



IEEE LIFE MEMBER AFFINITY GROUP MANAGEMENT AND PROCEDURES

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1) INTRODUCTION

a) General Information

1. This manual, titled "IEEE LIFE MEMBER AFFINITY GROUP MANAGEMENT AND PROCEDURES" is meant to be a guide to the Officers and Leaders of each IEEE Life Member Affinity Group (LMAG).

b) References pertaining to IEEE Life Member Affinity Groups (LMAG)

- 1) <https://www.ieee.org/about/corporate/governance/index.html>
- 2) IEEE Constitution & Bylaws - 2019
- 3) IEEE Policies - 2019
- 4) IEEE Finance Operations Manual (FOM) - v.48
- 5) IEEE Foundation By Laws - Nov 2018
- 6) IEEE Foundation Policy & Procedures Manual – Nov 2018
- 7) IEEE Member & Geographic Activities (MGA) Operations Manual – 2019
- 8) IEEE Life Member Committee Operations Manual, draft Jan 2019

2). LIFE MEMBER STATUS

1. Life members. The designation "Life member" is applicable only to an IEEE member who has attained the age of 65 years and who has been a member of IEEE for such a period that the sum of his/her age and his/her years of membership equals or exceeds 100 years. The designation of Life Member shall be effective on 1 January of the year immediately succeeding the year in which the requirement for the Life Member category has been satisfied. (IEEE Bylaw I-102.2)

2. Inactive Status and Reinstatement. If a Life Member does not annually confirm that they would like to continue to receive the services/publication(s) (I-104.14), they will be removed from the active membership roster and placed on inactive status. An inactive Life Member will not receive services/publication(s) or an election ballot. Active Life Membership shall be reinstated, with no loss of continuity of membership, upon notification that the Life Member confirms that the services/publication(s) and/or distribution of an election ballot are still desired, subject to the limitations of IEEE Bylaw I-108.8.

3). LIFE MEMBER AFFINITY GROUPS

Affinity Groups are defined in IEEE bylaw I-402.10 and shall be a non-technical subunit of a Region, one or more Sections, or a Geographic Council. An Affinity Group shall comprise a minimum of six (6) IEEE voting members, who are member of the geographic unit(s) involved and established by petition to the parent organization unit(s) or committee concerned to fulfill the mission of IEEE.

A Life Member Affinity Group (LMAG) operates within an **organizational Unit (OU)**, **usually a Section**, to represent and fulfil the needs of, and to organize activities on behalf of its Life Members. General guidelines regarding Affinity Groups can be found in Section 9.9 of the IEEE MGA Operations Manual.

3.1). ESTABLISHMENT OF AN LIFE MEMBER AFFINITY GROUP (LMAG)

A petition to establish an LMAG shall:

- (a) Name of the Section/Sections or Council
- (b) Name of the organizer (who becomes interim Chair pending election of a regular Chair at a later organization meeting)
- (c) Signatures of at least six (6) Section Life Members who indicate that they will join the LMAG
- (d) The petition shall be signed by the Interim Chair and then the parent (generally Section) Chair and then submitted to the MGA Staff
- (e) The petition shall include a business plan that provides a mission and goals, planned meetings and activities for the initial six months
- (f) The IEEE Regional Life Member Coordinator is available to provide assistance in the petition process
- (g) The LMAG shall be considered established after the MGA Managing Director has ascertained that the Regional LM Coordinator, Regional Director, and the Life Member Committee Chair have no objection to its formation. The MGA Vice Chair –Geographic Unit Operations shall present a recommendation for approval of the LMAG formation to the MGA Board.
- (h) The LMAG will be informed that the Group formation has been approved via email from the IEEE MGA Managing Director with a copy to the Region Director, Section Chair, LM Regional Coordinator, and the LMC Chair.

3.2) REQUIREMENTS FOR MEMBERSHIP AND MEETING ACTIVITY.

1. An Affinity Group shall be required to maintain a membership of not fewer than six (6) IEEE members, and to hold not less than two (2) group-interest meetings per year, or to maintain a level of activity acceptable to the Section/Council Chair and Region Director.
2. Meeting Activity
 - a. An Affinity Group may schedule a group interest meeting in coordination with the ExCom of the parent geographical unit within whose boundaries the meeting is to be held, if deemed necessary.
 - b. All members in the parent geographical unit shall be advised of all meetings held in their geographical unit, including those organized by Affinity Groups, using electronic communication tools provided by MGA and/or via posting on the parent geographical unit's website. In addition, a special notice may be sent to the members of the Affinity Group that organizes a meeting.
 - c. An Affinity Group shall submit annually a report on the meetings held within the past year and any changes to its roster of officers in a timely manner using electronic reporting tools provided by MGA.
 - d. The parent geographical unit that assumes responsibility for the Affinity Group management shall receive meeting credit for Affinity Group activity and shall MGA Operations Manual, Section 9 disburse the Affinity Group rebate and activity

bonus (if applicable) to the Affinity Group based on reported Affinity Group activity, in accordance with Section 9.9.G.

3.3) AFFINITY GROUP PROBATION

Failure of an Affinity Group to meet the minimum required activities as described in Section 9.9.J of MGA Operations Manual for a period of one year shall result in the Affinity Group automatically being placed on probation, effective 1 January of the following year. An Affinity Group probation period shall last three consecutive years. The Affinity Group will not be eligible for rebates until it comes into compliance with the minimum requirements. Annual notice of delinquency will be given to all concerned. A report of delinquent Affinity Groups will be presented to the MGA Board.

3.4) AFFINITY GROUP DISSOLUTION

An Affinity Group dissolution can occur in the following ways:

1. With the concurrence of the ExCom of the parent geographical unit that assumed responsibility for the Affinity Group management, the Chair(s) of any other parent organizational unit(s) when applicable, and the Region Director, an Affinity Group may be dissolved.
2. An Affinity Group shall be dissolved automatically if it has failed to meet the requirements as stated in Section 9.9.J of MGA Operations Manual for three consecutive years and annual notice of the delinquency has been given to all concerned. Such dissolution will be reported to the MGA Board at its November Board meeting and reported to the Chair(s) of the parent technical organizational unit(s).

Following dissolution, any remaining funds and assets in the custody of the Affinity Group shall revert to the parent geographical unit that assumed responsibility for the Affinity Group management.

3.5) AFFINITY GROUP REINSTATEMENT

1. A dissolved Affinity Group can be reinstated following the automatic dissolution at the November Board meeting when the following conditions have been met. The parent geographical or organizational units concerned must have secured both the interest to reactivate the Affinity Group and a volunteer to serve as the Affinity Group Chair. This information shall be reported to the MGA staff no later than 60 days following the date of dissolution.
2. Reinstatement of the dissolved Affinity Group shall be reported to the MGA Board at its February meeting. As of that MGA Board meeting date, the Affinity Group shall be considered reinstated. The parent Affinity Group or Affinity Groups shall be informed of the reinstatement of the Affinity Group.
3. Any meetings held and reported during the year the unit was reinstated will be applied to that year's rebate and activity bonus. Previous years' meeting reports will

not apply to the Affinity Group rebate or activity bonus.

3.6) MANAGEMENT

(a) Responsibility for LMAG management shall rest with the Section/Council, which shall have overall control of all financial and other aspects of the Affinity Group in carrying out its activities.

(b) Reasonable efforts should be made to notify all members of meetings. Methods of communication could be hard copy distributions, e-mail distributions in keeping with IEEE e-mail policies, and LMAG Website updates.

3.7) LMAG OFFICERS AND RESPONSIBILITIES

(a) The LMAG shall include at least a Chair, a Vice Chair, a Secretary, and a Treasurer. The LMAG may combine the offices of Secretary and Treasurer. These positions comprise the management of the LMAG and are commonly called the LMAG Committee.

(b) Each member of the LMAG Committee shall be an IEEE member of Graduate Student Member, Member, Senior Member or Fellow grade and have attained IEEE Life Member status.

(c) The LMAG Chair shall be elected annually and shall serve as Chair for all of the LMAG meetings and the LMAG Committee. Duties include oversight and/or coordination of the LMAG activities, submission of all reports.

(d) The LMAG Vice Chair shall assist the Chair in the coordination of all LMAG activities. At the request of the Chair or in the absence of the Chair, the Vice Chair shall chair meetings of the LMAG.

(e) The duties of the Secretary shall include correspondence, the keeping of the minutes of the Committee meetings, mailing notices, and submission of meeting reports, keeping the roster of members and officers and reporting them to the Parent unit at the end of each year and such other duties as are assigned by the Chair.

(f) The duties of the Treasurer shall include the development of an LMAG budget for approval by the parent unit, accounting of all group funds, keeping financial records and submitting a financial record to the parent unit.

(g) All officers shall be elected by LMAG members. Elections for all officers shall take place every one or two years, in accordance with the term of office as defined by the parent geographical unit that assumes responsibility for the LMAG management.

(h) The term of office for all Officers shall be one or two years. The parent geographical unit that assumes responsibility for the LMAG management must define the officer term as one or two years and record it in its local operating procedures document; if the officer term is not recorded in the local operating procedures document, it shall be two years. An individual may continue in the position until a successor has been duly

elected and takes office. The term of office will date from 1 January through 31 December.

(i) The consecutive period of service in any one office shall normally not exceed four years. All officers shall not serve in any one position, in any single organizational unit, more than six years in total. Exception to this rule require approval by the Chair of the parent unit that assumes responsibility of the LMAG management who will annually report such exceptions to the Region Director.

(j) The names of the newly elected/appointed officers voting and non-voting of the LMAG shall be reported by the Affinity Group Chair to the MGA department within 20 days following election/appointment. Officers will be reported in vTools Officer reporting.

(k) Responsibility for LMAG management shall rest with its Operating Committee which shall have control of all financial and other aspects of the Affinity Group in carrying out its activities.

(l) Officer election process may be found in the MGA Operations Manual is section 9.9 E and F.

3.8) FINANCIAL SUPPORT FOR EXISTING LMAG

- (a) Life Members Fund provides up to \$2,000 annually for approved activities via Reimbursement (after filing an expense report)
- (b) Funds cover travel expenses for a speaker and expenses associated with holding an event or activity
- (c) LMAG Chair needs approval from the Life Member Regional Coordinator prior to the event or activity, by submitting an LMAG Pre-approval funds Request Form
- (d) LMAG Chair submits a LMAG Funds Request Form, an IEEE Expense Report with receipts to life-members@ieee.org with a copy to the Regional Coordinator

3.9) FINANCIAL SUPPORT FOR FORMING NEW LMAG

- (a) Life Members Fund provides up to \$2,000 for the formation of a new LMAG
- (b) Funds shall be used for organizational and administrative purposes
- (c) LM Regional Coordinator submits an IEEE Expense Report with receipts to life-members@ieee.org

3.10) MGA REBATES AWARDED TO A SECTION FOR A LMAG

- (a) MGA will award an annual fund of \$200 if the LMAG holds at least 2 meetings per year
- (b) MGA will award in addition to the annual fund, a bonus of \$75 if the LMAG conducts 6 or more meetings per year

- (c) These funds are distributed by the MGA to the Section Chair/Treasurer as part of the annual Section rebate and will be issued by the end of the 2nd quarter
- (d) Funds designated for the LMAG, from whatever source derived, are the property of the IEEE, and shall not be used for purposes other than the normal operations of the LMAG

3.11) LIFE MEMBER AFFINITY GROUP ACHIEVEMENT AWARD

- (a) The IEEE Life Members Affinity Group Achievement Award is given annually to one LMAG to recognize those substantive projects or achievements that have left an undeniable imprint on the fabric of IEEE Life members operations or the IEEE Life Members Fund.
- (b) All LMAGs in good standing are eligible
- (c) No LMAG may receive two IEEE LMAG Achievement Awards within three years
- (d) Based on projects or achievements that took place during the period of 1 January to 31 December of the year preceding the award
- (e) Nomination deadline April 15
- (f) Recipient Notified by June 15
- (g) Recipient receives Certificate of Recognition, a grant of \$2,000 for future affinity group activities, plus a stipend of up to \$2,000 for a representative to travel to an appropriate IEEE event to receive the award

3.12) IEEE LIFE MEMBERS FUND

The LMAG Officers are expected to encourage all LMAG members to pro-actively support donations to the Life Members Fund (LMF).

3.13) POTENTIAL AFFINITY GROUP ACTIVITIES

- Technical lecture
- Joint activities with parent Section
- Visit to a museum or a site of technical interest
- Social gatherings, luncheons
- Become a participating mentor
- New officer orientation sessions
- Past/current volunteers that are Life members can host
- Provide assistance in getting Student Branches, Chapters, Affinity Groups formed
- Assist your local school districts (pre-university)

- Career days
- Science fair judging
- Assist your local Student Branches
- Resource for soft skills for job interviews and early career know how
- Student paper contests judging
- Senior Member Elevations
- Fellow Nominations