

# IGS Associate Member Engagement Processes

Version 1: 27 March 2019

Version 2: 24 July 2019

## Overview

According to the IGS Terms of Reference: *“Associate Members are persons representing organizations that participate in any of the IGS components. The membership is balanced with respect to IGS components, organizational representation and geography, and is meant to represent institutions which contribute significantly to the IGS on a continuous basis.”* This IGS Member Engagement Process will function as a procedural supplement to the IGS Terms of Reference.

This document outlines the procedure for the lifecycle of IGS Associate Membership:

- Candidate call for applications
- Associate Member candidate application review and approval/denial of membership
- Maintaining active Associate Member Status
- Voting
- Reclassification or removal of inactive Associate Members

As stipulated in the minutes of the 51st IGS Governing Board meeting, the **Member Engagement Process** will:

- have a refined protocol that encourages an engaged and active associate membership;
- provide a clear procedure for verification of an individual’s membership status;
- outline how AMs may maintain membership after a change of organizational affiliation/status; and
- integrate with the 2019 Terms of Reference revision.

## Background

Due to an increasing number of associate members, organizational maturity, and the wish to be as inclusive to the community as possible, the IGS Governing Board determined that it need a systematic way to recruit, engage, and validate IGS Associate Member status. This serves two goals: enable as many interested community members to apply for IGS Associate Member status, and provide a clear procedure for Central Bureau (CB) maintenance of this list.

## Call for Applications

A general call for applications will be sent out by the Central Bureau, on behalf of the IGS Governing Board, at least once per year. Information about IGS Associate Membership will be distributed online and at relevant conferences, meetings, and other events. Executives of the IAG and GGOS will be encouraged to distribute the IGS Associate Member Call for Applications to their mailing lists.

## Associate Member Application and Review

Candidates for Associate Membership will be considered on a year-round basis. Candidates are asked to submit an application (internet-based form) with the following information:

Example: IGS Associate Membership Application

1. Name
2. Title/Position
3. Email
4. Country (drop-down list)
5. Address
6. Primary and secondary areas of Expertise (drop-down lists including such categories as: Station/network manager/ operator, Data management, applications products, POD, analysis),
7. Candidate's contribution to IGS activities (open answer)
8. Organizational Information:
  - a. Primary "top level" organizational affiliation, selected from a drop-down list of known IGS Contributing Organizations
    - i. List will be reviewed by the Governing Board for completeness and appropriate level of organizational distinction
  - b. Secondary "open answer" box for additional descriptors (such as institute or department within a university)
  - c. Organization's preferred acronym (if applicable)
  - d. Organization website
9. Organizational Reference, identifying the person in the candidate's organization who can be used to verify their associate member application.

Associate Member applications will be reviewed in the following work flow:

1. AM applications form (both current and future) delivers applications to the Standing Elections Committee<sup>1</sup> (SEC) mailing list [elections@igs.org](mailto:elections@igs.org); which consists of at least one CB member and other SEC members

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<sup>1</sup> For further information about the IGS Standing Elections Committee, please refer to the *2019 IGS Terms of Reference* and *2019 Governing Board Elections Process*.

2. On a monthly (or more frequent) basis, SEC reviews all applications and creates two groups: Accept and Deny
  - ⇒ If candidate application is accepted: list is sent to Executive Committee (ExComm) for concurrence, all successful applications are then notified by email from SEC(CB rep), and added to website AM list. ExComm reserves the right to deny or ask for further rationale for approving a given applicant.
  - ⇒ If candidate application is denied: depending on reason for denial, applicant is notified (by SEC) with rationale for unsuccessful application and either asked for additional supporting information, or invited to join mailing lists and participate in other forms. A list of denied applications will be maintained by SEC(CB rep) and provided to the GB and/or ExComm upon request.

Successful candidates will be notified by the Central Bureau, and invited to subscribe to the Associate Member mailing list, IGS mail list, and other relevant lists. As of 2018, there is no longer an organization-based limit to membership.

## Maintaining Active Associate Member Status

Associate memberships in the IGS are nominally limitless, provided that the member continues to be professionally active in the IGS community, demonstrating regular interest in participation in IGS activities, such as attending workshops, open Associate Member meetings, and voting in elections.

To ensure that the Central Bureau has the most accurate database of Associate Members, all Associate Members will be asked to renew their “active” status (via simple “yes” or “no” button links) and verify their contact information, organizational affiliation, and preferences once every four years. Associate Members are free to make modifications to their membership status and contact information at more frequent intervals.

If an existing Associate Member changes organizational affiliation or function within the current institution and wishes to continue their membership with the support of the new organization, they will be asked to provide the *organizational information* and *organizational reference* sections of the Associate Member Application in addition to updated contact information. This change of affiliation will be reviewed by the Executive Committee.

Current members who have retired from their organization but wish to remain active in the IGS may do so as emeritus members *pro se*.<sup>2</sup>

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<sup>2</sup> Latin for “for oneself, on one’s own behalf.” *Pro se* members have no organizational affiliation.

Members are responsible for providing the Central Bureau with their current email address and organizational affiliation. This may be done at any time via: [update your profile](#).

## Inactive Member Status

If an existing Associate Member does not renew their status, they will receive two reminders from the Central Bureau (once per year). If they do not respond to the second reminder, they will be notified that their membership status has been changed to inactive. Inactive members will not be included in the IGS Associate Member list published on the IGS website (<http://igs.org>).

In order to acknowledge past Associate Members, a yearly roster of all IGS Associate Members will be recorded and archived on the IGS website.

Members who are reclassified to inactive status and wish to renew their membership status will be able to do so by re-applying for Associate Membership (requires SEC review).

## Associate Member Voting

According to the IGS Terms of Reference: *“Associate Members elect the six members of the GB representing Analysis Centers, Data Centers and Networks (except for those nominated by the CB).”*

Voting in Governing Board elections is one of the obligations of being an active Associate Member, and all members are expected to participate in the voting process by either voting for a chosen candidate or officially abstaining. Voting participation statistics will be collected by the Central Bureau. Inactive members will not be allowed to vote.

Governing Board elections will also include an opportunity to renew or verify a member’s active status via the following:

- One month prior to an election, an email will be sent to all members inviting them to verify their active status (via simple “yes” or “no” button links) and provide any updates to their contact information or organizational affiliation. An identical reminder message will be sent two weeks prior to the election.
- Governing Board election ballots are delivered electronically to members, and contain a link to renew or verify Associate Member status.

Members not verifying their active status at least once every four years will be moved to inactive status.

## Appendix

### Member Status Verification Text Example

Dear Colleague,

The IGS Central Bureau would like you to take a moment to [verify your profile details](#) to renew your Associate Member status, and ensure we have the correct contact information for you. We encourage you to visit the IGS website to view comprehensive collections of workshop presentations and posters, and connect with the community via mailing lists and social media.