapter and the newly elected Officers installed by the incumbent Officers.

Section 5. Impeachment. The Faculty Adviser shall be responsible to initiate an impeachment process for an incumbent officer who fails to fulfill his or her responsibility to the Chapter. An officer may be removed from office after the impeachment process is initiated by the Faculty Adviser with a two-thirds vote of the current Executive Council. Impeachment should be considered a last resort and should only be initiated after other appropriate methods of conflict resolution have been pursued.

Section 6. Eligibility and Vacancies. The President, Treasurer, and any third officer shall be a Student affiliate member of the Society. The Chapter President may not hold more than one elective office concurrently. The Executive Council shall consider the failure of any incumbent to perform the duties of his or her office from disability or other circumstances and may decree the office vacant by a two-thirds vote. In the event that a position becomes vacant mid-term, the Executive Council may appoint an appropriate qualified member to assume the duties of the vacant office until that vacancy is filled at the next election. The maximum number of offices that any one person may hold is two.

Article VII - Committees

Section 1. Special Committees. Special committees may be determined by the President with the advice and consent of the Executive Council. The selection of Committee Chairs, the status of each Special Committee, and the period of continuance of each Special Committee, shall be determined by the President with the advice and consent of the Executive Council. Except as otherwise provided for in these Bylaws, the Chair of each Committee shall select and appoint such Committee members as are necessary to conduct the affairs of the Committee. Chairs and other Committee Members shall normally serve from the time of their appointment until the close of the next Annual Business Meeting.

Article VIII - Meetings

Section 1. Types. There shall be Regular Meetings of the Chapter and of the Executive Council. Chapters may hold these meetings in person or electronically, with the exception of the Annual Business Meeting, which must be held in person.

Section 2. Regular Meetings of the Chapter. The Chapter shall hold no less than three Regular Meetings each year. One of these shall be designated the Annual Business Meeting. The selection of the time and place of each meeting shall be designated by the Executive Council or its delegated representative for this purpose. Announcements for each meeting shall be posted not less than three days prior to the meeting date.

Section 3. Quorum. Fifty percent of the voting members of the Chapter present shall constitute a quorum at any Regular or Special Meeting of the Chapter. Any meeting at which a quorum is present may, by a two-thirds (2/3) vote, order the submission of any question, except one affecting the Bylaws of the Chapter, to the Executive Council or to the voting members. A quorum need not be present to adjourn a meeting.

Section 4. Executive Council Meetings. Meetings of the Executive Council shall be called by the President or the Faculty Adviser at least twice annually. The President may request the attendance of any Committee Chair or member to present or receive reports and recommendations pertinent to the conduct of the Chapter affairs. Such meetings may be held in conjunction with regular chapter meetings. The chair of each standing committee shall report at these meetings. A simple majority of the members of the Executive Council present shall constitute a quorum.

Section 5. Parliamentary Authority. The rules contained in *Roberts' Rules of Order* shall govern the Chapter in all cases in which they are applicable, and in which they are not inconsistent with the Chapter or Society, or the body of standing rules or rules of order of the Chapter.

Article IX - Fiscal Accounting

Section 1. Accounting. The Chapter shall keep a record of all money received and paid out on the basis of the same fiscal year as designated by the Society. Chapter funds shall be deposited to the account of the Chapter in a bank or trust company selected by the Executive Council.

Section 2. Financial Report. The Treasurer shall submit an annual report to the Executive Council of the Chapter and shall also present a financial status report at the Chapter's Annual Business Meeting. In addition, the treasurer shall present periodic reports at regular meetings of the Chapter. The Chapter Treasurer shall prepare budget proposals and reimbursement requests which include the corresponding event / activity report for submittal to the Society's Chair of the Student Affairs Committee. If requested by the Chair of the Student Affairs Committee, the Treasurer shall prepare an Annual Financial Report for submittal to the Executive Council of the Society.

Article X - Amendments

Section 1. Proposal. Motions to adopt, amend, or repeal Chapter Bylaws shall be submitted in writing to the Secretary and shall bear the signatures of at least three members of the Chapter or Executive Council. Motions shall be distributed by the Secretary to the Executive Council within three days for evaluation and voting.

The proposed changes shall be evaluated by the Executive Council to ascertain whether they are consistent with the Articles of Incorporation, the Bylaws, and the Operating Rules of the Society. Members of the Executive Council shall be allowed not less than three days, nor more than seven, thereafter to return their votes.

Section 2. Adoption.

a. Motions Approved by the Executive Council. Approval of Motions to adopt, amend, or repeal Chapter Bylaws shall require a two-thirds (2/3) vote of the Executive Council. After approval by the Executive Council, the proposed change shall be submitted to the voting membership of the Chapter, either during the next meeting or by mail or electronic ballot. Motions shall be adopted if approved by a two-thirds (2/3) majority of the Chapter.

b. Motions Not Approved by the Executive Council. In the event that the Executive Council fails to approve a motion, a petition bearing the signatures of at least five voting members shall cause a ballot on the motion to be distributed by the Secretary within five days to all voting members of the Chapter. Voting members shall be allowed not less than three days, nor more than ten days thereafter to return their votes. Voting shall be by secret ballot. Motions shall be adopted, thus overriding any contrary vote of the Executive Council, if approved by a two-thirds majority of all voting members.

Section 3. Society Approval. Any amendment to these Bylaws initiated by the Chapter action shall be submitted in writing within 30 days after its passage to the Chair of the Student Affairs Committee of the Society for approval or disapproval by the Executive Council of the Society.

Section 4. Date of Effect. Adoption, amendment, or repeal of a Bylaw shall take effect immediately upon its passage by the Chapter and approval by the Executive Council of the Society, and shall be announced immediately to all members by the Secretary.

Article XI - Compatibility Of Bylaws

These Bylaws shall be compatible with the Articles of Incorporation, the Bylaws, and the Operating Rules of the Society; and any deviation there from is null and void.

Article XII – Dissolution

The Chapter may be dissolved according to procedures described in the Operating Rules of the Society. In the event that the Chapter dissolves, any funds not absorbed by the institution are to be disbursed to HFES.

C: Student Chapter Application Form



Workstation: Student Chapters
Form No: 01
Revision No: 1/2018
Effective Date: 3/12/2018

STUDENT CHAPTERS COMMITTEE

STUDENT CHAPTER APPLICATION FORM

Part A: Applicant Details *(To be filled by the applicant)*

Applicant Contact Details	Name:
	Address:
Institution Name (and branch)	Phone Number:
	E-mail:

Part B: Pro Tem of the Student Chapter *(To be filled by the applicant)*

Designation	Name	Matric No.	Programme
President			
Vice President			
Secretary			
Treasurer			
Communication			

Part C: Consent from the Faculty Advisor *(To be filled by the Faculty Advisor)*

Name	
Designation	
Department	
HFEM Member ID	
E-mail	
Consent (Signature & Official Stamp)	

Part D: Permission from the Host-Institution *(To be filled by the Host-Institution Management)*

Name	
Designation	
Department	
E-mail	
Permission (Signature & Official Stamp)	

For SIG Student Chapter (Approval/Rejection)

<input type="checkbox"/> Approved	Student Chapter ID Assigned:	Chair, Student Chapter Committee
<input type="checkbox"/> Rejected		
<input type="checkbox"/> Form is not completed		
<input type="checkbox"/> Others:		
.....		
.....		

D: Checklist for Student Chapter Application



STUDENT CHAPTERS COMMITTEE

STUDENT CHAPTER APPLICATION CHECKLIST

- A cover letter stating your interest to be considered for affiliation as a Student Chapter of HFEM
- A complete *Student Chapter Application Form (Form no: SC01)*
- A support letter from the Faculty Advisor
- A permission letter from the Host-Institution Management
- A list of members of the prospective chapter including the name, address, email, and matric number. The list need to be certified by the Faculty Advisor. (Note: Minimum number of student is five)
- Constitution and Bylaws of the Chapter

E: 1st AGM Report Form



Workstation: Student Chapters
 Form No: 02
 Revision No: 1/2018
 Effective Date: 3/12/2018

STUDENT CHAPTERS COMMITTEE

1st ANNUAL GENERAL MEETING (AGM) REPORT FORM

Part A: Student Chapter Details *(To be filled by the Secretary of the Student Chapter)*

Chapter Name	
Chapter ID	
Total Number of Members	
Total Number of HFEM affiliate student member	
Faculty Advisor	Name: E-mail:

Part B: Summary of the 1st AGM *(To be filled by the Secretary of the Student Chapter) **

Meeting Date	
Total Number of Attendees	
Elected Members** (name and matric no.)	1. President: 2. Vice President: 3. Secretary: 4. Treasurer: 5. Communication Exec: 6. _____: 7. _____: 8. _____: 9. _____: 10. _____:
List of Faculty (other than Faculty Advisor, if any)**(name and HFEM Member ID if any)	1. 2. 3. 4. 5.
General Description of the calendar-year activities	Please attached the planned calendar-year events and activities

Prepared by;

Checked by;

Secretary

Name:

E-mail:

President

Name:

E-mail:

Confirmed by;

Name:

Faculty Advisor *(both signature and official stamp required)*

*Please attach the 1st AGM minutes

** Please attach additional page if any

F: Bi-annual Report Form



Workstation: Student Chapters
Form No: 03
Revision No: 1/2018
Effective Date: 3/12/2018

STUDENT CHAPTERS COMMITTEE

BI-ANNUAL REPORT FORM

Part A: Report details *(To be filled by the Secretary of the Student Chapter)*

Report for <i>(tick (x) one)</i>	<input type="checkbox"/> December <input type="checkbox"/> May
Chapter ID	
Chapter Name	
Total Number of Members	
Total Number of HFEM affiliate student member	
Faculty Advisor	Name: E-mail:

Part B: Checklist of documentation to be attached *(To be filled by the Secretary of the Student Chapter)*

Tick (x) for the documents attached, please add other documentations if any

Tick (x)	Documents
<input type="checkbox"/>	AGM Minutes (for May only)
<input type="checkbox"/>	Periodic Meeting Minutes
<input type="checkbox"/>	Financial Statement
<input type="checkbox"/>	List and summary of events and activities
<input type="checkbox"/>	Suggestion to the Student Chapters Committee
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Prepared by;

Checked by;

Secretary

Name:

E-mail:

President

Name:

E-mail:

Confirmed by;

Name:

Faculty Advisor *(both signature and official stamp required)*

G: Student Chapter Recognition Form



Workstation: Student Chapters
Form No: 04
Revision No: 1/2018
Effective Date: 3/12/2018

STUDENT CHAPTERS COMMITTEE

STUDENT CHAPTER RECOGNITION FORM

Part A: Application Details (To be filled by the President of the Student Chapter)

Chapter ID													
Chapter Name													
Chapter President	Name: E-mail address: Phone Number: Address:												
Level of Recognition Sought (tick (x) one) Total number of events and activities by category and total	<input type="checkbox"/> Gold <input type="checkbox"/> Silver <input type="checkbox"/> Bronze <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Rakyat</th> <th>Academic</th> <th>Government</th> <th>Industry</th> <th>Chapter</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Rakyat	Academic	Government	Industry	Chapter	TOTAL						
Rakyat	Academic	Government	Industry	Chapter	TOTAL								
Faculty Advisor	Name: E-mail address:												

* Please attach the summary of each events and activities by category

Prepared by;

.....

President
Name:

Confirmed by;

.....

Name:
Faculty Advisor (both signature and official stamp required)

H: Creativity Award Form



Workstation: Student Chapters
 Form No: 05
 Revision No: 1/2018
 Effective Date: 3/12/2018

STUDENT CHAPTERS COMMITTEE

CREATIVITY AWARD FORM

Part A: Application Details *(To be filled by the President of the Student Chapter)*

Chapter ID	
Chapter Name	
Chapter President	Name: E-mail address: Phone Number: Address:
Faculty Advisor	Name: E-mail address:
Details of the Event / Activity	Name:
	Category: (tick (x) one) <input type="checkbox"/> Rakyat <input type="checkbox"/> Academic <input type="checkbox"/> Government <input type="checkbox"/> Industry <input type="checkbox"/> Chapter
	Date of event/activity:
	Summary of the event/activity: <i>(Please attach all related documentations)</i>

Prepared by;

.....
 Name:
 President

Confirmed by;

.....
 Name:
 Faculty Advisor *(both signature and official stamp required)*