



# IGS Associate Member Engagement Processes

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[Version 2: 24 Jul 2019](#)

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# Overview

According to [the IGS Terms of Reference \(v2023\)](#), Associate Members (AMs) are “persons representing organisations that participate in any of the IGS components”, whose membership is “balanced with respect to IGS components, organisational representation and geography, and is meant to represent institutions which contribute significantly to the IGS on a continuous basis”.

Due to an increasing number of IGS Associate Members, the IGS’ organisational maturity, and the wish to be as inclusive to the community as possible, the Governing Board determined that a systematic way to recruit, engage, and validate IGS Associate Members was needed. This enables as many interested community members to apply for IGS Associate Member status, and provides a clear procedure for Central Bureau (CB) maintenance of this list.

This document will function as a procedural supplement to the IGS Terms of Reference, and outlines the procedure for the lifecycle of IGS Associate Membership.

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As stipulated in the minutes of the 51st IGS Governing Board meeting, this document 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 organisational affiliation/status; and
- integrate with the Terms of Reference revision.

## AM Applications

Individuals interested in contributing to the IGS as Associate Members are asked to submit an application by filling out the online application form, available at <https://igs.org/am/>. Applications are reviewed by the IGS Executive Committee on a rolling basis. Approved AMs are granted a user account to build and maintain a profile on the [IGS.org](https://igs.org) website. Unsuccessful applicants will receive justification and/or a request for additional information.

### How Can I Apply to Become an AM?

1. Navigate to <https://igs.org/am/>.
2. Scroll down to reach the "IGS Associate Membership" section.
3. Select "New Applicant" for the first question of the form.
4. Complete the form as requested, and click the "Submit" button.

What now? No further action is required on your part; your profile will be subject to another Executive Committee evaluation (which may take up to a month), and you will receive a notification bearing approval or rejection with justification.

A general **call for applications** will be sent out by the Central Bureau, on behalf of the IGS Governing Board, at least once every two years, coinciding with the IGS community workshop. Information about IGS Associate Membership is available online via the IGS website (<https://igs.org>) as well as relevant social media channels, when appropriate.

## Updating AM Details and Contact Information

Associate Members are free to update their profile and details on the IGS website at any point in time. They are held responsible for providing the Central Bureau with their most current email address and organisational affiliation.

### How Can I Update my AM Profile?

1. Navigate to <https://igs.org/login2igs/> and log in to the IGS website using your AM username and password.
2. Navigate to <https://igs.org/am/list/>.
3. Search for your name, and click the "Edit" button.
4. Edit all fields requiring changes, and click the "Submit Update Request" button.
  - If you changed your email, be sure to also update your subscriptions to the corresponding mailing lists (see Section below).

What now? No further action is required on your part, unless explicitly requested. Your profile will be temporarily paused during the review; depending on the modified fields, your profile may be subject to another Executive Committee evaluation (which may take up to a month).

According to the 2023 revision of 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.” As such, if an AM changes their organisational affiliation, they will be asked to submit a portion of the Associate Membership Application that confirms this change, as well as verify the new organisation’s approval of the person to represent the new organisation as an Associate Member of the IGS.

The AM should choose to update their profile, and must provide relevant updates to the contact information, “organisational information”, “organisational reference”, and “contribution to IGS” sections of the application form. The AM is also encouraged to provide the CB (at [cb@igs.org](mailto:cb@igs.org)) a point of contact for a potential replacement/successor in their previous organisation, especially if the organisation was contributing to operational IGS products.

## Subscribing to Mailing Lists

AMs are responsible for updating their emails:

- in their AM database profile, and
- In their subscription to the IGS mailing lists (including [IGSMAIL](#) and [IGS-AM](#)).

Those two email databases are not synchronised to allow flexibility for our users - for instance, in the case of those who may prefer or need to have more than one email address used for various topics and interests.

## Maintaining an Active AM Status

Associate memberships in the IGS are nominally limitless, provided that the member remains professionally active in the IGS community, demonstrates regular interest in participation in IGS activities, attends IGS Workshops and Associate Member Meetings, and votes in IGS elections.

To ensure that the Central Bureau has the most accurate database of Associate Members, all Associate Members will be asked to renew their status and verify their contact information, organisational affiliation, and preferences once every **four** years at least (but can be done more often if desired).

### How Can I Renew my AM Profile?

1. Navigate to <https://igs.org/am/>.
2. Scroll down to reach the “IGS Associate Membership” section.
3. Select “Renew” for the first question of the form.
4. Complete the form as requested, and click the “Submit” button.

**What now?** No further action is required on your part; your AM status is renewed for another term; you will be asked to renew again at the end of it.

## Inactive Member Status

If an existing Associate Member fails to renew their status after two notifications from the Central Bureau, 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, but a list of past AMs will be recorded and archived internally by the IGS Central Bureau. Inactive Associate Members may reactivate their membership simply by re-applying for Associate Membership (see previous Section). Associate Members feeling that they have been switched to inactive in error should please contact the Central Bureau *via* email to [cb@igs.org](mailto:cb@igs.org).

Current members who have retired from their organisation but wish to remain active in the IGS may do so as emeritus members *pro se*<sup>1</sup>. Those wishing to transition to *pro se* status should notify the Central Bureau *via* email to [cb@igs.org](mailto:cb@igs.org).

Associate Members wishing to retire from (or otherwise end) their membership with the IGS may do so at any time by contacting the Central Bureau *via* email to [cb@igs.org](mailto:cb@igs.org).

## Associate Member Voting

According to [the IGS Terms of Reference \(v2023\)](#), Associate Members “*elect the members of the GB representing Analysis Centers, Data Centers and Networks*”, out of a list of Associate Members “*vetted by the CB prior to the election process*”.

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 confidentially by the Central Bureau. Inactive members will not be allowed to vote.

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<sup>1</sup> Latin for "for oneself, on one's own behalf." *Pro se* members have no organisational affiliation.