

The Institute of Electrical & Electronics Engineers, Inc.

LMAG-Tokyo

(Tokyo Section - Life Members Affinity Group)

Management and Procedures

December 27, 2012

(Based on IEEE Life Members Affinity Group Management and Procedures)

http://www.ieee.org/societies_communities/geo_activities/life_members/group_management.html

1. Life members (according to IEEE Bylaws I-102)

The designation "Life Member" is applicable only to a 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.

2. General Group Management

- Responsibility for Life Members Affiliate Group (LMAG) management shall rest with the Section/Council, which shall have control of all financial and other aspects of the Group in carrying out its activities.
- 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 Group Web site updates. Not less than once a year, a hard copy mailing should be sent to the active Group membership, including at least the following information: how to remain in the IEEE Life Members Listing and how members may update their contact information in the IEEE master database. The Life Members Group may serve non-members wishing to receive meeting announcements or other Life Members Group publications.

3. LMAG Officers Positions

Officers of the LMAG-Tokyo shall be at least a Chair, a Vice Chair and a Secretary.

- Each member of the LMAG Committee shall have attained IEEE Life member

status and be an IEEE member of Member, Senior Member, or Fellow grade.

- The Group Chair shall serve as Chair for all meetings. Duties include oversight and/or coordination of the Group activities, submission of brief summary of activities, and submission of reimbursement forms to the Regional Life Members Coordinator.
- 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 Group.
- The Group Secretary shall assist the Chair and Vice Chair together with Tokyo Section staffs.
- 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. Like the case in Tokyo Section, the desirable term of Officers would be 2 years. It is also desirable that the first year of some officer is different from the others for the better continuity. The term of office will date from 1 January through 31 December.
- The election shall be done each year by e-mails from LAMG-Tokyo Chair early enough before the end of the term. The timetable for this procedure is as follows:
 - Announce nominations by 31 August
 - Close nominations by petition by 30 September
 - Mail a ballot, if required by 31 October
 - Hold elections by 30 November
- Past Chair, Past Vice-Chair, Past Secretary are invited as advisors to the Officers for one year.

4. Requirements for Membership, Meetings, and Activity

- A Life Members 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 Life Members Coordinator or Tokyo Section Chair. One of such programs is desirably set around the IEEE Day (Early October).
- LMAG shall submit annually a meeting report, a roster of Officers, and a budget proposal for the next year, to the Regional Life Members Coordinator or Tokyo Section Chair.

5. Financial Management of Group Funds

- Life Members Groups are authorized by the IEEE Life Members Committee an annual budget, not exceeding US\$1,000, towards meetings or activities

acceptable to the Regional Life Members Coordinator. The funding will be provided upon actual expenses. Prior to any Life Members Group expenditure requiring additional Life Members Committee funding, the approval must first be obtained from the Regional Life Members Coordinator. The reimbursement of expenses can occur in 2 manners (1) the LMAG-Tokyo Chair to submit the reimbursement request to the IEEE MGA (Member and Geographic Activities) Department for processing (2) the LMAG-Tokyo Chair to obtain reimbursement from their Section and the Section will contact the IEEE MGA Department for reimbursement.

- Other items are same as the IEEE Life Members Affinity Group Management and Procedures shown in:

http://www.ieee.org/societies_communities/geo_activities/life_members/group_management.html

6. Potential Group Activities

- Organize symposia, lectures and workshops to entertain both members and non-members with programs that meet the needs of seniors.
- Collaborate with Tokyo Section including TPC and GOLD, Japan Council including WIE and possibly with other LMAGs in other Sections to activate inter-generation and inter-discipline discussions.
- Provide assistance and encouragement to young engineers by organizing the above-mentioned activities.
- Collaborate with IEICE and other related academic societies.
- Send e-mails for congratulating new life members in January and also for congratulating new LMAGs in the Region in the names of Tokyo Section Chair and LMAG Chair.
- Enjoy each other's company.

7. Meetings

- General Assembly in March for approval of a roster of Officers and an activity proposal for the new year, and an activity report for the past year.
- Symposia, lectures or workshops as mentioned in Chapter 6.
- LMAG Board Meeting among Officers (Chair, Vice-Chair, Secretary and Tokyo-Section Secretary as Observer) will be held as the need arises. This can be done by e-mails and minutes should be taken.
- LMAG Chair is member of Tokyo Section Board and shall attend its Board Meetings normally 4 times a year.

8. Amendments

- This “Management and Procedures” can be amended by the approval of LMAG Board Meeting according to the actual operations.