BY-LAWS OF THE SYSTEM DEVELOPMENT TECHNICAL GROUP OF THE
HUMAN FACTORS AND ERGONOMICS SOCIETY

ARTICLE I - NAME

The name of this organization is the "System Development Technical Group of the Human Factors and Ergonomics Society."

ARTICLE II - PURPOSE

The System Development Technical Group, hereinafter referred to as the SDTG, is organized to foster research and exchange information on integrating human factors and ergonomics into the development of systems. This includes principles, criteria, processes, tools, and techniques. System, in this context, includes any set or arrangement of elements related or connected so as to form a logical plan linking the various parts. These include consumer products, Internet web sites and applications and the many commonly recognized 'systems' such as computer, organizational, commercial power, vehicle systems, etc. The purpose of the SDTG is to promote:

(a) development of methodologies for predicting and assessing human capabilities and limitations;
(b) establishment of principles, which identify the role of humans in the use, operation, maintenance, and control of systems;
(c) application of human factors and ergonomics data and principles to the design and enhancement of human-system interfaces; and
(d) full integration of human requirements into system and product design through the application of human systems integration (HSI) methods. HSI is the systems engineering discipline responsible for ensuring the technical and programmatic integration of human considerations into systems acquisition and product development processes. HSI is concerned with managing the performance, availability, accommodation, safety, and survivability of the user population and the impact on overall system or product cost and performance.

ARTICLE III - AFFILIATION

The SDTG is an affiliate of the Human Factors and Ergonomics Society, Inc., hereinafter referred to as the Society, a nonprofit corporation chartered by the State of California. The activities of the SDTG are conducted in accordance with guidelines outlined in Chapter 16 of the Society's Operating Rules.
ARTICLE IV - MEMBERSHIP

Section 1. Classes of Membership. The Voting Membership shall include all Members and Associates of the SDTG. There shall also be such additional special classes of membership as may be established by the Executive Council of the SDTG, which shall establish their voting privileges.

Section 2. Qualifications for Membership.

Any person interested or active in human factors and ergonomics or related fields shall be eligible to join the SDTG. Members of the SDTG do not have to be members of HFES.

Section 3. Establishment of Membership. Members of the Society desiring membership status in the SDTG shall indicate that intention and pay SDTG dues when completing their annual reinstatement of membership and payment of dues for the Society. Other persons desiring membership shall submit a completed prescribed SDTG application form and payment of SDTG dues to the Central Office of the Society. Individuals may become members at any time during the year.

Section 4. Privileges.

a. Members in good standing shall be entitled to vote, hold any elected office, receive notices, participate in all activities of the SDTG, inspect official records of the SDTG, insist on enforcement of the By-Laws and rules of the SDTG, and receive one copy of all SDTG publications. Members who are not members of HFES may not hold elective offices of SDTG. In accordance with Society Operating Rules, only HFES Members in good standing shall be eligible to be SDTG elective officers.

Section 5. Termination of Membership. The membership of a person in the SDTG may be terminated at any time by voluntary resignation or by involuntary termination. Failure to pay dues for one year shall be deemed sufficient cause for involuntary termination.

Section 6. Reinstatement of Members. If membership has been terminated because of a failure to pay dues, payment of dues is a necessary and sufficient action for reinstatement of membership. Procedures and conditions for the reinstatement of members for any other cause of termination shall be established by the SDTG Executive Council subject to the requirements of the other pertinent sections of this Article.

Section 7. Dues. The SDTG Executive Council shall establish annual dues for the membership.
SECTION 1. Designation.

The elected officers of the SDTG shall be:

a. Chair

b. Secretary-Treasurer

c. Technical Program Chair

d. Technical Program Chair Elect

Officers appointed by consensus of the SDTG Executive Council shall be:

a. Newsletter Editor

b. Webmaster.

Section 2. Duties of Officers. The Officers of the SDTG shall perform the duties regularly or customarily attached to their offices and such other duties as may be required of them by the SDTG Executive Council, by these By-Laws, or by the Society.

a. Chair: The Chair shall be the chief executive officer of the SDTG and the SDTG Executive Council. The Chair shall preside over meetings of the SDTG and the SDTG Executive Council. The Chair shall be the SDTG representative to the Society's Council of Technical Groups (COTG). The Chair shall appoint voting members of the SDTG to serve as chairpersons of all SDTG committees not otherwise specified in these By-Laws, with the advice and consent of the SDTG Executive Council. The Chair shall also serve as the SDTG liaison to the HFES Government Relations Committee.

b. Secretary-Treasurer: The Secretary-Treasurer shall be a member of the SDTG Executive Council. The Secretary-Treasurer shall keep true and faithful minutes of all business meetings of the SDTG and of the SDTG Executive Council, and shall be custodian of all the records and correspondences of the SDTG, to include a true and faithful record of all financial transactions. The Secretary-Treasurer shall prepare a summary of SDTG activities and submit this summary to the Publication Committee of the Society for inclusion in the Society's Annual Directory and Yearbook. The Secretary-Treasurer shall serve as the Chairperson of the Nominations and Elections Committee. The Secretary-Treasurer shall assume the duties of the Chair during the Chair's temporary absence or in the event the Chair is unable to perform the duties of the Chair as determined by a two-third (2/3) vote of the SDTG Executive Council. The Secretary-Treasurer shall also obtain an update of membership and financial status from the HFES Central Office and provide this information to the members. The membership and financial status information is generally presented to attendees at the annual business meeting and provided to the rest of the membership via the newsletter.
The Secretary-Treasurer, working with the Technical Chair, will make arrangements with HFES to provide the David Meister Best paper Award. In addition, the Secretary-Treasurer has the responsibility for working with the membership to identify updates for the SDTG web site to provide to the Webmaster.

c. Technical Program Chair: The Technical Program Chair shall be responsible for the development of technical programs for the Annual Meetings of the Society, and shall be a member of the SDTG Executive Council. The Technical Program Chair shall solicit, review, select and organize, as appropriate, proposals for lecture papers, symposia, panels, and other events and activities to be sponsored by the SDTG. The Technical Program Chair shall also be responsible for defining criteria for and then selecting, with assistance from reviewers chosen by the Technical Program Chair, the best technical paper presented at SDTG-sponsored sessions of the Annual Meeting, and making the presentation of the “David Meister Best SDTG Paper Award” at the annual meeting. The Technical Program Chair shall use the assistance of at least two other members of the SDTG to carry out the responsibilities of this office; one of these members shall be the Technical Program Chair Elect. The Technical Program Chair shall keep the Technical Program Chair Elect informed about the SDTG technical program and involved in the development of that program.

d. Technical Program Chair Elect: The Technical Program Chair Elect shall serve as an understudy to the Technical Program Chair, maintain regular contact with the Technical Program Chair, and perform whatever SDTG-related duties the Technical Program Chair may assign, and shall be a member of the SDTG Executive Council.

e. Newsletter Editor: The Newsletter Editor shall be responsible for the collection of information and activities relevant to members of the SDTG, and shall prepare and distribute not less than two (2) regular issues of the SDTG Newsletter per year. One of the newsletters shall provide a report summarizing results of the annual business meeting. The Newsletter Editor also may be utilized in assisting the Secretary-Treasurer and Nominations and Election Committee in its responsibility to issue a call to all voting members of the SDTG for the nomination and election of SDTG officers. The call for nominations and election may be issued via regular or special issues of the Newsletter. The Newsletter Editor may assemble and maintain a group of volunteers to assist in the production of the SDTG Newsletter.

f. Webmaster: The Webmaster shall be responsible for developing, maintaining, and extending web pages representing SDTG information and activities.

ARTICLE VI - SDTG EXECUTIVE COUNCIL

The affairs of the SDTG shall be managed by the SDTG Executive Council, which shall consist of the elected officers. Meetings of the SDTG Executive Council shall be called by the Chair at least once annually to administer the affairs of the SDTG.
ARTICLE VII - ELECTION OF OFFICERS AND EXECUTIVE COUNCIL

Section 1. Nomination. At least three months prior to the Annual Meeting of the Society, the Secretary-Treasurer shall issue a call by mail, email, or through the newsletter to all voting Members in good standing for nominations for the offices to be filled. The call for nominations shall be accompanied by a list of the membership of the SDTG. Thirty days after the nomination ballots are distributed via mail, email or other appropriate means, the Nominations and Election Committee shall close nominations and shall make a count of the nominees for each office to be filled. The Nominations and Election Committee shall then prepare the election ballot including for each office the names of the two individuals who receive the largest number of nominating votes and who are both eligible and willing to stand for that office, as shall be determined by the Nominations and Elections Committee. If any nominee is found to be ineligible or unwilling to stand for office, the name of the person ranking next in nominating votes, and who is eligible and willing, shall be substituted. In the event less than two individuals have been nominated and are eligible and willing to serve for any given office, or in the absence of any nominations from the membership, nominations may be made by the Nominations and Elections Committee and/or the Chair. Names of nominated officer candidates shall be placed on the ballot (unopposed) and distributed to the SDTG membership to vote in support of the nominated candidates or to "write-in" candidate of their choice.

Section 2. Election. No later than one month after the closing of nominations, and at least one month prior to the Annual Meeting of the Society, the Chairman of the Nominations and Elections Committee shall cause the election ballot to be distributed to all voting Members and Associates in good standing. A biographical sketch of each candidate whose name is on the ballot shall accompany the election ballot. Thirty days after the date election ballots are distributed; the Nominations and Elections Committee shall close the election, and shall make 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 incumbent Chair shall notify the winning candidates of their election and shall direct that their names be published within 45 days in any SDTG publication distributed to all SDTG members. The incumbent Chair shall further direct the incumbent Secretary-Treasurer to forward the names of newly elected officers to the Executive Director of the Society.

Section 3. Terms of Office. The officers-elect shall assume their offices on the first day after the close of the Annual Business Meeting of the SDTG following their election and shall hold office until their successor accepts office in their stead or until the SDTG Executive Council shall have declared their office vacant as provided elsewhere in these By-Laws. The term of office of the Chair and Secretary-Treasurer shall be two years. All other elected officers shall have a term of one year, but the Technical Program Chair Elect shall serve one year as Technical Program Chair after serving a term as Technical Program Chair Elect.
Section 4. Installation. Election results shall be announced during the Annual Business Meeting of the SDTG. The incumbent officers shall install officers-elect during this meeting.

Section 5. Eligibility and Vacancies. No individual may hold more than one office concurrently. The SDTG Executive Council shall consider the failure of any incumbent to perform the duties of her or his office from disability or other circumstances and may by a two-thirds (2/3) vote decree the office vacant. In the event the order of succession to office provided for above does not provide for the assumption of duties by another incumbent, the SDTG Executive Council may appoint an appropriate member of the SDTG to assume the duties of the vacated office until the vacancy is filled at the next election.

ARTICLE VIII - COMMITTEES

Section 1. Designation. Committees shall be standing, as provided for in these By-Laws, and Special, as may be determined by the Chair with the advice and consent of the SDTG Executive Council. The selection of Committee Chairpersons, the status of each Committee, and its period of continuance shall be determined by the Chair with the advice and consent of the SDTG Executive Council, except as otherwise provided for in these By-Laws. Committee Chairpersons shall normally serve from the time of their appointment until the close of the next Annual Business Meeting. Except as otherwise provided for in these By-Laws, Committee Chairpersons shall be empowered to select and appoint such Committee members as shall be necessary to conduct the affairs of the Committee. The approval of all Committee members shall be subject to the approval of the SDTG Executive Council.

Section 2. Standing Committees. One Standing Committee, described below, shall be established upon initial adoption of these By-Laws. Others may be determined through amendments to these By-Laws.

Nominations and Elections Committee: The Nominations and Elections Committee shall consist of the SDTG Secretary-Treasurer, as Committee Chairperson, and members he or she selects or as provided for elsewhere in these By-Laws. This committee shall administer the procedures for nomination and election of candidates for the elective offices of the SDTG and shall ascertain the eligibility and the willingness of all nominees as provided for elsewhere in these By-Laws.

ARTICLE IX MEETINGS

Section 1. Designation. There shall be regular Meetings of the SDTG and regular and special meetings of the SDTG Executive Council, as provided for in Article V, Section 2(b) in these By-Laws.
Section 2. Regular Meetings. There shall be one Regular Meeting of the SDTG. The one required Regular Meeting shall be designated as the Annual Business Meeting of the SDTG, and it shall be held every year in conjunction with the Annual Meeting of the Society. Announcements of the Annual Business Meeting of the SDTG shall be made in conjunction with announcements by the Society of the Annual Meeting of the Society.

Section 3. Quorum. Ten of the voting members of the SDTG present in person shall constitute a quorum at any Annual Business Meeting of the SDTG, except that a lesser number may, by a two-thirds (2/3) vote, order the submission of any question, except one affecting the By-Laws of the SDTG, to the SDTG Executive Council or to the voting members by ballot.

Section 4. Executive Council Meetings. The Chair as provided for elsewhere in these By-Laws shall call meetings of the SDTG Executive Council. These meetings of the SDTG Executive Council may be conducted telephonically, by email or other appropriate means. The Chair may request the participation of any Committee Chairpersons or other members of the SDTG in order to receive reports and recommendations pertinent to the conduct of SDTG affairs. A majority of members of the SDTG Executive Council participating in these council meetings shall constitute a quorum.

Section 5. Parliamentary Authority. The rules contained in Robert’s Rules of Order govern the SDTG in all cases in which they are applicable, and in which they are not inconsistent with the By-Laws or the body of standing rules or rules of order of the SDTG.

ARTICLE X - ACCOUNTING

The HFES Central Office under the direction of the Executive Director shall maintain the SDTG funds and accounting. The HFES shall provide a financial status report to the SDTG in the Spring and Fall and at the request of the Chair or Secretary-Treasurer.

ARTICLE XI - AMENDMENTS

Section 1. Proposal. Motions to adopt, amend, or repeal By-Laws, consistent with the Articles of Incorporation, the By-Laws, and the operating rules of the Society, and bearing the signatures of at least ten (10) voting members of the SDTG, or two (2) members of the SDTG Executive Council, shall be submitted in writing to the Secretary-Treasurer for distribution within 30 days to the SDTG Executive Council for vote. Members of the Executive Council shall be allowed not less than 30 days or more than 60 days thereafter to return their votes. Motions to adopt, amend or repeal By-Laws shall be studied by the SDTG Executive Council to ascertain whether they are consistent with the Articles of Incorporation, the By-Laws, and the Operating Rules of the Society before voting on their adoption.

Section 2. Adoption.
a. Motions to adopt, amend, or repeal By-Laws shall be passed by a two-thirds (2/3) vote of the SDTG Executive Council. After approval by the SDTG Executive Council, the proposal shall be submitted to the voting members of the SDTG by mail ballot. Voting members shall be allowed not less than 30 days or more than 60 days thereafter to return their votes. Motions shall be adopted if approved by two-thirds (2/3) of the voting members of the SDTG. Voting shall be by secret ballot.

b. In the event the SDTG Executive Council fails to approve a motion, a petition bearing the printed names and signatures of at least one third of the membership shall cause a mail ballot on the motion to be distributed by the Secretary-Treasurer within 60 days to all voting members of the SDTG. Voting members of the SDTG shall be allowed not less than 30 days nor more than 60 days thereafter to return their votes. A two-thirds (2/3) vote of the membership shall override any contrary vote of the SDTG Executive Council.

Section 3. Effective Date. Adoption, amendment, or repeal of a By-Law shall take effect immediately upon passage by the SDTG, and shall be announced immediately by mail to all members by the Secretary-Treasurer.

Section 4. Society Approval. Adoption, amendment, or repeal of any By-Laws initiated by the SDTG shall be submitted in writing within 30 days after passage to the Chairperson of the Chapter Affairs Committee of the Society for approval or disapproval by the SDTG Executive Council of the Society.

ARTICLE XII - COMPATIBILITY OF BY-LAWS

These By-Laws shall be compatible with the Articles of Incorporation, the By-Laws, and the Operating Rules of the Society and any deviation therefrom is null and void.

ARTICLE XIII - DISSOLUTION

In the event the SDTG dissolves, its assets shall be distributed for one or more purposes in Section 501(c)(3) of the Internal Revenue Code or to an organization that has been held exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code.