

# IEEE Life Member Group Procedures

As approved by the IEEE Life Members Committee – 20 February 2009

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The following procedures were consolidated into this document based on the information contained in the MGA Operations Manual. According to IEEE Bylaws, LM Groups are officially referred to as "Affinity Groups". The IEEE Life Members Committee refers to these units as Life Member Groups.

## A. Life Member Status

1. Life Members. The designation "Life Member" is applicable only to a 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 IEEE Life Member with an inactive status 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

## B. LM Group - Definition

A Life Member Group is a local unit of an IEEE organizational unit, constituted by IEEE members who have obtained Life Member Status and established by petition, concerned to represent and fulfill the needs of the local IEEE Life members. A LM Group functions in a manner similar to that of a committee of the Section.

## C. LM Group Petition for Establishment

1. A petition to establish a LM Group shall contain the following:
  - a. Name of the Section(s);
  - 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 members who indicate they will join the LM Group, if established. At least 2 of these members must be an IEEE Life Members
2. The petition shall be submitted to the IEEE Section/Council Executive Committee for written approval and forwarded with this written approval to the IEEE Managing Director, Member and Geographic Activities.

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3. The IEEE Managing Director shall forward a copy of the petition to the Regional Life Member Coordinator for approval.
4. The LM Group shall be considered established after the IEEE Managing Director, Member and Geographic Activities has ascertained that the Regional LM Coordinator, Regional Director and the LMC Chair have no objection to its formation. The MGA Vice Chair – Geographic Unit Operations presents recommendations for approval of LM Group formation to the MGA Board.
5. The LM Group Chair will be informed that the Group formation has been approved via a letter from the IEEE Managing Director, Member and Geographic Activities (with a copy to the Region Director/Section Chair, the LM Regional Coordinator and the Life Members Committee Chair).
6. An LM Group or Joint Group may be established by the procedures defined herein to cover the territory of two or more contiguous Sections, or a Council, provided the Regional LM Coordinator approves the establishment. The petition to establish a Joint Group shall contain at least six Life Member signatures and that each Section involved shall be represented by at least three signatures.
7. Where a Section covers a large geographic area, more than one LM Group may be formed within the Section, provided the Regional LM Coordinator approves the establishment.

### **D. LM Group Management**

1. Responsibility for LM Group Management shall rest with the Section/Council, which shall have control of all financial and other aspects of the Affinity Group in carrying out its activities.
2. Reasonable efforts should be made to notify all members of meetings. Methods of communication could be hard copy distributions, email distributions in keeping with IEEE email policies and Group Web site updates. Not less than once a year a hard copy mailing should be sent to the active Affinity group membership including at least the following information: how to remain in the IEEE Life Member Listing and how members may update their contact information in the IEEE master database. The LM Group may serve nonmembers wishing to receive meeting announcements or other LMAG publications.

### **E. Life Member Group Officers**

Officers of the LM Group shall be at least a Chair and a Vice Chair.

1. Each member of the LM Group Committee shall have attained IEEE Life member status and be an IEEE member of Member, Senior Member or Fellow grade.
2. The Group Chair shall serve as Chair for all meetings. Duties include oversight and/or coordination of the LM Group activities, submission of brief summary of activities and submission of reimbursement forms to the Regional LM Coordinator.
3. The Group Vice Chair shall assist the Chair in the coordination of all activities. At the request of the Chair or in the absence of the Chair, the Vice Chair shall chair meetings of the LM Group.

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All officers shall be elected annually. The term of office for all officers shall normally be one year, but may continue until a successor has been duly elected and take office. The term of office will date from 1 January through 31 December.

## **F. LM Group Requirements for Membership, Meetings and Activity**

1. An LM Group shall be required to maintain a membership of not fewer than six (6) members and to hold not less than two programs per year, or to maintain a level of activity acceptable to the Regional LM Coordinator.
2. An LM Group shall submit annually a meeting report, a roster of officers, and a budget proposal for the next year, to the Regional LM Coordinator.

## **G. Financial Management of LM Group Funds**

1. Funds within the LM Group, from whatever source derived, are the property of the IEEE, and shall not be used for purposes other than the normal operations of the Affinity Group as defined in the MGA Operations Manual/IEEE Bylaws or published interpretation of policy, without prior authorization of the MGA Board, unless otherwise published.
2. Funds derived from member dues shall not be used for scholarships, fellowships and other education awards. The award activities shall be supported by funds from activities all or in part specifically directed to such usage. Contributions may be accepted for such use and donations should be encouraged by the use of tax-exempt mechanisms.
3. LM Groups shall have the right to obligate their funds for all purposes necessary to promote their objectives, except that no Affinity Group or any officer or representative thereof shall have any authority to contract debts for, pledge the credit of, or in any way bind the IEEE for those activities specifically prohibited in the governing documents of the IEEE or published interpretation of policy.
4. LM Groups may accept local voluntary financial contributions.
5. LM Groups are authorized by the IEEE Life Members Committee an annual budget, not exceeding \$1,000 USD, towards meetings or activities acceptable to the Regional LM Coordinator. The funding will be provided upon actual expenses. Prior to any LM Group expenditure requiring additional LMC funding, the approval must first be obtained from the Regional Coordinator.

## **H. Life Member Liaison**

1. LM Group contact with IEEE HQ will be through [lm-affinity-groups@ieee.org](mailto:lm-affinity-groups@ieee.org)
2. Staff support for Life Member Groups will be provided by the IEEE Member and Geographic Activities Department

## **I. LM Group Activities Coordinator**

1. The Life Member Committee Chair will appoint from among the Committee Members a LM Group Activities Coordinator.

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2. The LM Group Activities Coordinator will have the following responsibilities:
  - Act on behalf of the LMC Chair in keeping contact with the Regional LM Coordinators and bring their requests to the LMC.
  - Present to the LMC an annual report on LM Group activities, based on the reports of the Regional LM Coordinators.
  - Present to the LMC a LM Group activities plan, and an annual budget proposal, for the following year.
  - Manage the distribution of the LM Group activities annual budget, as approved by the LMC.
  - Advise the LMC on objectives, activities and trends of interest regarding LM Group activities.

### J. Regional Life Member Coordinator

1. A Regional Life Member Coordinator will be appointed by the Regional Director.
2. The Regional LM Coordinator will be member of the Regional Committee.
3. Responsibilities of the Regional LM Coordinator includes the following:
  1. Act on behalf of the Regional Director in establishing LM Groups in the Sections of the Region. Any expenses needed for this first meeting would be covered by funds available through the LM Coordinator from the LM Committee.
  2. Receive from the LM Group Chairs rosters of those Life Members enrolled in LM Groups, the identities of the officers, and forward to the IEEE Member and Geographic Activities Department.
  3. At the end of each year receive from each LM Group a brief summary of LM Group activities and a budget proposal for the next year.
  4. Forward the above mentioned documents (with remarks or proposals) to the LM Group Activities Coordinator.
  5. At the end of each year send a summary of all expenditures made in the Region for LM Groups to the LMC Support Staff.
  6. The Regional LM Coordinator will advise the LM Group Activities Coordinator of situations and trends of interest regarding LM Groups and will advise the Regional Director of activities pertinent to Life Members in the Region.

**4. The LM Group Activities Coordinator and each Regional LM Group Coordinator are authorized an annual budget of a sum not exceeding \$1,000 USD each. This funding would be used for organizational and administrative purposes to assist in activities of existing LM Groups and the formation of new LM Groups.** K. Life Member Group Dissolution

With the concurrence of the Section Chair, the Regional LM Coordinator and the Regional Director, an LM Group or Joint LM Group may be dissolved. Such dissolution will be reported to the MGA Board and the IEEE Life Members Committee.

For additional information, please send e-mail to [lm-affinity-groups@ieee.org](mailto:lm-affinity-groups@ieee.org)