

CONSTITUTION OF PSYCHOPHYSIOLOGY IN ERGONOMICS

The purpose of Psychophysiology in Ergonomics is to promote and advance the understanding of psychophysiological methods and their application to ergonomic environments through the interchange of knowledge and methodology in the behavioral, biological and physical sciences, and engineering disciplines.

BYLAWS OF PSYCHOPHYSIOLOGY IN ERGONOMICS

ARTICLE I - NAME

The name of this organization is "Psychophysiology in Ergonomics" (PIE).

ARTICLE II - PURPOSE

Psychophysiology in Ergonomics (PIE), hereafter referred to as PIE, is a nonprofit corporation chartered by the International Ergonomics Association (IEA) as a Technical Group under the IEA Science and Technology Committee.

ARTICLE III - MEMBERSHIP

Section 1. Classes of Membership.

Only members in good standing shall have the right of vote. Additional classes of membership and their voting privileges may be established by the PIE Executive Council.

Section 2. Qualification for Membership.

Qualification for PIE membership: Interest or activity in the application of psychophysiological methods to the solution of ergonomic problems.

Section 3. Application for Membership.

Persons who wish to apply for membership shall submit a written application to the Chair of the PIE Membership Committee on a prescribed form.

Section 4. Election to Membership.

The Membership Committee shall review applications for all classes of membership and nominate qualified applicants to the Executive Council. Election to membership shall occur when a nominee is approved by the majority vote of the full Executive Council.

Section 5. Privileges.

Members in good standing shall be entitled to vote, hold office, receive notices, participate in all activities of PIE, inspect official records of PIE, insist on enforcement of the Bylaws and rules of PIE, and receive one copy of all PIE publications.

Section 6. Termination of Membership.

Membership in PIE may be terminated at any time by resignation, or by expulsion by a two-thirds vote of the full Executive Council. Sufficient causes for termination include: (1) failure to pay dues for two years, or (2) conduct prejudicial to the purposes of PIE (for which an appeal may be made to the Executive Council, if requested in writing 30 days from receipt of notice of termination).

Section 7. 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 8. Dues.

Annual dues for each of the various classes of membership shall be established by the Executive Council.

ARTICLE IV - OFFICERS

Section I. Designation.

President
President Elect
Past President
Secretary/Treasurer
Directors

Section 2. Duties of Officers.

The PIE officers shall perform the regular and customary duties of their offices and other duties that may be required of them by the Executive Council or PIE Bylaws.

a) President.

The President shall be the chief executive officer of PIE, shall be a member of the Executive Council, shall preside over PIE meetings and the Executive Council, shall appoint, with the advice and consent of the Executive Council, all committee chairpersons not otherwise specified in these Bylaws, and shall act as Chair of the Technical Group, "Psychophysiology in Ergonomics" of the IEA.

b) President-Elect.

In preparation for assuming the duties of the Presidency, the President-Elect shall act as an understudy to the President, shall assume the duties of the President during the President's temporary absence, or in the event that the President is incapacitated as determined by a two-thirds vote of the Executive Council. The President-Elect shall be a member of the Executive Council.

c) Past President.

The immediate Past President shall be a member of the Executive Council and chairperson of the Nominations and Elections Committee.

d) Secretary/Treasurer

The Secretary/Treasurer's functions are to keep a true and faithful record of all business meetings of PIE and of the Executive Council, be the custodian of all records and correspondence of PIE, maintain the membership list and other mailing lists pertinent to PIE business, and be a member of the Executive Council.

The Secretary/Treasurer shall be responsible for the money and securities of PIE, keep a true and faithful record of all financial transactions and prepare the annual financial report. The Secretary/Treasurer shall deposit PIE funds to the account of PIE in a bank, trust company, or special University account, as selected by the Executive Council, disburse such funds upon approval of the Executive Council, and provide the IEA Treasurer with a financial statement at the conclusion of each fiscal year.

f) Directors.

Four Directors-at-Large shall be members of the Executive Council.

ARTICLE V - EXECUTIVE COUNCIL

The affairs of PIE shall be managed by the Executive Council. The President shall call meetings of the Executive Council in conjunction with regular PIE Meetings. The chair of each standing committee shall prepare a report for these meetings.

ARTICLE VI - ELECTION OF OFFICERS

Section 1. Nomination.

At least three months prior to the Annual PIE Business Meeting, the Chairperson of the Nominations and Elections Committee shall issue by e-mail a nominations ballot to all Members for nominations for the offices to be filled. Forty-five days after the date nomination ballots are e-mailed, nominations shall be closed and the Nominations and Elections Committee shall prepare the election ballot. This ballot shall include, for each office, the names of no more than three persons who are both eligible and willing to stand for that office.

Section 2. Election.

No later than three weeks after the close of nominations, the Chairperson of the Nominations and Elections Committee shall e-mail the election ballot to all Members. Forty-five days after the date election ballots are e-mailed, the Nominations and Elections Committee shall close the election and count the votes. The candidate for each office who receives a plurality of the votes 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 their names to be published by e-mail within 60 days.

Section 3. Terms of Office.

The Officers shall assume their offices after the close of the Annual PIE Business Meeting following their election. They shall hold office until their successors accept office in their stead, or until the Executive Council shall have declared their officers vacant as provided for elsewhere in these Bylaws. Terms of Directors and officer shall be two years. The term of the Secretary/Treasurer shall be three years.

Section 4. Installation.

The newly elected Officers shall be installed by the Incumbent Officers during the Annual PIE Business Meeting.

Section. 5. Eligibility and Vacancies.

No individual may 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 the order of succession to office described above does not provide for the assumption of duties by another incumbent, the Executive Council may appoint a member to assume the duties of the vacant office until that vacancy is filled at the next election.

ARTICLE VII - COMMITTEES

Section I. Types.

Committees shall either be Standing, as provided for in these Bylaws, or Special, as determined by the President with the advice and consent of the Executive Council. The selection of Committee Chairpersons, 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 Chairperson of each Committee shall select and appoint such Committee members as are necessary to conduct the affairs of the Committee. Chairpersons and other Committee Members shall serve from the time of their appointment until the close of the next Annual Business Meeting.

Section 2. Standing Committees.

a) Membership.

The Membership Committee shall consist of a Chairperson and not less than two additional members appointed by the Chairperson. It shall (1) evaluate the eligibility of all applicants for membership, and (2) submit its evaluations and recommendations to the Executive Council for action.

b) Nominations and Elections.

The Nominations and Elections Committee shall consist of a Chairperson and

not less than two additional members. It shall (1) administer the procedures for the nomination and election of candidates for elected offices of PIE as provided for elsewhere in these Bylaws and (2) ascertain the eligibility and willingness to serve of all nominees.

c) Program.

The Program Committee shall consist of a Chairperson and not less than two additional members appointed by the Chairperson. It shall (1) plan the content of, and (2) execute the arrangements for, all regular PIE meetings, and such special meetings as may be called by the President and the Executive Council.

d) Publications.

The Publications Committee shall consist of a Chairperson, the Editor of the regular PIE Newsletter and not less than three additional members appointed by the Chairperson. It shall (1) be responsible for publishing and distributing the PIE Newsletter, (2) identify and define requirements for other publications, and (3) prepare and submit budget requests to the Executive Council at least biennially. The Chairperson shall appoint Editors for each PIE publication, subject to confirmation by the Executive Council. He or she shall establish and enforce editorial policies subject to such constraints as may be imposed by the Executive Council. Editors shall be delegated full editorial responsibilities. The tenure of an Editor shall be limited only by the willingness to serve and approval by the Executive Council. The Executive Council may remove an Editor. Copies of all PIE publications shall be submitted regularly to the Executive Council.

ARTICLE VIII - MEETINGS

Section 1. Types.

There shall be Regular and Special PIE Meetings and Regular and Special Meetings of the Executive Council.

Section 2. Regular PIE Meetings.

PIE shall hold no less than one Regular and Business Meeting biennially. 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 e-mailed or mailed to PIE membership not less than 90 days prior to the meeting.

Section 3. Special PIE Meetings.

A Special Meeting of PIE may be called by the (1) Executive Council or (2) Secretary upon written request of not less than 30% of the membership. The Executive Council shall determine the time and place of all Special Meetings. Announcements for each meeting shall be e-mailed or mailed to PIE membership not less than 45 days prior to the meeting date.

Section 4. Executive Council Meetings.

Meetings of the Executive Council shall be called by the President. The President may request Committee Chairpersons, publication Editors, or member-at-large to present recommendations pertinent to the conduct of PIE. A 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 PIE in all cases in which they are applicable and in which they are not inconsistent with the standing rules or rules of order of PIE.

ARTICLE IX - FISCAL ACCOUNTING

Section 1. Accounting.

PIE shall keep a record of all money received and paid out during the fiscal year. PIE funds shall be deposited to the account of PIE in a bank, trust company, or special University account selected by the Executive Council.

Section 2. Financial Report.

The PIE Secretary/Treasurer shall prepare and submit an Annual Financial Report to the Executive Council within one month following the end of the fiscal year, and shall present a financial report at the PIE Business Meeting.

ARTICLE X - AMENDMENTS

Section 1. Proposal.

Motions to adopt, amend, or repeal PIE bylaws can be made by the executive committee or by the submission in writing to the Secretary of a petition bearing the signatures of at least 30% of PIE members. Motions shall be distributed by the Secretary to the Executive Council within 90 days for action. 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. Members of the Executive council shall be allowed no less than 45 nor more than 90, days to return their votes.

Section 2. Adoption.

a) Motions Approved by the Executive Council.

Approval of Motions to adopt, amend, or repeal PIE Bylaws shall require a two-thirds vote of the Executive Council. After approval by the Executive Council, the proposed changes shall be submitted to the voting membership of PIE, by the next available **e-mail** ballot. Voting members shall be allowed not less than 45 days, nor more than 90 days, to return their votes. Motions shall be adopted if approved by a two-thirds majority of votes cast.

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 50% of the members shall cause an e-mail ballot on the motion to be distributed by the Secretary with 45 days to all members of PIE. members shall be allowed not less than 45, nor more than 90 days to return their votes. Motions shall be adopted if approved by a two-thirds majority of all voting members.

Section 3. Society Approval.

Any amendment to these Bylaws initiated by PIE shall be submitted in writing within 30 days after its passage to the President the Society for approval or disapproval by the Executive Council.

Section 4. Date of Effect.

Adoption, amendment, or repeal of a Bylaw shall take effect immediately upon its passage by PIE and approval by the Executive Council and shall be announced immediately by e-mail to all members by the Secretary.