



IEEE LIFE MEMBERS COMMITTEE

Operations Manual

Approved

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THE INSTITUTE OF ELECTRICAL
AND ELECTRONICS ENGINEERS, INC.

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1. GENERAL

The IEEE Life Members Committee (LMC), a joint committee of the IEEE acting through the MGA Board and the IEEE Foundation Board, shall provide leadership in the identification of, and support to, the interests of the Life Members (including future Life Members) in activities of the IEEE and the IEEE Foundation. The Committee shall report to the MGA Board through the MGA Member Engagement and Life Cycle Committee (MELCC). Changes to its charter shall be endorsed by the MELCC and approved by the MGA Board and the IEEE Foundation Board of Directors. (Ref: MGA Operations Manual (Nov 2019) Section 4.17A)

It is responsible for the promotion and development of all Life Member activities in IEEE as described in the following paragraphs.

Therefore, its policies, procedures and rules are embodied in the following documents:

IEEE:

- The Institute of Electrical and Electronics Engineers (IEEE) Certificate of Incorporation – legally establishes the IEEE under New York State Not-for-Profit Corporation Law.
- The IEEE Constitution & Bylaws – governs the implementation of Constitutional provisions in specific organizational structures approved by the IEEE Board of Directors.
- The IEEE Policies – provide more detailed statements of IEEE-wide policies, objectives and procedures than are appropriate for inclusion in the Constitution and Bylaws and are subject to approval by the IEEE Board of Directors.
- The IEEE Finance Operation Manual – provides reasonable, appropriate and consistent guidelines for the IEEE finances to be successful.
- The MGA Operations Manual – provides guidance and policies to all levels of IEEE Organizational Units (OUs).

IEEE Foundation – specifically related to the IEEE Life Members Fund:

- IEEE Foundation Certificate of Incorporation – legally establishes the IEEE Foundation under New York State Not-for-Profit Corporation Law.
 - IEEE Foundation Bylaws – describes the LMC and its responsibility for the management of the IEEE Life Members Fund (LMF) of the IEEE Foundation.
 - IEEE Foundation Policies and Procedures Manual – describes the administration of the Life Members Grants Committee and the Life Member Committee, and their interaction with the Foundation.
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2. LIFE MEMBERS COMMITTEE OPERATIONS MANUAL

This Operations Manual, once approved by the IEEE Foundation Board of Directors and the IEEE Member and Geographic Activities (MGA) Board, shall contain the policies and procedures that govern the principal functions, activities and administrative processes of the IEEE Life Members Committee (LMC) and shall be distributed to the IEEE LMC Members and the Life Members Region Coordinators annually.

3. ORGANIZATION OF THE LIFE MEMBER COMMITTEE

a). SCOPE

The Committee shall be responsible to the IEEE Foundation for management of the IEEE Life Members Fund (LMF) including stimulating and monitoring contributions and authorizing disbursements. Programs and projects supported by the LMF shall be consistent with the interests of IEEE Life Members and future Life members, reflect the breadth and range of the engineering field, and make a significant, positive, global impact on the profession, and improve the awareness of engineering. The Committee shall also be responsible to the MGA Board for promoting the interests of Life Members and other retired members. (Ref: MGA Operations Manual (Nov 2019) Section 4.17B)

b). FUNCTIONS

1. Act on behalf of the best interests of Life Members.
 2. Consider suggestions for activities of interest for members who are retired, and may make recommendations to other IEEE organization units and to the IEEE Foundation for policies and activities appropriate for such members.
 3. Seek ways to encourage continued IEEE activity and involvement by Life Members at all levels of IEEE.
 4. Partner with the IEEE Foundation to operate the IEEE Foundation Grants Program.
 5. Participate in the raising of charitable donations for the LMF of the IEEE Foundation by performing duties including, but not limited to, raising awareness of the program supported through the LMF, soliciting donations, and stewarding donors, and expecting each LMC member to make an annual donation to the LMF at the level consistent with their comfort level.
 6. Be responsible for the management and prudent expenditures of the LMF in support of meaningful activities that are of professional concern and interest to IEEE.
 7. Take an active role in encouraging the establishment of Life Member Affinity Groups in the Sections, so that members at a similar stage in their career can share experiences and find ways to remain active.
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8. Publish a Life Members Newsletter as a means of keeping Life members informed of news of particular interest to them and to provide a forum in which suitable articles may be published.

c). COMPOSITION

The Life Members Committee shall consist of not more than nine (9) members:

Voting Members:

- Chair, who shall have Life Member status
- Past Chair
- Up to five (5) members, who shall normally have Life member status
- Up to two (2) members, who need not, but shall normally have Life Member status, with at least one also being an IEEE Foundation Board member, appointed by the IEEE Foundation Board.

The Committee shall elect a Vice Chair from among its members who shall assist the work of the Chair and who shall act on behalf of the Chair in the event of his/her absence or incapacity.

Corresponding Members (Non-Voting): Region Life Member Coordinators from Regions 1-10 (appointed by Region Directors)

The MGA Board Chair, MGA Secretary, and MGA Vice Chair – Member Engagement shall receive all announcements and other documentation that is distributed to the LMC Committee members, but participation in its activities is not required.

d). FINANCIAL AND ADMINISTRATIVE SUPPORT

1. The LMC shall authorize disbursements from the LMF of the IEEE Foundation, in accordance with the objectives and procedures of IEEE and the IEEE Foundation. The Chair will oversee disbursement of these funds. Allowable disbursements include:
 - Activities that encourage the active engagement of IEEE Life Members in IEEE
 - Programs and projects that are consistent with the interests of IEEE Life Members and future Life Members, reflect the breadth and range of the engineering field, make a significant, positive, global impact on the profession, and improve the awareness of engineering
 - Grants approved through the IEEE Foundation Grants Program
 - Programs selected as Signature Programs by the IEEE Foundation
 - Operational and fundraising costs of the LMC
 2. The LMC shall endorse and recommend their LMF annual budget to the IEEE Foundation.
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3. Meeting costs and travel expenses for Committee members to participate in LMC activities shall be supported by the LMF.
4. Staff support for the LMC Committee shall be provided by the MGA department.

e). REPORTS

The Chair shall present periodic reports on its activities to the IEEE Foundation Board, the MGA Board, and the MGA Member Engagement and Life Cycle Committee (MELCC).

f). ADMINISTRATION

Information regarding committee member eligibility and appointments, committee meetings, voting procedures, and removal of a member of a committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

Information regarding the relationship of the LMC to the IEEE Foundation is shown in the IEEE Foundation’s governing documents.

4. LIFE MEMBERS FUND OF THE IEEE FOUNDATION

The LMC shall be responsible for the management of the IEEE Life Members Fund (LMF) of the IEEE Foundation including stimulating and monitoring contributions and authorizing disbursements from the Life Members Fund, in accordance with the objectives and procedures of the IEEE and the IEEE Foundation. Programs and projects which receive LMF support are to be consistent with the interests of IEEE Life Members and future Life Members, reflect the breadth and range of the engineering field, and make a significant, positive global impact on the profession, and improve the awareness of engineering. (IEEE Foundation By Laws – Nov 2018)

5. COMMITTEES OF THE FOUNDATION

(Ref. IEEE Foundation Policy and Procedures Manual (Nov 2020))

a). IEEE Foundation/Life Members Grants Committee – The IEEE Foundation/Life Members Grants Committee shall be responsible for the Foundation’s Grants Program, including identifying and recommending the theme for the annual Request for Proposals (RFPs); evaluating grant applications for compliance with the goals and objectives of the Foundation; and recommending to the Foundation Board and IEEE Life Members Committee those grant applications deemed meritorious and fundable within the available resources, and the funding source. Procedures for reviewing applications shall be approved by the Foundation Board.

The Grants Committee shall be appointed annually by the Foundation Board and shall report to the IEEE Foundation Programs Committee. One voting Director of the IEEE Foundation Board shall be elected to serve as chair, three members recommended by the

Foundation Nominating & Corporate Governance Committee who may or may not be voting Directors of the Foundation Board, three members of the IEEE Life Members Committee recommended by the Chair, IEEE Life Members Committee and two alternates, one from the Foundation Board and one from the IEEE Life Members Committee. The role of an alternate shall be to assist with the evaluation of applications in the event a member of the IEEE.

Foundation/Life Members Grants Committee is not able to serve because of such things as illness or travel conflicts. All committee members shall be active members of IEEE.

The Vice President, Programs, shall report regularly to the Foundation Board on Committee activities.

b). Life Members Committee (LMC)

The purpose and scope of the IEEE Life Members Committee is described in ARTICLE III, SECTION 13 A. of the Foundation's bylaws.

The Life Members Committee shall report to the IEEE MGA Board through the Member Engagement and Life Cycle Committee with administrative responsibility and operational support assigned by the IEEE Board of Directors to the Member and Geographic Activities Board.

The Life Members Committee shall act on behalf of the best interests of Life Members. It shall consider suggestions for activities of interest for retired members, and it may make recommendations to other IEEE organizational units and to the IEEE Foundation for policies and activities appropriate for such members. It shall seek ways to encourage continued IEEE activity and involvement by Life Members at all levels of IEEE. It shall partner with the IEEE Foundation Board of Directors to operate the IEEE Foundation Grants Program. It shall participate in the raising of charitable donations for the LMF by performing duties including, but not limited to raising awareness of the programs supported through the LMF, soliciting donations, stewarding donors, and each LMC member expected to make an annual donation to the LMF at the level consistent with their comfort level. It shall be responsible for the management and prudent expenditure of the LMF in support of meaningful activities that are of professional concern and interest to IEEE.

The IEEE Member and Geographic Activities Board shall appoint the Chair, Immediate Past Chair and up to five Members-at-Large who shall normally have Life Member status. The IEEE Foundation shall appoint up to two Members-at Large, who need not, but shall normally have, Life Member status with at least one also being a member of the IEEE Foundation Board of Directors.

The Chair of the Life Members Committee shall be an ex-officio member of the

Foundation Board without vote, with all other rights and privileges of Foundation Board Directors and shall report periodically, at their own expense, to the Foundation Board concerning the Committee's activities.

6. INVESTED DONATIONS

Donations are invested in initiatives that:

- Excite students about STEM – Science, technology, engineering, and math
- Empower young people to pursue careers in IEEE's fields of interest
- Preserve the legacy that IEEE Members helped create.
- Recognize peers for their accomplishments.
- Encourage Life members and retirees to stay active in IEEE.

LMC funding supports the following types of IEEE programs:

- Life Members Newsletter
- IEEE Foundation/Life Members Fund Grants and Special Programs
- IEEE Life Member Affinity Group (LMAG) support
- Encourages encouragement for the establishments and/or activities of LMAGs
- IEEE Life Member Affinity Group Award Program
- Region Student Event Funding
- Special Projects

7. RESPONSIBILITIES OF THE LIFE MEMBERS COMMITTEE

a). LIFE MEMBERS COMMITTEE CHAIR

- Abide by the IEEE Code of Conduct and the IEEE Code of Ethics
- Prepare periodic reports on its activities to both the IEEE Foundation Board and the MGA Board.
- Call and preside at meetings of the Life Members Committee.
- Attend the IEEE Foundation Board of Directors Meetings, MELCC Meetings and if necessary, attend the MGA Board of Directors Meetings.
- Review draft meeting minutes.
- Establish task forces and/or ad hoc committees, with the consent of the Life Member Committee.
- Work with Staff to work within the budget for the year

b). LIFE MEMBERS COMMITTEE VICE CHAIR

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics
 - Act on behalf of the Chair in the event of his/her absence
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c). LIFE MEMBERS COMMITTEE AFFINITY GROUP COORDINATOR

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics
- Keep in frequent contact with the Life Member Region Coordinators to encourage greater activity in their respective regions
- Submit expense reports for Affinity Group Coordinator activities.
- Advise the LMC on objectives, activities, and trends of interest regarding Life Members Affinity Group activities
- Seek ways to encourage continued IEEE activity and involvement by Life members at all levels of the IEEE
- Take an active role in encouraging the establishment of Life Member Affinity Groups in all Sections
- Raise the profile of Life members generally throughout IEEE

d). LIFE MEMBERS COMMITTEE MEMBERS

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics
- Seek ways to encourage continued IEEE activity and involvement by Life Members at all levels of the IEEE
- Take an active role in encouraging the establishment of Life Member Affinity Groups (LMAGs) in IEEE Sections
- Raise the profile of Life Members generally throughout IEEE
- LMC members are expected to take a pro-active role in promoting donations from members in their Region/Section/Chapter etc.
- Perform such duties as may be assigned by the Chair

8. LIFE MEMBER REGION COORDINATORS

The Region Coordinators are appointed by each Region Director. The Region Coordinators are non-voting members of LMC.

Duties include:

- Abide by the IEEE Code of Conduct and IEEE Code of Ethics
 - Establish IEEE Life Member Affinity Groups (LMAGs) in their Sections
 - Monitor LMAG activities in their Region and report their status to the LMC.
 - Approve expense reports submitted by LMAG Chairs
 - Approve application for Region Student Event Funding
 - Advise and help Section officers in the establishment of possible connections between their LMAG's Life Members and other IEEE Operational Units (OUs).
 - Is responsible of raising awareness among region OUs of the IEEE Foundation Grants Program
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- Is responsible of raising awareness among region OUs of the Life Members Fund in support of activities that are of professional concern and interest to Life members in the Sections in their Region.

9. LIFE MEMBER AFFINITY GROUPS

An IEEE Life Member Affinity Group (LMAG) is a local unit of an IEEE Section/Council, constituted by IEEE members who have obtained Life member status. LMC provides financial support to LMAGs and promotes their formation in any Section that has enough Life Members to form a viable Affinity Group. The regulations for the formation of Life Members Affinity Groups are contained in the MGA Operations Manual.

10. MEETINGS OF THE IEEE LIFE MEMBERS COMMITTEE AND REGION COORDINATORS

- The LMC shall normally hold at least one in-person meeting, including the Region Coordinators. Other business of the Committee shall be accomplished by teleconference calls and electronic means.
- Anticipated travel and lodging expenses for committee members shall be budgeted.
- A quorum shall be a majority of the voting members of the Life Members Committee.
- Voting shall be in accordance with IEEE Bylaws, Policies and established practices.
- Minutes of the meeting, recording attendance, the substance of the discussions, and actions taken, shall be provided to LMC members in a timely manner

11. CHANGES TO THIS OPERATIONS MANUAL

Changes to this Manual must be endorsed by MGA Member Engagement and Life Cycle Committee and approved jointly by the Member & Geographic Activities Board and the IEEE Foundation Board of Directors.
