By-Laws of the Aerospace Systems Technical Group

ARTICLE I. NAME This organization shall be called the Aerospace Systems Technical Group (ASTG) of the Human Factors and Ergonomics Society (HFES), herein referred to as the ASTG.

ARTICLE II. PURPOSE The ASTG works to further the application of human factors to the development, design, certification, operation, and maintenance of human-machine systems in the aviation and space environments. The group addresses issues relevant to civilian and/or military systems.

ARTICLE III. AFFILIATION The ASTG is an integral part of the HFES. Organizationally, it is a member of the HFES Council of Technical Groups (COTG).

ARTICLE IV. MEMBERSHIP Membership is open to all persons sharing the ASTG’s purpose, regardless of HFES membership. Persons who are not members of HFES may join the ASTG through HFES, without applying for HFES membership. ASTG membership shall be on a calendar-year basis.

ARTICLE V. ACTIVITIES The activities of the ASTG shall include:

Section A. Participate in the Annual Meetings of HFES:
1. Referee papers in aviation and space human factors.
2. Prepare program sessions related to the ASTG’s purpose and in accordance with the HFES National Program Committee’s guidelines.
3. Interact with other HFES Technical Groups in joint program planning of sessions.
4. Hold the ASTG’s annual business meeting.
5. Participate in the COTG’s annual meeting.

Section B. Publish:
1. Prepare and distribute two or more ASTG newsletters electronically per year.
2. Maintain the ASTG web site with current news, links, and other material related to the purpose of the ASTG.
3. Contribute material to the HFES Bulletin.

Section C. Outreach:
1. Co-sponsor meetings with other professional societies on the basis of common interests.
2. Provide public seminars on human factors in aviation and space environments for agencies and organizations as interest warrants.

ARTICLE VI. OFFICERS, ORGANIZATION, AND DUTIES The terms of office for the ASTG Officers begin or end at the ASTG business meeting held during the HFES Annual Meeting. A person may hold only one elected or appointed Officer Position at a time. A person may be appointed to the same position for a maximum of three consecutive terms.

Section A. Officer Designation and Tenure:
1. The elected officers of the ASTG shall be:
   a. Technical Group Chair:
      i. Chair and COTG Representative: 2 years
      ii. Chair Elect: 1 year
      iii. Past Chair: 1 year
   b. Program Chair (PC):
      i. Program Chair: 2 years
      ii. Program Chair Elect: 1 year
      iii. Past Program Chair: 1 year
2. The appointed officers of the ASTG shall be:
   a. Awards Chair: 2 years
   b. Historian: 2 years
   c. Newsletter Editor: 2 years
   d. Secretary-Treasurer: 2 years
   e. Web Master: 2 years
Section B. Organization

1. The Executive and Planning Committee (EPC) consists of the officers listed in Subsections A1 and A2 above. The duties include building an agenda for the annual business meeting, providing material for publication in the ASTG newsletter and HFES Bulletin, developing programs to advance the purpose of the ASTG, overseeing the nominations and elections, documenting issues for submission to the HFES Government Relations Committee, setting the amount of the annual dues, approving expenditures submitted throughout the year, approving an ASTG budget, and ensuring effective and continuous leadership of the ASTG. For this last duty, the EPC shall vote to remove persons from either elected or appointed positions for nonperformance, recommend persons to complete terms of appointed officers who resign, and identify a remaining elected officer to fulfill the elected office until the next election of an elected officer who was removed or who resigned.

2. The Program Committee comprises the Program Chair, the Program Chair Elect, and the Past Program Chair.

Section C. Duties of the Officers

1. Chair. The Chair is the chief executive of the ASTG and as such is responsible for assuring that all functions of the ASTG are effectively carried out. The Chair shall:
   a. Preside over the ASTG annual business meeting.
   b. Preside over an EPC meeting held in conjunction with the ASTG annual meeting.
   c. Call and preside over additional meetings of the EPC as needed.
   d. Appoint the Awards Chair, Historian, Newsletter Editor, Secretary-Treasurer, and Web Master.
   e. Ensure the ASTG account has sufficient funds to support newsletter production and distribution, balloting processes, and administrative functions.
   f. Inform the HFES Executive Director of the dues rate for the following calendar year at the HFES annual meeting.
   g. Submit any proposed contractual agreements with individuals, groups, agencies, or organizations outside HFES to the COTG-EC for review and approval.
   h. Approve proposed expenditures less than 33% of the current balance in the ASTG account.
   i. Submit for approval proposed expenditures between 33% and 66% of the current balance in the ASTG account to the full ASTG membership for vote.
   j. Authorize one social event in conjunction with the ASTG annual meeting held in conjunction with the ASTG annual business meeting limited to 10% or less of the current ASTG account.
   k. Review the bylaws annually and propose updates as necessary.

2. Chair-Elect. The Chair-Elect shall serve as a member of the EPC during the second year of the Chair. In the absence of the ASTG’s Chair, the Chair-Elect shall assume all the duties and responsibilities of the Chair.

3. Past Chair. The Past Chair shall serve as a member of the EPC in the first year of the Chair and shall oversee the nominations and elections.

4. Program Chair. The Program Chair shall serve as a member of the EPC and be responsible for reviewing submissions to the HFES annual meeting and planning all technical program sessions.

5. Program Chair Elect. The Program Chair Elect shall serve as a member of the EPC during the second year of the Chair and support the Program Chair in the planning all technical program sessions.

6. Program Chair Past. The Program Chair Past shall serve as a member of the EPC in the first year of the Chair and support the Program Chair in the planning all technical program sessions.

7. Awards Chair. The Awards Chair shall serve as a member of the EPC and oversee the evaluation of entries for the student paper award, selection of an annual winner, and presentation of the award to the winner. The selection of the winner will be based on the ratings of the student’s written material by reviewers. The student with the highest rating will be the winner. The winner of the student award must be a member of the ASTG, be enrolled at a college or university at the time of the submission, be the first author in the accepted proceedings paper, and present the paper at the annual meeting. The award is reimbursement of the HFES annual meeting registration for the amount that the student paid not to exceed the transitional HFES member registration fee for the week as well as $1,000 to be applied for travel. The Awards Chair may propose and provide other ASTG awards with the concurrence of the COTG-EC. These awards shall be sponsored, awarded, and publicized only by the ASTG. The total expenditure for any award shall not exceed the amount identified in the HFES Operating Rule.
16.13.2. The Award Chair shall submit the names of award recipients to the Newsletter Editor and Secretary-Treasurer. The Awards Chair shall submit the names of award recipients, the number of award nominees, and the judges for each award to the COTG Chair and the Chair of the HFES Awards Committee.

8. Historian. The Historian shall serve as a member of the EPC and shall collect ASTG historical documents, take photographs at ASTG functions, preserve ASTG history, research and compile ASTG history, and give ASTG historical presentations at the ASTG annual business meeting. The Historian shall submit all documents, photos, and presentation to the ASTG Web Master for addition to the ASTG web site.

9. Newsletter Editor. The Newsletter Editor shall serve as a member of the EPC and is responsible for publishing at least two newsletters per year. The budget approved by the ASTG EPC and a detail of actual expenditures will be published each year in the ASTG newsletter. The award recipients shall also be published in the newsletter. The newsletter shall be distributed electronically. The Newsletter Editor shall be a full member of the HFES.

10. Secretary-Treasurer. The Secretary-Treasurer shall serve as a member of the EPC and is responsible for keeping the records of the ASTG – these include minutes of the ASTG’s annual meeting, copies of all correspondence, a file of newsletters, and financial statements received from HFES Central Office. The Secretary-Treasurer shall submit the budget approved by the ASTG EPC and a detail of actual expenditures to the Newsletter Editor to be published each year in the ASTG newsletter. The Secretary-Treasurer shall submit the budget and detail of actual expenditures to the HFES executive director. The Secretary-Treasurer shall submit ASTG operating expenses to the HFES executive director for reimbursement. The Secretary-Treasurer shall be responsible for transferring these records to the next Secretary-Treasurer of the ASTG.

11. Web Master. The Web Master shall serve as a member of the EPC and is responsible for designing, developing, and maintaining the ASTG web site.

ARTICLE VII. ELECTION OF OFFICERS Six months prior to the HFES annual meeting, the Past Chair shall request the ASTG members, through the Newsletter or by direct e-mail solicitation of the membership, to submit nominations for Chair and Program Chair election. The time limit for the return of nominations shall not be less than three weeks from the posted date of the nominations call. The EPC, led by the Past Chair, shall identify at least one candidate for each position and secure the agreement of those persons to run and serve if elected. Candidates for ASTG Chair and Program Chair shall be full members of the HFES and the ASTG. The Secretary-Treasurer shall submit a call for votes in the newsletter or by direct e-mail solicitation of the membership. The call shall specify instructions for the return of the ballot to the Secretary-Treasurer (electronically, by mail, or both). Thirty days after the date the election ballots are distributed, the election shall be closed and the Past Chair will oversee a count of the votes. Drawing lots shall resolve tie votes for any office. The candidate for each office receiving a plurality of the votes shall be elected. The Past Chair shall notify the winning candidates of their election and shall direct that their names be published within 45 days in an ASTG publication. The Past Chair shall further direct the Secretary-Treasurer to forward the names of newly elected officers to the Chair, the HFES Executive Director, and the COTG at least 30 days prior to the HFES annual meeting. Candidates receiving a plurality of votes shall be installed in the ASTG meeting held at the HFES Annual Meeting.

ARTICLE VIII. DUES Payment is due to the HFES by 31 December of each year.

ARTICLE IX. AMENDMENTS Amendments to these By-Laws may be proposed by the EPC or by 10 members of the ASTG in good standing. The EPC shall review the proposals to ensure consistency with the Articles of Incorporation and the By-Laws of the HFES. The proposed amendments shall be published with the annual slate of candidates and adopted by a majority of those voting on the issue in the election.