

## 4.0

## MGA COMMITTEES

### 4.1 MGA COMMITTEES

- A. Establishment. The MGA Board Chair, with the advice and consent of the Member & Geographic Activities Board, may establish standing committees to facilitate the performance of duties assigned. The MGA Board shall approve the charters of all MGA standing committees. The charter for each standing committee shall specify the processes by which its Chair and membership are selected. Appointments made to committee membership shall be for one year, starting 1 January, with reappointment possible for a maximum tenure of three consecutive years, unless otherwise specified in the standing committee charter.
- B. Member Eligibility Requirements. To be eligible to be a Chair or a voting member of any MGA committee, except the Student Activities Committee, the member shall be at IEEE Graduate Student Member, Member, Senior Member or Fellow grade. At the discretion of MGA Board, Student members, when appointed to other MGA Committees, may be granted voting privileges.
- C. Review of Committees. All MGA standing committees shall be reviewed at regular intervals to ensure that their respective scopes and compositions continue to serve the best interests of the Member & Geographic Activities Board and its membership.
- D. Meetings of MGA Committees.
1. Meetings shall occur at the call of the Chair. Provisions shall be made in the MGA budget for expenses incurred in the work of all MGA Committees.
  2. It is recommended that each MGA Committee have one face-to-face meeting during the year and they should take place independently of MGA Board and IEEE Board of Directors meeting series.
  2. A quorum shall be a majority of the voting members of the Committee. Voting shall be by majority vote, provided a quorum is present. The Chair shall have no vote unless the vote is by secret ballot or his/her vote can change the outcome. Robert's Rules of Order (latest revision) shall be used to conduct business at meeting of the Committee.
  3. All MGA Committees are encouraged to take advantage of electronic communication to conduct business.
  4. The Committee may also meet and act upon the vote of its members via telecommunications equipment, where, in accordance with IEEE Bylaws, all parties participating in the meeting can hear each other at the same time.
- E. Appointments. The voting members of MGA Standing Committees appointed by individuals or committees, other than the Member and Geographic Activities Board, as specified in this Operations Manual, shall be annually submitted to the Member and Geographic Activities Board for affirmation.
- F. Vacancy. If vacancies occur, they are filled using the methodology originally used to fill that position. In the event of the incapacity of the Chair, the immediate Past Committee Chair shall serve as Acting Chair until such time as a successor has been identified. In the event of the absence of the Chair, the immediate Past Committee Chair shall serve as Acting Chair or, if not available, the voting members of the Committee present, from amongst their own, shall select someone to so serve.
- G. Vote To Remove a Member of a MGA Standing Committee. A member of a MGA Standing Committee may be removed as a member of that committee, with or without cause, by an affirmative vote of two-thirds of the members of the appointing body present at the time of the vote, provided a quorum is present.
- H. Ad Hoc Committees. All MGA Committee Chairs may create Ad Hoc Committees to address specific issues or deal with special situations as deemed appropriate. The Chair of such Ad Hoc Committee must be a member of the Committee and shall be appointed by the Committee Chair.

**4.2 COORDINATION OF MGA COMMITTEES**

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A. Standing Committees. The following committees shall report to MGA through the responsible MGA Board member:

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| 1. Geographic Unit Operations Support                         | Vice Chair – Geographic Unit Operations        |
| 2. IT Coordination and Oversight                              | Vice Chair – Information Management            |
| 3. Member Engagement and Life Cycle                           | Vice Chair – Member Development                |
| 4. Nominations & Appointments Committee                       | Past MGA Board Chair                           |
| 5. Operations Committee                                       | MGA Board Chair                                |
| 6. Strategic Direction and Environmental Assessment Committee | Vice Chair – Strategic Management and Analysis |

B. Subcommittees assigned to the MGA Operations Committee. The following Subcommittees shall report to the MGA Operations Committee.

1. Finance
2. Sections Congress
3. IEEE.TV Advisory

C. Subcommittees assigned to the MGA Member Engagement and Life Cycle Committee. The following subcommittees shall report to the Member Engagement and Life Cycle Committee.

1. Awards and Recognition
2. Graduates of the Last Decade (GOLD)
3. Potentials Editorial Board
4. Pre-University
5. Students

D. Subcommittees assigned to the MGA IT Coordination and Oversight Committee. The following subcommittee shall report to the MGA IT Coordination and Oversight Committee.

1. Geographic Unit Electronic Communications & Automation Committee

E. Subcommittees assigned to the MGA Strategic Direction & Environmental Assessment Committee. The following subcommittee shall report to the MGA Strategic Direction & Environmental Assessment Committee.

1. Transnational Committee

**4.3 IEEE STANDING COMMITTEES**

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A. The following IEEE Standing Committees are assigned to MGA Board for administrative purposes. Members are appointed by the Member & Geographic Activities Board, with review and approval by the IEEE Board of Directors using the process in accordance with IEEE Bylaw I-300.4(5). These committees shall report to the MGA Board through MGA Member Engagement and Life Cycle Committee. An annual report on committee activities shall be transmitted to the Member & Geographic Activities Board.

1. IEEE Admission and Advancement Committee
2. IEEE Life Members Committee

**4.4 AWARDS & RECOGNITION COMMITTEE**

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**A. GENERAL**

The MGA Awards and Recognition Committee shall report to the MGA Member Engagement and Life Cycle Committee. Changes to this Charter must be endorsed by MGA Member Engagement and Life Cycle Committee and approved by the Member & Geographic Activities Board.

**B. SCOPE**

To promote, recognize and reward excellence in the MGA operations and IEEE Geographic Unit Activities (Regions, Geographic Councils and Areas, Sections, Chapters, Student Branches, and Student Branch Chapters).

**C. FUNCTIONS**

1. Develop and implement award and recognition programs and procedures designed for sponsorship specifically by MGA Board.
2. Develop, coordinate and implement awards and recognition programs for use by components of MGA Board to recognize individual IEEE members and organizational units.
3. Develop, coordinate and implement awards for use by components of MGA Board to recognize support provided by firms, divisions of firms, or individuals, which enable volunteers of the IEEE to carry out their assignments.
4. Develop and implement suitable documentation of awards and recognition presented by MGA Board and its components.
5. Develop procedures for publicizing the availability of awards and recognitions; provide assistance in preparing nominations and assist in affording appropriate media exposure to awardees.
6. Develop consolidated awards and recognitions procedures applicable to MGA and its components and ensure integration of the elements into appropriate guides and regulations.
7. Develop budgeting procedures for MGA awards and serve as a resource on various funding processes as may be available and permitted in support of the awards programs.
8. Serve as an action body within MGA Board, relating to the IEEE Awards Board programs; represent MGA on the IEEE Awards Board and its subordinate bodies; represent MGA on awards planning and policy development councils; coordinate IEEE awards and recognition programs within MGA and act as an information source on IEEE awards and recognition programs for components of the MGA Board.
9. Stimulate, coordinate and assist in the administration of educational scholarships or awards program within the Region and Section organizations, as may be proposed therein or as may be delegated by the IEEE Awards Board or the IEEE Board of Directors.
10. Solicit and evaluate MGA award nominations and recommend award recipients to MGA Board.
11. Establish awards via MGA Member Engagement & Life Cycle Committee.

**D. COMPOSITION**

The MGA Awards and Recognition Committee shall consist of the following:

Voting Members

- Chair
- Three (3) members from Regions 1-6.
- Three (3) members from Regions 7-10.
- Immediate Past Chair

Of the seven (7) appointed members, at least 3 individuals shall be past Regional Directors or Regional Director-elects and at least one (1) individual shall be a Graduate of the Last Decade.

The MGA Vice Chair – Member Development will appoint the Chair and members.

Corresponding Members

- Corresponding Members - Region 1-10 Awards Chair (without vote) – Appointed by Region Director

The MGA Chair, MGA Secretary and MGA Vice Chair – Member Development shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.

**E. ADMINISTRATION**

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

**4.5 FINANCE COMMITTEE**

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**A. GENERAL**

The MGA Finance Committee shall report to the MGA Board through MGA Operations Committee. Changes to this Charter must be endorsed by the MGA Operations Committee approved by the Member and Geographic Activities Board.

**B. SCOPE**

The MGA Finance Committee serves as an oversight and advisory body. The Committee shall establish financial goals and procedures for the MGA operations, develop and implement the MGA budget development process, and project and monitor the financial performance of member and geographic activities

**C. FUNCTIONS**

1. Keep the MGA Board apprised of IEEE financial matters as appropriate.
2. Review financial performance of the MGA Board and MGA committees, apprise the MGA Chair/Vice President - MGA of any significant deviations from budget and recommend courses of action when appropriate.
3. Work with the Regional Directors to review the Regional Allocation formula.
4. Work with Member and Geographic Activities Department staff to prepare and present to the MGA Board the proposed budget for MGA.
5. Monitor the performance of the overall MGA budget.

**D. COMPOSITION**

The Committee shall consist of the following members::

- MGA Treasurer who shall serve as Chair
- Immediate Past Committee Chair (Ex Officio)
- 2 current Region Directors
- MGA Secretary

Corresponding Members

- Corresponding Members - Region 1-10 Treasurers (without vote)

The MGA Chair shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.

**E. ADMINISTRATION**

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

**4.6 GEOGRAPHIC UNIT OPERATIONS SUPPORT COMMITTEE** \_\_\_\_\_

**A. GENERAL**

The committee shall report to the Member and Geographic Activities Board through the Vice Chair – Geographic Unit Operations. Changes to this charter shall be approved by the Member & Geographic Activities Board and Technical Activities Board.

**B. SCOPE**

The committee is responsible for design, development, and implementation of the support model for the Geographic Units. It shall also recommend policy for effective operation of the Geographic Units

**C. FUNCTIONS**

1. Oversight of Geographic Unit operations and the support structures, develop parameters to be included in the funding model for supporting the Geographic Units (for MGA Finance Committee to use in allocating resources)
2. Monitor and promote Geographic Unit activities related to MGA objectives (Member Engagement, Professional Development, Public Imperatives, etc.)

**D. COMPOSITION**

The Committee shall consist of no more than nine (9) voting members. This includes the following:

1. Chair: who shall be Vice Chair – Geographic Unit Operations
2. Past Chair
3. Seven (7) representatives from the following perspectives
  - o Region (1) – appointed by the Vice Chair – Geographic Unit Operations in consultation with Region Directors
  - o Section (1) – appointed by the Vice Chair – Geographic Unit Operations
  - o Technical Chapter (2) – one shall be appointed by the Vice President – Technical Activities and one appointed by the Vice Chair – Geographic Unit Operations
  - o Affinity Group (1) – appointed by the Vice Chair – Geographic Unit Operations
  - o Student (1) - appointed by the Vice Chair – Geographic Unit Operations in consultation with Chair – Student Committee
  - o Transnational (1) – appointed by the Vice Chair – Geographic Unit Operations

The MGA Chair and MGA Secretary shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.

**E. ADMINISTRATION**

Travel expenses for individuals to participate in committee activities shall be funded by the appointing organizational units.

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

**4.7 GRADUATES OF THE LAST DECADE COMMITTEE (GOLD)** \_\_\_\_\_

**A. GENERAL**

The Committee shall report to the MGA Board through the MGA Member Engagement and Life Cycle Committee. Changes to this charter must be endorsed by the MGA Member Engagement and Life Cycle Committee and approved by the Member and Geographic Activities Board and the Technical Activities Board.

**B. SCOPE**

To serve the interests of the members of the IEEE characterized as GOLD

**C. FUNCTIONS**

1. The functions of the Committee shall consist of ensuring that GOLD activities are relevant to members and the Institute. Notably, the committee will:
  - 1.1. Promote strategies to facilitate the transition from Student Member to higher grade and to work with the Student Activities Committee to achieve this goal. Also promote strategies to encourage the retention of GOLD members.
  - 1.2. Promote and coordinate the establishment and support of GOLD Affinity Groups.
  - 1.3. Advocate IEEE GOLD-specific benefits and services to the appropriate IEEE units and at conferences, symposia and similar events.
  - 1.4. Encourage recognition of GOLD activities performed by individuals or units and promote GOLD awards at all levels.
  - 1.5. Assist the development of volunteer leaders among GOLD members and promote their representation in appropriate IEEE organizational units.
2. The function of the Region GOLD Coordinator is to develop GOLD activities in his/her defined IEEE Region. Specifically, IEEE Region GOLD Coordinators will:
  - 2.1. Encourage and help form GOLD Affinity Groups in their respective Regions by mentoring GOLD leaders, assisting in the establishment of GOLD Affinity Groups and maintaining communication links with GOLD leaders in their Regions.
  - 2.2. Recruit leaders by working with the Regional Student Activities Committee to identify future GOLD leaders.
  - 2.3. Act as a liaison between local GOLD members regionally and promote their activities to their Regional Leadership.
  - 2.4. Collect and forward information on best practices to the GOLD Committee.
  - 2.5. Inform local GOLD members of IEEE (GOLD, MGA, TAB, etc) meetings and encourage their attendance.
  - 2.6. Promote participation in IEEE activities (e.g., conferences, Chapters, GOLD groups, etc.) to GOLD members at various events.
  - 2.7. Provide reports to the respective Region Director and Region Committee on GOLD activities.

**D. COMPOSITION**

The Committee shall consist of the following members:

Voting Members

- Chair
- Immediate Past Chair
- Up to three (3) members appointed by the Vice President, Technical Activities.
- Up to three (3) members appointed by the Vice Chair – Member Development
- Regions 1-10 GOLD Coordinators

The MGA Chair, MGA Secretary and MGA Vice Chair – Member Development shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.

**E. APPOINTMENTS, ELECTIONS AND TERMS OF OFFICE**

- 1) The MGA Vice Chair – Member Development shall appoint the GOLD Chair.
- 2) Of the three (3) members appointed by the Vice President, Technical Activities, one should be a Society President or Division Director (or Society President Elect or Division Director Elect), one should be a member from Regions 7-10, and one should be from Regions 1-6. At least two (2) of the three (3) members should be GOLD members.

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- 3) Of the three (3) members appointed by the MGA Vice Chair – Member Development, one should be a Region Director (or Region Director Elect), one should be a member from Regions 7-10, and one should be from Regions 1-6. Of the three, at least two should be members of the GOLD affinity group.
- 4) The respective Region’s Directors shall appoint the Region GOLD Coordinators who shall serve terms consistent with their Region’s Charter.

### **F FINANCIAL SUPPORT**

1. The Technical Activities Board shall fund the three (3) TAB appointees.
2. The Member and Geographic Activities Board shall fund the three (3) MGA appointees, the Past Chair of the Committee, and the Chair of the Committee.
3. The Regions shall fund their respective Region GOLD Coordinator for expenses incurred by attending the Committee meeting.
4. The MGA Board shall cover expenses incurred in the work of the Committee.
5. Administrative support for the Committee will be provided by the Member and Geographic Activities Department.

### **G. REPORTS**

A report outlining business transacted shall be provided at each MGA Board and TAB Meetings.

### **H. ADMINISTRATION**

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

## **4.8 IT COORDINATION AND OVERSIGHT COMMITTEE**

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### **A. GENERAL**

The committee shall report to the Member & Geographic Activities Board through the Vice Chair – Information Management. Changes to this charter shall be approved by the Member & Geographic Activities Board.

### **B. SCOPE**

The committee is responsible for collecting IT requirements for the MGA and coordinating/advocating their design, development, deployment.

### **C. FUNCTIONS**

Represent MGA to ITSC, ensure that an IT membership model exists and is continually refined and implemented. Provide leadership, coordination and oversight for automation projects to support the Geographic Unit structure. Provide oversight for Entity Web Hosting. Consult on business rules

### **D. COMPOSITION**

The Committee shall consist of no more than six (6) voting members who represent a cross-section of the MGA and the IEEE as it impacts the member. This includes the following:

- Chair who shall be the MGA Vice Chair – Information Management
- Past Chair
- Four (4) Members-at-large - appointed by the MGA Vice Chair – Information Management

The MGA Chair, MGA Secretary and MGA VC – Strategic Management and Analysis shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.

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The 4 Member-at-Large shall be appointed by the MGA Vice Chair – Information Management. In making these appointments, to the greatest extent possible, the individuals should have try to the following characteristics: at least one representing GOLD, one from R8-10, one with prior or current Member Engagement and Lifecycle Service, one with prior or current Geographic Unit Support service, one with user interface experience, one with development experience, one with IT architecture experience.

### **E. ADMINISTRATION**

The Committee shall normally hold at least two face to face meeting per year

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

## **4.9 MEMBER ENGAGEMENT AND LIFE CYCLE COMMITTEE**

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### **A. GENERAL**

The committee shall report to the Member & Geographic Activities Board through the Vice Chair – Member Development. Changes to this charter shall be approved by the Member & Geographic Activities Board.

### **B. SCOPE**

Responsible for establishing programs which facilitate growth and development the member and IEEE.

### **C. FUNCTIONS**

The Member Engagement and Life Cycle Committee is responsible for recommending policy and the encouragement across the IEEE for member pipeline modeling, design and development; coordinates the execution and measurement of the models; develops the associated IT requirements. Areas of committee activity include Student Engagement, GOLD, Life members, Admission and Advancement, Awards and Recognition and Pre-University.

### **D. COMPOSITION**

The Committee shall consist of no more than eight (8) voting members. This includes the following:

- Chair – appointed by majority of vote of the MGA Board
- 1 Society Representative appointed by the Vice President - Technical Activities
- 1 Educational Activities Representative appointed by the Vice President – Educational Activities
- GOLD Committee Chair or their designee
- Students Committee Chair or their designee
- Life Members Committee Chair or their designee
- Admission & Advancement Committee Chair or their designee
- Geographic Unit Electronic Communications and Automation Chair

The MGA Chair and MGA Secretary shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.

### **E. ADMINISTRATION**

The Committee shall normally hold at least two face to face meeting per year

Travel expenses for individuals to participate in committee activities shall be funded by the appointing organizational units.

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

**4.10 NOMINATIONS AND APPOINTMENTS COMMITTEE**

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**A. GENERAL**

The committee shall report to the Member & Geographic Activities Board through the Past MGA Chair. Changes to this charter shall be approved by the Member & Geographic Activities Board.

**B. SCOPE**

The MGA Nominations and Appointments Committee shall be responsible for managing the nominations and appointments process and identifying qualified candidates based on the Common Characteristics and Skills defined for elected and appointed positions of the MGA Board and its Committees.

**C. FUNCTIONS**

The MGA Nominations and Appointments Committee shall:

1. Prepare and present to MGA Assembly a slate of candidates for appointment to the following positions:
  - MGA Chair/Vice President, Member & Geographic Activities (The MGA Assembly shall select and submit a slate of candidates for the position of Vice President – Member & Geographic Activities to the IEEE Assembly).
  - MGA Treasurer
  - Vice Chair, Member Development
  - Vice Chair, Geographic Unit Operations
  - Vice Chair, Information Management
  - Vice Chair, Strategic Management & Analysis
2. Prepare and present to the incoming MGA Vice Chairs a slate of candidates for appointed positions.

**D. COMPOSITION**

The MGA Nominations and Appointments Committee shall consist of the following:

Voting Members

- Committee Chair.
- Seven members appointed by a majority vote of the MGA Board. The MGA N&A Committee shall submit a slate of candidates, for service on the MGA N&A Committee, to MGA Board.

Corresponding Members

- Each Regional Nominations and Appointments Committee chair or an alternate appointed by the Region Director. Corresponding members receive all announcements and other documentation that is distributed to other Committee members, but do not attend regular Committee meetings.

The MGA Secretary shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.

**E. APPOINTMENTS AND TERMS OF OFFICE**

1. The Committee Chair shall be either the past past MGA chair or the immediate Past MGA Chair. In the event of incapacity or conflict of interest of the Chair, the most recent past Committee Chair available shall serve as chair.

The committee chair will also serve concurrently on the IEEE Nominations & Appointment Committee and may not resign from one position without also resigning from the other. In case of extenuating circumstances, and upon prior approval by the MGA Board, the MGA Board may appoint a different individual to serve on the IEEE N&A Committee and as MGA N&A Committee Chair.

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2. Excluding the Committee chair, MGA N&A Committee members may not simultaneously serve on the MGA Board.
3. Excluding the Committee chair, the 7 members shall serve a two-year term commencing 1 January in accordance to the following:
  - a. Three (3) members shall be from Regions 7-10 and four (4) members shall be from Regions 1-6
  - b. At least one of the committee members shall have obtained his or her first collegiate degree within the last ten years at time of election.
  - c. Individuals may not serve more than three years on the Committee.

### F. ADMINISTRATION

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

## 4.11 POTENTIALS EDITORIAL BOARD \_\_\_\_\_ APPROVED FEB 2008

### A. GENERAL

The Potentials Editorial Board shall report to the MGA Member Engagement and Life Cycle Committee. Changes to this Charter must be endorsed by MGA Member Engagement and Life Cycle Committee and approved by the Member and Geographic Activities Board.

### B. SCOPE

To provide undergraduate and graduate students who are members of IEEE with an IEEE publication to address global issues, career development topics and other topics, emphasizing the value of continuing IEEE membership after graduation. These are members of IEEE with an interest in the IEEE Designated Fields or related professions, and IEEE needs to provide them with opportunities for educational, technical and professional development.

### C. FUNCTIONS

1. To focus on the student members' concerns and responsibility as they will become working members of the profession.
2. To continuously improve the quality of the publication, coordinating efforts with the IEEE Member and Geographic Activities Board and the Publications, Services and Products Board.
3. To support IEEE strategic goals and objectives and increase awareness among students in developing their ability enhance the quality of life in their community.
4. To make current and prospective IEEE student members aware of the nature and responsibilities of the engineering profession and to provide and promote opportunities for educational, technical and professional development.
5. To provide a vehicle to help improve retention of student members while in college and after graduation.
6. To promote networking and the importance of relationship building to students.
7. To provide vehicle for communication of IEEE activities to the individual region committees.

### D. COMPOSITION

The Board shall consist of the following members:

#### Voting Members:

- ◆ Potentials Editor, appointed by the Vice President - Member and Geographic Activities and Students Committee Chair

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- ◆ Up to six (6) Associate Editors to be appointed by the Editor, whose responsibility shall be to suggest, locate authors and collect articles for the magazine. The Associate Editors would also serve on the Potentials Editorial Board
- ◆ Potentials Student Editor - appointed by the Vice President-Member and Geographic Activities and Students Committee Chair
- ◆ Students Committee Chair - appointed by the Vice President-Member and Geographic Activities and Vice Chair – Member Development

### Non-Voting Members

- ◆ Managing Editor-Potentials

Corresponding Members – may serve as appropriate by appointment of Volunteer editor

The MGA Chair, MGA Secretary and MGA Vice Chair – Member Development shall receive all announcements and other documentation that is distributed to the Board, but their participation in committee activities shall not be required.

## **E. ADMINISTRATION**

Information regarding member eligibility, meetings, voting procedures, and removal of a member shall be as set forth in the MGA Operations Manual – Section 4.1 (MGA Board Committees).

### **4.12 PRE-UNIVERSITY COMMITTEE**

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#### **A. GENERAL**

The MGA Pre-University Committee shall report to the MGA Board through MGA Member Engagement and Life Cycle Committee. Changes to this Charter must be endorsed by MGA Member Engagement and Life Cycle Committee and approved by the Member and Geographic Activities Board.

#### **B. SCOPE**

Responsible for developing programs to support pre-university programs

#### **C. FUNCTIONS**

The Committee shall be the MGA point of coordination:

- The operation of the component of the non-member pipe line associated with pre-college students.
- Providing support to the educational interfaces at the local levels

#### **D. COMPOSITION**

The Committee shall consist of the following voting members:

- Chair
- Past Chair
- 1 Representative from Educational Activities appointed by Vice President – Educational Activities
- 4 Representatives from Member and Geographic Activities appointed by Vice President - MGA

Corresponding Members

- Corresponding Members - Region 1-10 Pre-University Coordinators (without vote)

The MGA Chair, MGA Secretary and MGA Vice Chair – Member Development shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.

#### **E. ADMINISTRATION**

Travel expenses for individuals to participate in committee activities shall be funded by the appointing

organizational units.

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

**4.13 SECTIONS CONGRESS COMMITTEE**

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**A. GENERAL**

The Committee shall report to the Member & Geographic Activities Board through the MGA Operations Committee. Revisions to the committee charter must be endorsed by the MGA Operations Committee and approved by the Member & Geographic Activities Board.

**B. SCOPE**

The Committee is responsible for the organization of the triennial Sections Congress.

**C. FUNCTIONS**

The SC Committee shall oversee the event and have the final authority for major decisions affecting the event. The SC Committee shall determine the overall structure for activities, such as volunteer participation, speakers, program, fundraising, theme and events, subject to approval by the MGA Board.

The SC Committee shall have a Local Organizing Committee and a Program Committee.

The SC Local Organizing Committee (SCLOC) shall oversee student volunteer participation and the partners program.

The SC Program Committee (SCPC), in consultation with the SC Committee, shall oversee the development and coordination of the tracks and sessions. It shall also select the speakers, coordinating financial support of the speakers. Keynote speakers for the Opening and Closing Ceremony, and the Plenary Sessions shall be approved by the SC Committee

**D. COMPOSITION**

The MGA Sections Congress Committee shall consist of following members:

Voting Members:

1. Sections Congress Committee Chair (for upcoming Congress)
2. Sections Congress Local Organizing Committee Chair
3. Sections Congress Program Committee Chair
4. Immediate Past Committee Chair
5. Vice President, Member & Geographic Activities (ex-officio)
6. Chair – Geographic Unit Operations Committee (ex-officio)
7. Host Region Director or Director-Elect (who will be in office at the time of Congress) (ex-officio)

The MGA Operations Committee Chair will appoint an individual to serve and represent the upcoming Sections Congress.

The MGA Secretary shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.

At the MGA Board meeting immediately before the current year's Sections Congress is held, the Chair of the next SC Committee shall be appointed by a majority vote of the MGA Board. The MGA Board shall receive from the MGA Nominations and Appointments Committee a list of not less than two nor more than three candidates, with biographies for the position. The slate of candidates shall be distributed to MGA Board at least 15 days prior to the MGA Board meeting at which the election will occur. Preferably, the candidates should be from the Region in which the congress is being held or from the immediate area if in close proximity to that region's boundary.

The Chair, SC Committee shall appoint the Chairs of the Local Organizing Committee (SCLOC) and Program Committee (SCPC), subject to approval by the MGA Board.

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The Chair, SCLOC, in consultation with the SC Committee, shall appoint members to the Local Organizing Committee, as noted in Section G.

The Chair, SCPC, in consultation with the SC Committee and the MGA Operations Committee, shall appoint 3 Track Coordinators and Keynote Coordinator.

In the event of the incapacity of the Chair, the Vice President - MGA, in consultation with the MGA Secretary, shall appoint a new Chair. In the event of the absence of the Chair, the immediate past Chair shall serve as Acting Chair or, if none, the voting members of the Committee present, from amongst their own, shall select someone to so serve. The Acting Chair shall notify the MGA Board in a timely manner and continue to serve until further directed by the MGA Board.

### **E. APPOINTMENTS-AND TERMS OF OFFICE**

1. All committee members and committee chairs serve by appointment of and at the pleasure of the Chair with the concurrence of the Member and Geographic Activities Board for a three year term, which concludes with any post conference responsibilities relating to Sections Congress.
2. Such other members to serve on an ad hoc basis by appointment of the Committee Chair, with the concurrence of the Vice President, Member & Geographic Activities, in connection with specific projects as may arise.

### **F. MEETINGS**

1. Meetings of the Sections Congress Steering Committee shall occur at the call of the Chair. Normally the committee shall meet on a quarterly basis via conference call. Face-to-face meetings will be scheduled as required with reasonable travel expenses for committee members within the budget.
2. Meetings of the SCLOC shall occur at the call of the Chair. Normally, beginning the year of Sections Congress, the committee shall meet on a monthly basis at a local venue, or via conference call.
3. Meetings of the SCPC shall occur at the call of the Chair. Normally the committee shall meet on monthly basis via conference call. Face-to-face meetings will be scheduled as required with reasonable travel expenses for committee members within the budget.

### **G. COMMITTEES**

The following shall be the responsibilities of the, SC Committee:

1. Fund Raising
2. Publicity

The following activity coordinators shall report to the Chair, Local Organizing Committee:

1. Partners Program
2. Logistics
3. Section/Region Events
4. Student Volunteers

The following program coordinators shall report to the Chair, Program Committee:

1. Program Track Coordinator
2. Keynote Coordinator

The themes of the individual program tracks are to be determined by the SC Program Committee, in consultation with the SC Committee.

### **H. FINANCIAL AND ADMINISTRATIVE SUPPORT**

1. Annually the MGA Board shall set in reserve funds to cover all of the expenses associated with the actual Congress event. These funds will be held in reserve and only expended in the year the Congress is held.

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2. Funds are allocated in the MGA Budget for meetings of the SC Committee and SC Program Committee. The Chair, SC Committee and MGA Secretary will have responsibility for these funds to insure reasonable activities of the Committee while maintaining its budget.
3. The Member and Geographic Activities Department will provide administrative support for all Committees.

### I. REPORTS

The Chair, Sections Congress Committee shall provide written reports at each MGA Board meeting. If necessary, the Chair shall attend the last meeting of the MGA Operations Committee and the MGA Board prior to Congress to provide information and reports.

## 4.14 STUDENTS COMMITTEE

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### A. GENERAL

The Committee shall report to the MGA Board through MGA Member Engagement and Life Cycle Committee. Revisions to the charter must be endorsed by the Member Engagement & Life Cycle Committee and approved by the Member and Geographic Activities Board.

### B. SCOPE

To provide undergraduate and graduate students who have an interest in the IEEE Designated Fields or related professions with opportunities for educational, technical and professional development, emphasizing the value of continuing IEEE membership.

### C. FUNCTIONS

8. To provide recommendations on overall policy and procedures regarding the IEEE Student Program, Student Services and other activities, and Student members in accordance with the IEEE Bylaws and Policy Manual.
9. To continuously improve the quality of student membership activities, benefits and services.
10. To make current and prospective IEEE Student members aware of the nature and responsibilities of the engineering profession and to provide and promote opportunities for educational, technical and professional development.
11. To represent within IEEE the interests and concerns of students worldwide and facilitate interaction between Student Branches and IEEE organizational units.
12. To promote networking and the importance of relationship building to students.
13. To increase synergy between IEEE/MGA/SAC, GOLD Committees and IEEE Societies to promote the value of continued membership in IEEE after graduation.
14. To foster and support Student Branch development and outreach to prospective student members.
15. To provide vehicle for efficient communication of student activities to the individual region committees.

### D. COMPOSITION

The Committee shall have the following members:

#### Voting Members:

- ◆ Chair (Appointed by VC – Member Development)
- ◆ Vice-Chair and Branch Leadership Training Subcommittee Chair (Appointed by Committee Chair)
- ◆ Past Chair
- ◆ Student Professional Awareness Activities (SPAA) Subcommittee Chair (Appointed by Committee Chair)
- ◆ Ten Regional Student Activities Committee (RSAC) Chairs from Regions 1-10 (Appointed by Region Directors)

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- ◆ Ten Regional Student Representatives (RSR) from Regions 1-10 (Appointed by Region Directors)
- ◆ Up to Six Industrial Representatives (Appointed by the Committee Chair)
- ◆ Branch Chapter Representative (Appointed by the Committee Chair in consultation with the TAB Chair)
- ◆ Branch Chapter Student Representative (Appointed by the Committee Chair in consultation with the TAB Chair)
- ◆ IEEE Potentials Editor (Publications, Products & Services Board Liaison) (Appointed by the Committee Chair and the MGA Chair)
- ◆ IEEE Potentials Student Editor (Appointed by the Committee Chair – Student Activities and the MGA Chair)
- ◆ Technical Activities Board Representative (Appointed by the TAB Chair)
- ◆ IEEE-USA SPAC Committee Chair (Appointed by IEEE-USA)
- ◆ GOLD Committee Representative (Appointed by the GOLD Chair)

The MGA Chair, MGA Secretary and MGA Vice Chair – Member Development shall receive all announcements and other documentation that is distributed to the Committee, but their participation in committee activities is not required.

Corresponding Members – may serve as appropriate by appointment of committee chair

### E. COMMITTEES/SUB-COMMITTEES/AD HOC COMMITTEES

Reporting to the committee shall be the following standing Subcommittees:

- ◆ Regional Student Representative (RSR) Steering Subcommittee - Comprised of the 10 Regional Student Representatives. The function of this subcommittee is to provide recommendations for SAC approval of motions addressing policy, procedures, services and activities concerning SAC functions emphasizing the point of view of the RSRs.
- ◆ Regional Student Activities Chair (RSAC) Steering Subcommittee - Comprised of the 10 Regional Student Activities Chairs. The function of this subcommittee is to provide recommendations for SAC approval of motions addressing policy, procedures, services and activities concerning SAC functions emphasizing the point of view of the RSACs.
- ◆ Awards and Recognition Subcommittee - The function of this subcommittee is to provide recommendations for SAC approval of motions addressing policy, content and issues regarding IEEE student awards and recognition programs.
- ◆ Branch Leadership Training Subcommittee - The function of this subcommittee is to provide recommendations for SAC approval of motions addressing relevancy, content and policy issues regarding the Student Branch Leadership Training program.
- ◆ Student Professional Awareness Activities Subcommittee - The function of this committee is to provide recommendations for SAC approval of motions addressing relevancy, content and policy issues regarding the Student Professional Awareness programs and to coordinate, approve and fund, as needed, student professional awareness activities, including technical awareness, with emphasis on Regions 7-10.
- ◆ Potentials Magazine Subcommittee - The function of this subcommittee is to provide recommendations for SAC approval of motions addressing content, relevancy and policy issues concerning the Potentials magazine.
- ◆ Electronic Communications Subcommittee - The function of this subcommittee is to facilitate SAC in fulfilling its functions, as stated in the SAC charter, in the most effective way possible via electronic communications. This subcommittee will also provide recommendations on content, policy and procedures and services associated with the IEEE web site contest and the IEEE Student Concourse.

### J. FINANCIAL AND ADMINISTRATIVE SUPPORT

1. Funding shall be provided to the Chair, Past Chair, Vice-Chair, Student Professional Awareness Activities (SPAA) Subcommittee Chair and GOLD Representative for attendance at the two SAC meetings annually. The Regions shall fund their respective Region Student Representatives and

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Regional Student Activities Committee Chairs for expenses incurred by attending the Committee meeting.

### 4.15 STRATEGIC DIRECTION & ENVIRONMENTAL ASSESSMENT COMMITTEE

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#### A. GENERAL

The committee shall report to the Member & Geographic Activities Board through the Vice Chair – Strategic Management & Analysis. Changes to this charter shall be approved by the Member & Geographic Activities Board.

#### B. SCOPE

The committee is responsible for the development and continuous assessment of the strategic direction of MGA (the member and the IEEE Geographic Units). Additionally, the committee is responsible for the development of the tactical objectives (12-24 month window) and monitoring the impact to the MGA Direction.

#### C. FUNCTIONS

The committee shall perform the following functions:

- 1) Strategic planning
- 2) Continuous assessment of environmental, internal and external forces,
- 3) Changes in the operation of the Institute

#### D. COMPOSITION

The Committee shall consist of no more than nine (9) voting members who represent the member perspective across-section of the MGA and the IEEE. This includes the following:

1. MGA Vice Chair – Strategic Management & Analysis who shall be chair.
2. MGA Secretary
3. Up to 7 Members-at-Large (appointed by the MGA Vice Chair – Strategic Management & Analysis with consultation with the MGA Nominations & Appointments Committee)

The MGA Chair shall receive all announcements and other documentation that is distributed to the Committee, but participation in committee activities is not required.

#### E. ADMINISTRATION

Information regarding Committee Member eligibility, Committee Meetings, Voting Procedures, and Removal of a Member of a standing committee is shown in the MGA Operations Manual – Section 4.1 (MGA Committees).

### 4.16 TRANSNATIONAL COMMITTEE 11/2007

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#### A. GENERAL

The Transnational Committee is a joint Standing Committee that reports to the IEEE Member & Geographic Board (MGA) and the IEEE Technical Activities Board (TAB). The Committee shall report to MGA and to TAB.

#### B. SCOPE

The Transnational Committee shall recommend policies and procedures, and promote and monitor programs to enhance the transnational character of IEEE.

#### C. FUNCTIONS

1. Support IEEE transnational efforts such as:
  - Recommend policies and procedures related to promoting transnational activities.
  - Identify, promote and monitor programs that enhance the transnational character of IEEE.

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- Become a source for cross-cultural education.
  - Develop and report measures on the performance in achieving the IEEE Transnational goal.
  - Communicate best practices found within IEEE organizational units toward achieving the IEEE Transnational goal.
  - Recommend educational programs concerning transnational cultural issues.
  - Report progress in promoting transnational activities to MGA and TAB.
  - Be alert to developments and actions which damage the transnational character and image of IEEE, and advise relevant IEEE units accordingly.
2. Assist MGA and TAB in addressing issues related to transnational issues as charged by MGA or TAB Management Committee.

### D. COMPOSITION

The Transnational Committee shall consist of the following members:

#### Voting Members

- Committee Chair
- Immediate Past Committee Chair
- Up to four (4) TAB Representatives
- Up to four (4) MGA Representatives
- One (1) Educational Activities Board (EAB) Representative
- One (1) Publication Services and Products Board (PSPB) Representative
- One (1) Standards Association (SA) Representative
- Chair, IEEE Graduates of the Last Decade (GOLD) Committee or their delegate

#### Non- Voting Members

- None

### E. MEMBERSHIP REQUIREMENTS

All voting members of the Committee shall be IEEE members of Graduate Student Member, Member, Senior Member or Fellow grade.

### F. APPOINTMENTS, ELECTIONS AND TERMS OF OFFICE

1. The Vice Presidents of Member & Geographic Activities and Technical Activities shall jointly appoint the Committee Chair for a term of one-year. The appointment may be renewed for a second one-year term.
2. The Chair may appoint a Vice-Chair from among the members of the Committee.
3. The four (4) TAB representatives shall be appointed by the Vice President, Technical Activities and shall serve a one-year term. The appointment may be renewed for one (1) additional year.
4. The four (4) MGA representatives shall be appointed by the Vice President of Member & Geographic Activities and shall serve a one-year term. They shall be from Regions 7, 8, 9 and 10; (one from each Region). The appointment may be renewed twice for one (1) additional year.
5. The members representing PSPB, EAB and SA, shall be appointed by the chairs of their respective boards and shall serve a one-year term. The appointment may be renewed for one (1) additional year.

### G. VACANCIES

1. In the event of the incapacity of the Chair, the Past Chair shall serve as Acting Chair until a successor is appointed. The Acting Chair shall notify the Chairs of the MGA and TAB in a timely manner and continue to serve until further directed.
2. If vacancies occur, they are filled using the methodology originally used to fill that position as noted in Section F.

### H. COMMITTEES REPORTING TO THE TRANSNATIONAL COMMITTEE

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## SECTION 4.0 – MGA COMMITTEES

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### 1. Standing Committees

There are no Standing Committees reporting to the Transnational Committee.

### 2. Ad Hoc Committees

The Committee Chair may create ad hoc committees to address specific issues or deal with special situations as deemed appropriate. The Chairs of such ad hoc committees must be a member of the Transnational Committee and shall be appointed by the Committee Chair. These committees will expire at the end of the calendar year.

## I. MEETINGS

1. The Committee meets a minimum of three (3) times a year.
2. Electronic mail, teleconferences and other non face-to-face means, including the Transnational Committee Virtual Community, may be utilized for the transaction of business and for conduct of interim meetings as called by the Chair.
3. A majority of the voting members of the Committee shall constitute a quorum.
4. Voting shall be conducted in accordance with Robert's Rules of Order. The Chair shall vote when the vote is required to break a tie or if conducted by secret ballot.
5. The business of the ad hoc committees shall normally be accomplished by electronic mail, phone, FAX, virtual community, etc.

## J. REPORTS

1. The Chair will provide a highlight report to MGA Board and TAB at each of their three regularly scheduled meetings each year.
2. The Chair will provide a brief report, outlining the committee activities transacted between meetings, to the MGA Chair and to the TAB Chair. Interim reports should be provided as directed.

## K. FINANCIAL AND ADMINISTRATIVE SUPPORT

### L. FINANCIAL

1. Funds are allocated in the TAB Budget for three meetings annually of the Committee. The Chair shall have responsibility for these funds to ensure reasonable activities of the Committee while maintaining its budget.
2. The Chair and Past Chair shall be funded by TAB. The GOLD Chair/Delegate shall be funded by MGA. Other members of the Committee will be funded by their respective boards.
3. Initiatives may be funded by MGA, TAB, or both.

### M. ADMINISTRATIVE

Administrative support for the Committee will be provided by the Technical Activities Department, which includes agenda preparation, minute taking, follow-up of action items and meeting coordination.

### N. CHANGES TO CHARTER

Changes to this Charter must conform to IEEE governing documents and be approved by MGA and TAB.

## 4.17 IEEE ADMISSION & ADVANCEMENT COMMITTEE

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*Approved by the IEEE Board of Directors November 2007.*

### A. GENERAL

In accordance with Bylaw I-305.3, the Admission and Advancement (A&A) Committee is an IEEE Board of Directors Committee administered by the IEEE Member and Geographic Activities Board.

### B. SCOPE

The Admission and Advancement Committee shall implement IEEE policies, rules and procedures related to admission, grade assignment and grade advancement, and for reinstatement of membership in accordance with IEEE Bylaw I-109.2 (ref. IEEE Bylaws I-306.1)

**C. FUNCTIONS**

The IEEE Admission and Advancement Committee shall be responsible for the processing and disposition, in accordance with the IEEE Bylaws, of all applications for admission to membership and for advancement in grade except in Honorary Member and Fellow grades. The Committee may delegate to the Executive Director's appointed representative (Managing Director, Regional Member and Geographic Activities) authority to elect or transfer applicants to the grade of Student, Associate, or Member when there is sufficient evidence that requirements have been fulfilled. (ref. IEEE Bylaws I-105, I-106, I-107)

The A&A Committee shall be responsible for the development of procedures and implementation of policies, in accordance with IEEE Bylaws, governing:

1. processing of applications for membership in IEEE;
2. processing of applications for readmission/reinstatement to membership in IEEE;
3. initial assignment of grade for new members; and
4. advancement in grade (except for Fellow or Honorary Member grades)

**D. COMPOSITION**

All members of the Committee shall be of Fellow or Senior Member grade, appointed by the Member & Geographic Activities Board with review and approval by the IEEE Board of Directors (ref. IEEE Bylaw 308.1), using the process in accordance with IEEE Bylaw I-300.4(5). The Committee shall be composed of the Chair plus ten members, one from each Region. The term of appointment will be one year with eligibility for reappointment for two additional terms. Approximately three new members will be appointed annually to provide continuity among the membership. The Chair shall make recommendations for new appointments and reappointments each year. The members of the committee may select a Vice Chair from among their members.

**E. REVIEW PANELS/AD HOC WORKING GROUPS**

Admission and Advancement Review Panels: The ad hoc A & A Review panels will meet periodically, six to twelve times annually, to review applications for election or elevation to Member and Senior Member grades. As much as possible, panels will meet at least once annually in each of the Regions 1 through 6, and once annually in one of the Regions 7 through 10. The A&A Chair or designee will attend and chair each of these meetings; the remaining panel members will be recruited from among local Senior or higher grade members with the assistance of the local Section and its technical society Chapters. The Technical Activities Board will be asked to recruit at least one local Senior Member or Fellow to attend each panel meeting as the TAB representative.

Appeals:

A candidate whose application for admission or grade advancement is denied by the Admission and Advancement Committee may appeal the decision through an Admission and Advancement Appeal Committee. Notification of the appeal and its rationale are to be sent to the Vice President-Member & Geographic Activities, with a copy to the MGA Secretary.

In accordance with IEEE Bylaw I-106.8, the Appeal Committee, which is comprised of the Vice President-Member & Geographic Activities, the Vice President-Technical Activities, and Vice President-Educational Activities will review the application in question and make a final decision to either overrule or accept the actions of the Admission & Advancement Committee.

Review of Operations:

The A&A Committee will continually review operations of the committee to ensure compliance with IEEE Bylaws, and Policy Manual, and make recommendations and changes as necessary. Members of the committee will assist the Chair by participating in the ad hoc panels when they are occur locally, and in other duties as requested by the Chair.

Ad Hoc Working Groups:

The Chair may appoint ad hoc working groups for specific purposes as necessary to conduct the business of the Committee. The business of these working groups will be conducted by electronic

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mail and, if necessary, by telephone conferences. A brief report of each working group meeting will be submitted to the A&A Chair by the working group chair. The working group will be disbanded after its purpose has been accomplished.

When it has been determined by the Vice President – Member & Geographic Activities that extenuating circumstances exist that warrant the immediate review of an application for elevation to Senior Member, the A&A Committee Chair shall appoint an ad hoc committee to conduct such review.

### **F. MEETINGS**

Business of the A&A Committee, except for the ad hoc A&A Review Panels, normally shall be transacted by electronic means including telephone conferences and electronic mail. Meetings shall occur at the call of the chair.

### **G. FINANCIAL AND ADMINISTRATIVE SUPPORT**

For administrative and operational support the A&A Committee is assigned to the Member and Geographic Activities Board (ref. Bylaw I-305). Funding will be provided by the Member and Geographic Activities Board for the expenses of the Chair and costs associated with each of the ad hoc A&A Review Panel meetings and the A&A Committee meetings.

### **H. CHANGES TO CHARTER**

Changes to this Charter must conform to IEEE Bylaws and be approved by the IEEE Board of Directors. Endorsement of any changes to this charter will be sought by Member and Geographic Activities Board and approved by the IEEE Board of Directors.

## **4.18 IEEE LIFE MEMBERS COMMITTEE**

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### **A. GENERAL**

The Life Members Committee (LMC), a joint committee of IEEE and the IEEE Foundation, 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. The LMC is also responsible for the administration of the Life Members Fund in support of activities that are of professional concern and interest to Life members. The Life Members Committee shall report to the IEEE Board of Directors with administrative responsibility and operational support assigned to the Member and Geographic Activities Board.

### **B. SCOPE**

In accordance with IEEE Bylaw I-306.17, projects which receive Life Members funds are to be consistent with the interests of IEEE Life Members. The Life Members Committee shall be responsible to the IEEE Foundation for stimulating and monitoring contributions to the Life Members Fund. The Life Members Committee shall be responsible to the IEEE Board of Directors for promoting the interests of Life Members and other older members.

The Life Members Committee shall report to the Board of Directors with administrative responsibility and operational support assigned by the Board of Directors to the Member & Geographic Activities Board. The Life Members Committee shall be responsible for promoting the interests of Life Members and other older members of IEEE. It shall be responsible for disseminating information useful to such members and for encouraging their continued participation in IEEE. It shall consider suggestions for activities of interest for older members, and it may make recommendations to other IEEE organizational units and to the IEEE Foundation for policies and activities appropriate for such members.

### **C. FUNCTIONS**

1. The LMC shall seek ways to encourage continued IEEE activity and involvement by Life Members at all levels of the IEEE

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2. The LMC shall take an active role in encouraging the establishment of Life Member Chapters in the Sections so that those who are at a similar stage in their careers can share experiences and find ways to remain active.
3. The LMC shall 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.
4. The LMC shall encourage Life Members to support the Life Members Fund financially.
5. The LMC shall act on behalf of the best interests of Life Members.
6. The LMC shall consider suggestions for activities of interest for older members, and it may make recommendations to other IEEE organization units and to the IEEE Foundation for policies and activities appropriate for such members.

### **D. COMPOSITION**

1. The Life Members Committee shall consist of not more than nine members.
  - Seven members, including the Chair, who shall normally have Life Member status, shall be appointed by the Member & Geographic Activities Board, with review and approval by the IEEE Board of Directors using the process in accordance with IEEE Bylaw I-300.4(5). At least one member, who need not have Life Member status, shall also be a member of the IEEE Board of Directors.
  - Immediate Past LMC Chair.
  - One member, who need not have Life Member status, shall be appointed by the IEEE Foundation Board of Directors.

### **E. MEETINGS**

1. Meetings shall be scheduled and held as required at the call of the Chair. There shall normally be two in-person meetings each year. Between meetings as much business of the committee as practical shall be accomplished by electronic means.
2. Anticipated travel and lodging expenses for committee members shall be budgeted.
3. A quorum shall be a majority of the voting members of the Life Members Committee.
4. Voting shall be in accordance with the IEEE Bylaws, policies and established practice.

### **F. FINANCIAL AND ADMINISTRATIVE SUPPORT**

1. In accordance with IEEE Bylaw I-306.17, the LMC shall authorize disbursements from the Life Members Fund, which is an account of the IEEE Foundation, in accordance with the objectives and procedures of the IEEE and the IEEE Foundation. Projects, which receive Life Members funds, are to be consistent with the interests of IEEE Life Members.
2. The LMC shall approve an annual budget. The LMC Chair will oversee disbursement of these funds.
3. Staff support for the Committee will be provided by the IEEE Member and Geographic Activities Department.

### **G. REPORTS**

The Committee Chair shall present periodic reports on its activities to both the IEEE Foundation Board and the IEEE Board of Directors.

### **H. CHANGES TO CHARTER**

Both the IEEE Board of Directors and the IEEE Foundation Board of Directors shall approve revisions to this Charter.