

Document Name	MEMBERSHIP CLASSES AND RIGHTS POLICY
Document Number / Version	V1.0
Authored by	Kath Jones
Approved by	HFESA Board
Date approved	27/02/2026
Last review	N/A
Next review	

## Membership Classes and Rights Policy

### 1. Purpose

The purpose of this policy is to define and document the classes of membership in HFESA and the associated rights of each class.

### 2. Legal Framework

This policy is established pursuant to clause 11.2 HFESA Constitution.

### 3. Policy Statement

The Board has determined to retain the same membership classes and corresponding voting rights that existed under HFESA's former incorporated association rules, ensuring continuity for all current members.

#### 3.1 Membership Classes

HFESA has the following six classes of membership:

- *Fellow*: The grade of Fellow is an honour conferred by the Board on a Member of the Society. It recognises seniority of professional standing, combined with services to the profession of ergonomics and to the Society.
- *Member*: the grade of Member is open to those individuals who satisfy the requirements of the Society in relation to their qualification skills and knowledge in specific field(s) related to ergonomics and human factors.
- *Affiliate*: the grade of Affiliate is open to any individual who has an interest in human factors and ergonomics and supports the Purpose of the Society, but who either does not qualify as a Member or does not wish to be a Member.

- *Corporate Affiliate*: the grade of Corporate Affiliate is open to commercial and other organisations with an interest in ergonomics and who support the Purpose of the Society.
- *Student*: the grade of Student is open to any full-time student enrolled in a human factors/ergonomics tertiary course or a closely related discipline and who supports the Purpose of the Society and abides by the Code of Practice if engaged in any research work experience in the field of study.
- *Retired Member*.

### **3.2 Membership Rights**

All membership classes have the rights as specified in the HFESA Constitution.

The following membership classes have the following additional rights<sup>1</sup>:

Fellows: have the right to vote and are eligible to hold office. Fellows may also use the letters FHFESA after their name.

Members: have the right to vote and are eligible to hold office. Members may also use the letters MHFESA after their name.

Retired Members: have the right to vote and are eligible to hold office.

The following membership classes do not have voting rights:

- Affiliates
- Corporate Affiliates, and
- Students.

*Note. Certified Professionals; specifically Certified Professional Ergonomists (CPEs) or Certified Human Factors and Ergonomics Professionals (CHFEPs) may or may also be HFESA members. CPEs or CHFEPs who are also HFESA members have the rights and obligations of the membership class in which they are a member. Non-HFESA member CPEs or CHFEPs do not have voting rights.*

Relationship with other policies

This Policy should be read in conjunction with:

- HFESA Constitution
- HFESA Code of Practice
- HFESA Governance Manual (in development).

---

<sup>1</sup> Note as per section 17.4 of the Constitution, a member that has not paid the required membership fee may not vote at any meeting of the company.