



## ASSOCIATION OF ENERGY ENGINEERS

### CHAPTER START-UP KIT

*This kit contains the following information:*

#### **About AEE**

#### **AEE Mission Statement**

#### **AEE Code of Ethics**

#### **Why to Start a Chapter**

#### **How to Start a Chapter**

#### **Procedure for Organizing a Chapter**

#### **How to Become Chartered**

##### **Forms:**

- ❖ **Interim Chapter Board** (*Required after 1<sup>st</sup> Organizational Meeting*)
- ❖ **Petition for Charter** (*To be filed after 3<sup>rd</sup> Organizational Meeting*)
- ❖ **Chapter Affidavit** (*To be filed Petition for Charter*)
- ❖ **IRS SS-4 Form** (*To be filed Petition for Charter*)
- ❖ **Chapter Bylaws** (*To be filed within six months of becoming chartered*)

#### **Reports Required After Chapter Is Chartered**

##### **Forms:**

- ❖ **Chapter Operations Reports** (*Required annually by February 15*)
- ❖ **Report on Officers** (*Required annually within 30 days of election of office*)



## ASSOCIATION OF ENERGY ENGINEERS

### ABOUT AEE

The Association of Energy Engineers is a 501(c) (6) nonprofit professional organization that specializes in training, membership development, chapter development, and certification for professionals practicing in the fields of energy management, renewable energy and green buildings. The goal of AEE is to foster cooperative action in advancing the common purposes of its members and to promote activities designed to enable the industry to be conducted with the greatest economy and efficiency.

Established in 1977, AEE is headquartered in Atlanta, Georgia, with over 9,500 members in 69 countries and more than 60 chapters around the globe.

### MISSION STATEMENT

**The Association of Energy Engineers' mission  
is to promote the scientific and educational interests of  
those engaged in the energy industry and  
to foster action for Sustainable Development.**



## ASSOCIATION OF ENERGY ENGINEERS

### CODE OF ETHICS FOR ENERGY ENGINEERS AND MANAGERS

The Energy Engineer/Manager, to uphold and advance the honor and dignity of the profession and in keeping with high standards of ethical conduct:

- ❖ Will be honest and impartial, and will serve with devotion employers, clients, and the public;
- ❖ Will strive to increase the competence and prestige of the profession;
- ❖ Will use his or her knowledge and skill for the advancement of human welfare.

SECTION 1. The Energy Engineer/Manager will be guided in all professional relations by the highest standards of integrity, and will act in professional matters for each client or employer as a faithful agent or trustee.

SECTION 2. The Energy Engineer/Manager will have proper regard for the safety, health, and welfare of the public in the performance of professional duties.

SECTION 3. The Energy Engineer/Manager will avoid all conduct or practice likely to discredit and profession or deceive the public.

SECTION 4. The Energy Engineer/Manager will endeavor to extend public knowledge and appreciation of engineering and its achievements and to protect the profession from misrepresentation and misunderstanding.

SECTION 5. The Energy Engineer/Manager will express an opinion of an engineering subject only when founded on adequate knowledge and honest conviction.

SECTION 6. The Energy Engineer/Manager will not disclose confidential information concerning the business affairs or technical processes of any present or former client or employer without consent.

SECTION 7. The Energy Engineer/Manager will endeavor to avoid to a conflict of interest with his employer or client, but when unavoidable, he or she shall fully disclose the circumstances to employer or client.

SECTION 8. The Energy Engineer/Manager will uphold the principle of appropriate and adequate compensation for those engaged in engineering work.

SECTION 9. The Energy Engineer/Manager will cooperate in extending the effectiveness of the profession by interchanging information and experience with other engineers and students, and will endeavor to provide opportunity for the professional development and advancement of engineers under his supervision.



# ASSOCIATION OF ENERGY ENGINEERS

## CHAPTER KIT

### WHY TO START A CHAPTER

#### AEE INFORMATION

As you begin to attract non-members to your local chapter, it will be important to explain the benefits of AEE membership to them and to the chapter.

#### INDIVIDUAL BENEFITS

- \$637 worth of annual publications are included with AEE membership - *Energy Engineering* journal, *Strategic Planning & Energy Management* journal, *Sustainable Facility* magazine and the *Energy Insight* newsletter which is located on AEE's web-site.
- \$100 savings on seminar and congress registrations. Currently seminars are offered on 22 different subjects in 28 locations in the country. In addition, 28 online seminars are offered. Several self-study seminars are also offered. Three conferences/expos are held each year: the World Energy Engineering Congress, Globalcon, and the West Coast Energy Management Congress.
- AEE offers certification programs in Building Commissioning, Business Energy, Carbon Reduction Management, Distributed Generation, Energy Auditing, Energy Management, Energy Procurement, GeoExchange Design, Green Building Engineer, Indoor Air Quality, Lighting Efficiency, Measurement & Verification, Power Quality, and Sustainable Development.
- For a small additional fee, members may elect to join one or more of the divisions of AEE: the Environmental Engineers & Managers Institute, the Energy Service Marketing Society, the Facility Managers Institute, the Alternative & Renewable Energy Development Institute, the Council on Women in Energy and Environmental Leadership, or the Cogeneration & Competitive Power Institute (members of this last division receive *Cogeneration & Distributed Generation* journal and *Diesel & Onsite Power Production* magazine).
- 15% reduction on books purchased through the AEE book catalog.
- Opportunity to belong to an AEE chapter and benefit from a local point of view on energy issues and to network with energy professionals in your area.

## CHAPTER BENEFITS

- AEE provides an annual appropriation to chapters based on meeting attendance of national AEE members.
- Awards programs recognize outstanding performance of members on local, regional and national/international levels.
- Scholarship program is available to assist students in chapter area.
- Chapters and individuals are recognized in the chapter section of **Energy Insight** newsletter.
- The Chapter Leadership Meeting held during AEE's annual Congress provides a forum and assistance to chapter officers.
- A complimentary chapter website and individual web pages for chapters are hosted on AEE International site: [www.aeecenter.org](http://www.aeecenter.org)
- Annual Chapter Recognition Awards acknowledge outstanding performance in a number of categories by individual chapters.

## HOW TO START A CHAPTER

There are several keys to success in developing a new chapter.

- Assemble a steering committee of AEE energy engineers and managers with the interest and the time to organize a chapter. This group should include a balanced representation of the commercial/industrial, utility and governmental sectors, if possible.
- Through the steering committee, identify potential members and introduce them to the idea of a local chapter. A simple breakfast or lunch hosted by a utility or large energy consumer is a way to begin this dialogue.
- Selecting committees for membership development and program planning is a good way to involve prospective members.
- Begin to hold monthly or quarterly meetings with stimulating programs as a means of attracting members and assessing the local interest. Chapters have used several meeting times - lunch, after-work, dinner, and evening times - with success.
- Attract new AEE members at meetings with a display of AEE publications and membership information (both can be obtained from Headquarters).
- Use local media, utility and trade publications for meeting announcements and topical articles.
- Send AEE Headquarters a list of potential members with addresses to have a membership information packet mailed to them.

The AEE Board of Directors reviews the Petition for Chapter Charter with these criteria in mind:

- A group of at least 10-20 AEE members who will support a new chapter.

- Representation within these members of the commercial/industrial, utility and governmental sectors.
- An interim board that agrees to seeing the new chapter through its critical first year.
- Well-conceived program and financial plan covering the first year.

A list of people who might have previously expressed interest in starting a chapter in your area is available through AEE Headquarters. We recommend that you contact them for assistance. If there is a chapter already established near your area, we will notify its president of your interest as well as the AEE regional vice president.

A list will be provided to you of AEE members in your area. **As chapter members must be members of AEE International**, these lists will provide you the nucleus for chapter recruitment. Contact Ruth Whitlock, [whit@aeecenter.org](mailto:whit@aeecenter.org) for your local member list. This list of members with contact information is to be used for contacting potential chapter members for the purpose of forming a steering committee and later for notification of your organizational meetings.

## **PROCEDURE FOR ORGANIZING A CHAPTER**

### **PRE-CHAPTER ORGANIZATION ACTIVITIES**

**A.** In order to form a new chapter, there must be ten (10) or more dues-paying members of AEE, the parent organization within a reasonable distance of the proposed chapter. There is no definition of reasonable distance in terms of mileage; it involves the willingness of an individual to travel to a location participate in AEE's activities.

**B.** The founders should be familiar with AEE's objectives. Since at least ten (10) dues-paying members of AEE, the parent organization, are required to form a new chapter, the first task is to recruit AEE members who will be "at large" until the chapter is formed. The technique of promotion varies, but experience has shown that several persons working as a team are very effective.

**C.** A steering committee of founders should set up the first organization meeting and all members and potential members (including engineers, consultants, plant, process and building engineers, governmental agencies, manufacturer's representatives and contractors) should be contacted. The meeting should be publicized well in advance, having full coverage in consulting engineering offices, governmental design agencies, manufacturing plants, and contracting firms within a reasonable distance.

### **THE FIRST GENERAL MEETING**

**A.** The first general meeting should have two purposes: to familiarize the potential members with AEE; to elect an interim president, vice-president, secretary and treasurer (interim board).

**B.** The first meeting should be temporarily chaired by one of the parties forming the chapter. This temporary chairman should:

1. Appoint a person to take minutes of the meeting.
2. Make arrangements for attendees to sign in with name, address, phone number, e-mail address and business affiliation. This sign-in sheet will be used as a chapter mailing list.

3. If meeting is dinner meeting, take responsibility for collection of meal charges.

**C.** One of the parties involved in forming the chapter should speak to the group about AEE, its programs and benefits; and about projected plans and goals for a chapter. Discussion should follow. Distribute AEE member applications if any in the group are not AEE members.

**D.** Election of interim chapter board should follow the presentation. The voting procedure should begin the election for the interim president who then should preside over the election procedure for the other interim offices.

**E.** If there is no further business, the interim president should announce the date and location of the next meeting and adjourn the meeting.

**F.** The interim vice-president should collect the sign-in sheet to use for mailing or emailing announcements for the next meeting.

**G. The interim secretary should send a copy of the meeting minutes to AEE immediately as a notification that the first organizational meeting has been held.**

### **FIRST INTERIM BOARD MEETING**

**A.** The first interim board meeting should include the following:

1. Review the responsibilities of each interim office.
2. Select the place and time for the next four monthly or quarterly general meetings. Choose topics and speakers that will be of general interest to the majority of the attendees. **All presentations MUST be nonproprietary and this MUST be understood by the speakers.** Speakers should know their subject matter and present it well. **Good programs are essential.**
3. Select a temporary newsletter editor who will write a newsletter which can be used for meeting notices. During this development period, this newsletter may be simple in format. **A copy of every newsletter should be sent to AEE Headquarters.**
4. Set up a membership-recruitment program.

### **SECOND GENERAL MEETING**

A sample agenda for this meeting follows:

|           |  |                |
|-----------|--|----------------|
| 6:00 p.m. | Social Hour: Name tags distributed; fees collected | Treasurer      |
| 7:00 p.m. | Dinner   |                |
| 7:30 p.m. | Call meeting to order                              | President      |
|           | Self-introduction of attendees                     |                |
|           | Reading of last minutes                            | Secretary      |
|           | Treasurer's report                                 | Treasurer      |
|           | Old and new business                               | President      |
| 8:00 p.m. | Program speaker - introduction                     | Vice-president |
| 9:00 p.m. | Acknowledgments and final announcements            | President      |

9:15 p.m.

Adjournment - **The interim secretary should send a copy of this meeting minutes to AEE Headquarters**

### **SECOND INTERIM BOARD MEETING**

- A. Evaluate the results of chapter formation to date. Take corrective measures to improve if necessary.
- B. Conduct other business as required.
- C. Send minutes of meeting to AEE Headquarters.

### **THIRD GENERAL MEETING**

- A. This meeting should follow the format of the second general meeting.
- B. The first permanent Board of Directors should be elected at this meeting. The term of office for this board will begin upon presentation of the Chapter Charter.
- C. Upon completion of this third general meeting, the interim board should circulate the Petition for Chapter Charter obtaining ten (10) signatures of AEE members. **This Petition and minutes of this meeting should be forwarded to AEE Headquarters, along with a completed Chapter Affidavit and IRS Form SS-4.**

### **HOW TO BECOME CHARTERED**

#### **FILING REQUIREMENTS**

The following requirements are necessary for a chapter to be chartered:

1. Minutes of the three organizational meetings must be submitted to AEE Headquarters. Minutes of the first meeting are to include the names of the Interim Chapter Board\* and should be submitted to AEE Headquarters following the meeting. The minutes of the second meeting should also be submitted following the meeting. The minutes of the third meeting may accompany the Petition for Charter.
2. The Petition for Chapter Charter\* must be signed by a minimum of ten (10) eligible members (AEE members in good standing).
3. A Chapter Affidavit\* and IRS Form SS-4\* are to be completed and submitted with the Petition for Chapter Charter.
4. Mail petition, affidavit and tax form to:

AEE Board of Directors  
Attn: Ruth Whitlock  
Association of Energy Engineers  
4025 Pleasantdale Rd. Suite 420  
Atlanta, GA 30340-4264 U.S.A.

Or e-mail to [whit@aeecenter.org](mailto:whit@aeecenter.org).

- *Form provided at end of this document.*

## CHARTER PRESENTATION

- A.** The AEE Board of Directors will review the submitted material, and upon its approval the proposed chapter will be notified that the charter has been granted.
- B.** The Chapter Board should then arrange a date for a charter presentation. The Chapter should contact AEE Headquarters to establish a date when an AEE officer or representative may be available to present the charter.
- C.** Photos of this meeting along with names and appropriate copy describing the event may be sent to AEE Headquarters for publication in the AEE **Chapter Insight** newsletter sent to all AEE members.

## CHAPTER BY-LAWS

- A. Within six months of being chartered,** local chapter should establish chapter by-laws consistent with the objectives of the Association of Energy Engineers. Sample chapter bylaws can be found at the end of this document.
- B.** Bylaws should be submitted to the AEE Board of Directors who must review before approval is granted. Any revisions to bylaws at any time must be approved by the AEE Board of Directors.
- C.** No chapter or any individual shall enter into any contracts in the name of the Association or use the name of the Association in dealings with others without the written consent and authorization of the AEE Board of Directors.

## REPORTS REQUIRED AFTER CHAPTER IS CHARTERED

- A. Annual Chapter Operations Report\*.** ***This report is not optional.*** It is required by the Internal Revenue Service as a part of AEE's income tax returns. Each chapter shall complete the Annual Chapter Operations Report for the previous year and return it to AEE Headquarters no later than February 15.
- B. Reports of Nomination and Election of Chapter Officers\*.** It shall be the duty of the chapter officers to furnish the AEE Board of Directors through its Executive Administrator a complete list of the duly elected officers annually. ***Only members in good standing of AEE, the parent organization, may be elected to offices in the chapter.***
- C. Minutes of Chapter Meetings.** Forward copies of minutes and newsletters of each meeting to AEE Headquarters monthly to the attention of the Executive Administrator.
- D. Reports of Activities.** From time to time the AEE Board may request reports on activities in the chapter.

\* *Form is provided at end of this document.*

**(Complete and return this page)**

**INTERIM CHAPTER BOARD**

Please fill out the form below, print and mail to Ruth Whitlock  
AEE, 4025 Pleasantdale Rd., suite 420, Atlanta, GA 30340.

Chapter Name: \_\_\_\_\_

Interim President: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Interim Vice-President: \_\_\_\_\_

Interim Treasurer: \_\_\_\_\_

Interim Term of Office Beginning Date: \_\_\_\_\_

**Note:** Please complete and return to AEE Headquarters after your first organizational meeting.  
**All officers of chapter must be members in good standing in AEE International.**

**(Complete and return this page together with Chapter Affidavit and IRS Form SS-4)**

**PETITION FOR CHARTER**

We, the undersigned, being members in good standing of the International Association of Energy Engineers, hereby petition for charter to form the \_\_\_\_\_ Chapter of the Association of Energy Engineers.

|     |             |               |                 |            |
|-----|-------------|---------------|-----------------|------------|
| 1.  | Print Name: | AEE Member #: | E-Mail Address: | Signature: |
| 2.  | Print Name: | AEE Member #: | E-Mail Address: | Signature: |
| 3.  | Print Name: | AEE Member #: | E-Mail Address: | Signature: |
| 4.  | Print Name: | AEE Member #: | E-Mail Address: | Signature: |
| 5.  | Print Name: | AEE Member #: | E-Mail Address: | Signature: |
| 6.  | Print Name: | AEE Member #: | E-Mail Address: | Signature: |
| 7.  | Print Name: | AEE Member #: | E-Mail Address: | Signature: |
| 8.  | Print Name: | AEE Member #: | E-Mail Address: | Signature: |
| 9.  | Print Name: | AEE Member #: | E-Mail Address: | Signature: |
| 10. | Print Name: | AEE Member #: | E-Mail Address: | Signature: |

|   |       |
|---|-------|
| Name, Address and Signature of Interim Chapter President: | Date: |
|---|-------|

Mail signed petition to:  
 AEE Board of Directors  
 Association of Energy Engineers

4025 Pleasantdale Rd., Suite 420  
Atlanta, GA 30340

**(Complete and return this page together with Petition for Charter)**

**CHAPTER AFFIDAVIT**

**Association of Energy Engineers, Inc.**

The Association of Energy Engineers, Inc. is a Not-for-Profit Organization that has been ruled tax exempt under Internal Revenue Service Code Section 501(c) (6). The Association was formed to promote the scientific and educational interest of those engaged in the energy industry through continuing education programs, newsletters and other activities.

The Chapters, which are affiliated with the Association, are located throughout the world. The Chapters are subject to the general supervision and control of the Association and all of the Chapters have the same accounting period as the Association, January 1 to December 31.

Chapters serve as local representation for the members of the Association. Chapters hold periodic meetings to discuss activities and events that are occurring in the energy industry as well as host special events, meetings or seminars and educational courses. The Chapters serve as an effective means for the Association and its related mission to be promoted. The local Chapters may collect dues as well as meeting and seminar fees. The expenditures of the Chapter mostly include rental space, printing, postage, educational materials, meals and miscellaneous office expenses.

**Affidavit**

Our Chapter of the Association of Energy Engineers, Inc. certifies that to the best of our knowledge the information above is correct.

Our Chapter authorizes the Association of Energy Engineers, Inc. to include our Chapter under the terms of this Group Exemption request.

Chapter Name: \_\_\_\_\_

Chapter Officer Signature: \_\_\_\_\_

Chapter Officer Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**(Complete and return this page together with Petition for Charter)**

**IRS FORM SS-4**

Form **SS-4**

(Rev. July 2007)

Department of the Treasury  
Internal Revenue Service

**Application for Employer Identification Number**

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

▶ See separate instructions for each line. ▶ Keep a copy for your records.

OMB No. 1545-0003

EIN

Type or print clearly.

|   |   |   |
|---|---|---|
| 1 Legal name of entity (or individual) for whom the EIN is being requested  |   |   |
| 2 Trade name of business (if different from name on line 1)   | 3 Executor, administrator, trustee, "care of" name  |   |
| 4a Mailing address (room, apt., suite no. and street, or P.O. box)  | 5a Street address (if different) (Do not enter a P.O. box.)   |   |
| 4b City, state, and ZIP code (if foreign, see instructions)   | 5b City, state, and ZIP code (if foreign, see instructions)   |   |
| 6 County and state where principal business is located  |   |   |
| 7a Name of principal officer, general partner, grantor, owner, or trustor   | 7b SSN, ITIN, or EIN  |   |
| 8a Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   | 8b If 8a is "Yes," enter the number of LLC members ▶  |
| 8c If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |   |
| 9a <b>Type of entity</b> (check only one box). <b>Caution.</b> If 8a is "Yes," see the instructions for the correct box to check.   |   |   |
| <input type="checkbox"/> Sole proprietor (SSN) _____<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____<br><input type="checkbox"/> Personal service corporation<br><input type="checkbox"/> Church or church-controlled organization<br><input type="checkbox"/> Other nonprofit organization (specify) ▶ _____<br><input type="checkbox"/> Other (specify) ▶ _____   |   |   |
| <input type="checkbox"/> Estate (SSN of decedent) _____<br><input type="checkbox"/> Plan administrator (TIN) _____<br><input type="checkbox"/> Trust (TIN of grantor) _____<br><input type="checkbox"/> National Guard <input type="checkbox"/> State/local government<br><input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government/military<br><input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises<br>Group Exemption Number (GEN) if any ▶ _____  |   |   |
| 9b If a corporation, name the state or foreign country (if applicable) where incorporated   | State   | Foreign country   |
| 10 <b>Reason for applying</b> (check only one box)  |   |   |
| <input type="checkbox"/> Started new business (specify type) ▶ _____<br><input type="checkbox"/> Banking purpose (specify purpose) ▶ _____<br><input type="checkbox"/> Changed type of organization (specify new type) ▶ _____<br><input type="checkbox"/> Purchased going business<br><input type="checkbox"/> Hired employees (Check the box and see line 13.)<br><input type="checkbox"/> Compliance with IRS withholding regulations<br><input type="checkbox"/> Other (specify) ▶ _____<br><input type="checkbox"/> Created a trust (specify type) ▶ _____<br><input type="checkbox"/> Created a pension plan (specify type) ▶ _____ |   |   |
| 11 Date business started or acquired (month, day, year). See instructions.  |   | 12 Closing month of accounting year   |
| 13 Highest number of employees expected in the next 12 months (enter -0- if none).  |   | 14 Do you expect your employment tax liability to be \$1,000 or less in a full calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No (If you expect to pay \$4,000 or less in total wages in a full calendar year, you can mark "Yes.") |
| Agricultural  | Household   |   |
| 15 First date wages or annuities were paid (month, day, year). <b>Note.</b> If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) ▶   |   |   |
| 16 Check <b>one</b> box that best describes the principal activity of your business.  |   |   |
| <input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Health care & social assistance <input type="checkbox"/> Wholesale-agent/broker<br><input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail<br><input type="checkbox"/> Other (specify) _____   |   |   |
| 17 Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.   |   |   |
| 18 Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |   |
| If "Yes," write previous EIN here ▶ _____   |   |   |
| <b>Third Party Designee</b>   | Complete this section <b>only</b> if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form. |   |
|   | Designee's name   | Designee's telephone number (include area code)<br>( )  |
|   | Address and ZIP code  | Designee's fax number (include area code)<br>( )  |
| Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.   |   | Applicant's telephone number (include area code)<br>( )   |
| Name and title (type or print clearly) ▶  |   | Applicant's fax number (include area code)<br>( )   |
| Signature ▶   | Date ▶  |   |

## CHAPTER BYLAWS

This Chapter Bylaws conforms to AEE's purposes. If the chapter adopts this form, its Bylaws will not need approval by the AEE Board of Directors. However, if this form is modified, the modifications will need approval. Please note where modifications have been made before submitting to the AEE Board of Directors.

AEE International headquarters office in Atlanta must have a copy of the chapter's most recent Bylaws.

### BYLAWS OF THE

\_\_\_\_\_ (Chapter Name)

### OF THE ASSOCIATION OF ENERGY ENGINEERS®

#### **Article I -Name**

**Section 1.** The name of the chapter shall be the \_\_\_\_\_ Chapter.

**Section 2.** The chapter may have such officers as may from time to time be designated by the Board of Directors.

#### **Article II -Definition**

**Section 1.** The term "Energy Industry" or "Industry" includes but is not limited to activities involved in energy utilization, conservation of energy sources and services.

**Section 2.** The term "Association" means Association of Energy Engineers with which this chapter is affiliated.

**Section 3.** The term "good standing" means a member of the Association of Energy Engineers who has paid dues within sixty (60) days of his/her renewal date.

#### **Article III -Purposes**

The purposes of this Association shall be:

**Section 1.** To promote the scientific and educational interests of those engaged in the energy industry.

**Section 2.** To foster cooperative action in advancing by lawful means the common purposes of its members, and promote activities designed to enable the industry to be conducted with the greatest economy and efficiency.

**Section 3.** To afford due consideration to and expression of opinion upon questions affecting the industry and to hold meetings for the presentation and discussion of technical papers.

**Section 4.** To cooperate with other industries and organizations.

**Section 5.** To conduct or engage in all lawful activities in furtherance of the foregoing purposes or incidental thereto.

**Section 6.** To affiliate with and promote the objectives of the Association of Energy Engineers.

#### **Article IV -Membership**

**Section 1.** A member of the chapter must be a member in good standing of the Association of Energy Engineers.

**Section 2.** Duration of membership and resignation. Membership in this chapter may terminate by voluntary withdrawal as herein provided, or otherwise in pursuance of these bylaws. All rights, privilege, and interests of a member in or to the chapter shall cease on the termination of membership. Any member may, by giving written notice of such intention, withdraw from membership.

**Section 3.** Suspension and expulsion. Any member may be suspended or terminated for cause. Sufficient cause for such suspension or termination of membership shall be violation of the bylaws or any lawful rule or practice duly adopted by the chapter, or any other conduct prejudicial to the interests of the Association or the chapter as determined by a two-thirds vote of the Board of Directors.

**Section 4.** Voting. Members shall have voting rights for those items brought before them by the Board of Directors or by a properly approved motion from the floor.

**Section 5.** Student members may not vote or hold office but may serve on committees.

**Section 6.** The Board of Directors may want to include various local grades, i.e. Affiliate member, Student, Retired.

## **Article V –Dues**

**Section 1.** The annual dues for each member of the chapter shall be determined by the Board of Directors.

**Section 2.** Members who fail to pay their chapter dues within thirty (30) days from the time the same become due shall be notified by the secretary. In the case where payment is not made within the next succeeding thirty (30) days the member shall be dropped from the rolls and thereupon forfeit all rights and privileges of chapter membership. Reinstatement will be considered upon request of a member and for good cause shown.

## **Article VI -Meetings**

**Section 1.** Annual. There shall be an annual meeting of the chapter during the month of \_\_\_\_\_, unless otherwise ordered by the Board of Directors, for election of officers. Notice of such meeting, signed by the secretary, shall be mailed to the last recorded address of each member at least thirty (30) days before the time appointed for the meeting.

**Section 2.** Regular. Regular meetings of the chapter shall be held on the \_\_\_\_\_ of each month. Notice of time and place shall be mailed to each member at his last recorded address at least ten (10) days in advance of each meeting.

**Section 3.** Special -Special meetings of the chapter may be called by the president. Notice of any special meeting shall be mailed to each member at his last recorded address at least ten (10) days in advance, with a statement of time and place and information as to the subject or subjects to be considered.

**Section 4.** Quorum. Ten percent (10%) of chapter members in good stand present at any meeting of the chapter shall constitute a quorum, and, in case there be fewer than this number, the presiding officer may adjourn the meeting from time to time until a quorum is present. In the absence of a quorum, chapter officers are empowered to act for the chapter.

**Section 5.** The order of business may be as follows:

1. Call to order
2. Reading of minutes of previous meeting
3. Communications or letters
4. Reports of officers
5. Reports of committees
  - a. Standing
  - b. Special
6. Meeting agenda
7. Old business
8. New business
9. Adjournment

**Section 6.** The order of business may be altered or suspended at any meeting by a majority vote of the members present.

## **Article VII -Board of Directors**

**Section 1.** The Board of Directors shall have supervision, control and direction of the affairs of the chapter.

**Section 2.** The Board shall be composed of the chapter's president and president-elect, vice-president, secretary, treasurer, and chairmen of the standing committees.

**Section 3.** Board Meetings. Except that the Board shall have a regular meeting at the time and place of the annual meeting, the Board shall meet upon call of the President at such times and places as he may designate.

**Section 4.** Quorum. A majority of the whole Board shall constitute a quorum at any meeting of the Board. Any small number may adjourn from time to time until a quorum be present.

**Section 5.** Absence. If a director is absent from three (3) consecutive meetings for reasons which the Board has failed to declare to be sufficient, his resignation shall be deemed to have been tendered and accepted.

**Section 6.** Compensation. Directors as such shall not receive any compensation for their services. The Board may by resolution authorize reimbursement of expenses incurred in the performance of their duties.

**Section 7.** Resignation or removal. Any director may resign at any time by giving written notice to the president, the secretary, or to the Board of Directors. Such resignation shall take effect at the time specified therein, or, if no time is specified, at the time of acceptance thereof as determined by the president or the Board.

**Section 8.** Vacancies. Any vacancies that may occur on the Board by reason of death, resignation, or otherwise may be filled by the remaining members of the elected officers for the unexpired term.

## **Article VIII -Officers**

**Section 1.** The elected officers of this chapter shall be a president and president-elect, one (1) vice president, a secretary, and a treasurer. The candidates shall be nominated prior to the annual meeting, and the officers elected by the chapter during the chapter's annual meeting. Election shall be by ballot where a majority of the votes cast shall elect the officers, provided there is quorum present.

**Section 2.** Elected officers shall take office thirty (30) days after election and serve for a term of one year effective the first of each year and until his or her successor is duly elected. Officers may serve more than one year at the discretion of the Board of Directors.

**Section 3.** Vacancies in any elected office may be filled for the balance of the term. Election can be held at any regular or special meeting where a quorum is present.

**Section 4.** President. The president shall be the principal elective officer of the chapter, shall preside at meetings of the chapter and of the Board of Directors. He shall be a member ex-officio, with right to vote, of all committees and of the nominating committee.

**Section 5.** Vice President. The vice presidents may be delegated by the president to perform his duties in the event of the president's temporary disability or absence from meetings. He shall have such other duties as the president of the Board may assign.

**Section 6.** Treasurer. The Treasurer shall keep an account of all monies received and expended for the use of the chapter and shall make disbursements authorized by the Board and approved by the president and such other officers as the Board may prescribe. He shall deposit all sums in the bank, or trust company, approved by the Board of Directors, and shall make a report at the annual meeting or when called upon by the president. Funds may be drawn only upon the signature of the treasurer or president or both as prescribed by the Board of Directors. The treasurer, with the approval of the Board, may appoint one or more assistant treasurers to perform such duties as the treasurer may assign.

**Section 7.** Secretary. The Secretary's duties shall be to give notice of and attend all meetings of the chapter, to keep a minutes of all proceedings, to attest documents and perform such other duties as are usual for such official or as may be duly assigned to him.

**Section 8.** Standing Committee Chairman. Duties shall be reviewed by the outgoing chairman with the newly elected chairman.

## **Article IX. Committee**

**Section 1.** The president, subject to the approval of the Board of Directors, shall annually appoint such standing and special subcommittees as may be required by the bylaws or as he may find necessary.

**Section 2.** Nominations Committee. During the month of \_\_\_\_\_ of each year, the Board of Directors shall appoint a nominating committee of three (3) persons to nominate candidates for office. The committee shall notify the secretary, in writing, at least thirty (30) days before the date of the annual meeting, of the names of the candidates it proposes, and the

secretary shall mail a copy thereof to the last recorded address of each member at least twenty (20) days before the annual meeting.

**Section 3.** Independent Nominations. Nominations for elected office may also be made by members of the chapter if received by the secretary thirty (30) days prior to the annual meeting.

#### **Article X -Mail Vote**

**Section 1.** Whenever, in the judgment of the Board of Directors, any question should be put to a vote of the active membership, and when it deems it inexpedient to call a special meeting for such purpose, the directors may send such a matter to the membership in writing by mail for vote and decision, and the question thus presented will be determined according to a majority of the votes received by mail within thirty (30) days after such submission to the membership. Any and all action taken in pursuance of a majority mail vote will be reviewed at a duly appointed meeting.

#### **Article XI -Fiscal Year**

The fiscal year shall commence on the first day of January and shall end on the last day of December.

#### **Article XII -Seal**

The chapter shall have a seal of such design as the Board of Directors may adopt.

#### **Article XIII -Indemnification**

The chapter may, by resolution of the Board of Directors, provide the indemnification of the chapter of any and all of its directors or officers or former directors or officers against expenses actually and necessarily incurred by them in connection with the defense of any action, suit, or proceeding in which they or any of them are made parties, or a party, by reason of having been directors or officers of the chapter, except in relation to matters as to which such director or officer shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

#### **Article XIV – Use of Chapter Funds**

The chapter shall use its funds only to accomplish the objectives and purposes specified in these bylaws, and no part of said funds shall inure, or be distributed, to the members of the chapters.

#### **Article XV -Amendments**

The authority to make amendments shall be vested in the Board of Directors, subject to the approval of the members in good standing at a special or regular meeting and the Association Board of Directors.

#### **Article XVI –Authorization**

**Section 1.** The chapter shall not enter into any contracts binding the Association without prior written approval of the Association Board of Directors. It shall be understood that the chapter is an extension of the Association and members shall act accordingly. The chapter must seek specific approval for the use of the Association of Energy Engineers' name in written approval of the Association Board of Directors.

**Section 2.** No members of the chapter shall enter into any contracts in the name of the chapter in dealings with others without the written consent and authorization of the chapter's Board of Directors.

**Section 3.** The chapter shall cooperate with the Association of Energy Engineers in compliance with its request for reports on activities, meetings and budgets.

#### **Article XVII – Dissolution**

**Section 1.** A chapter which has not held a meeting within twelve (12) months or does not have officers in good standing with the Association will be inactive.

**Section 2.** Dissolution of the chapter shall be by a unanimous vote of the Board of Directors. Upon dissolution, the chapter shall notify the Association of Energy Engineers and pay all outstanding debts. Any fund balance shall be forwarded to the Association of Energy Engineers.





## CHAPTER OPERATIONS REPORT

**This annual report is not optional. It is required by IRS and is due February 15 at AEE Headquarters in Atlanta.**

The information for the annual appropriations made to chapters by AEE Headquarters is determined by the information contained in this report. As defined by the AEE Board of Directors, in order for a Chapter to be eligible for this appropriation, it must meet the following requirements:

- ❖ Annual Chapter Operation Report must be completed and signed by designated officers of the Chapter.
- ❖ AEE should be notified of all new officers within thirty (30) days of taking office.
- ❖ Current officers of the Chapter must be members in good standing with AEE, the parent organization. The AEE Administrator will notify the Chapter President of any Chapter officers who are not in good standing.
- ❖ Copies of all Chapter minutes and newsletters must be sent to AEE Headquarters. It is best to send these on a monthly basis.
- ❖ Chapter Bylaws must be on file in AEE Headquarters and subsequent revisions must be approved by the AEE Board of Directors.

In completing the item labeled *Total Active AEE Members*, “Active” is defined as a member in good standing with AEE, the parent organization, who has attended at least one local Chapter meeting during the previous twelve months and is current in his/her dues at both AEE Headquarters and the AEE Local Chapter.

The Report section is to be completed and signed by the President.

The Financial Statement & Balance Sheet is to be completed and signed by the Chapter Treasurer.

***Please note that the following format is typical of the Chapter Operations Report. However, because of revisions that must be made from time to time, please always use the form that is sent to you the first part of December each year.***



CHAPTER NAME \_\_\_\_\_

**ANNUAL CHAPTER OPERATIONS REPORT  
FISCAL YEAR : \_\_\_\_\_**

*(Due no later than Feb. 15 of following year)*

NUMBER OF MEETINGS HELD IN PREVIOUS 12 MONTHS \_\_\_\_\_

AVERAGE TOTAL ATTENDANCE PER MEETING \_\_\_\_\_

TOTAL ACTIVE AEE MEMBERS \_\_\_\_\_

ATTENDING ONE OR MORE CHAPTER MEETINGS PER YEAR \_\_\_\_\_

*Optional: A list of members of AEE international organization may be attached to this form.*

**Note: The previous three items must be completed in order for appropriations check to be issued to chapter.**

**The Association of Energy Engineers shall appropriate funds to local chapters whose charters have been approved and who comply with items listed below:**

- 1) All chapter officers must be members in good standing in the AEE, the parent organization.
- 2) Chapter Bylaws must be on file in AEE headquarters.

A \$5.00 appropriation will be made to the chapter for each member of the AEE International organization who has attended one or more chapter meetings during the previous 12 months.

For consideration for fund appropriation, this form must be completed in total and submitted by:

**FEB. 15 of following year**

**OFFICERS** - Those in office Dec. 31:

**PRESIDENT**

**VICE PRESIDENT**

Name:  
 AEE Member #:  
 Company:  
 Address:

Name:  
 AEE Member #:  
 Company:  
 Address:

Phone:  
 Fax:  
 Email:

Phone:  
 Fax:  
 Email:

**SECRETARY**

**TREASURER**

Name:  
 AEE Member #:  
 Company:  
 Address:

Name:  
 AEE Member #:  
 Company:  
 Address:

Phone:  
 Fax:  
 Email:

Phone:  
 Fax:  
 Email:

Our chapter officers take office: \_\_\_\_\_  
 (Date)

***NOTE: AEE Headquarters must be notified within 30 days of officers taking office. For example, officers taking office on Jan. 1 must be reported no later than Feb. 1.***

**Chapter Financial Statement**

**INCOME 1/1 through 12/31**

|  |          |                 |
|--|----------|-----------------|
| Appropriations from AEE                | \$ _____ |                 |
| Local dues collected                   | \$ _____ |                 |
| Interest and dividends earned          | \$ _____ |                 |
| Meetings and special events            | \$ _____ |                 |
| Educational courses, symposiums, other |          | \$ _____        |
| * Scholarship funds collected          | \$ _____ |                 |
| <b>TOTAL INCOME</b>                    |          | <b>\$ _____</b> |

**EXPENSES 1/1 through 12/31**

*Meetings:*

|                              |          |
|------------------------------|----------|
| Facility rental              | \$ _____ |
| Meals                        | \$ _____ |
| Notices (printing & mailing) | \$ _____ |
| Promotions                   | \$ _____ |
| Honoraria                    | \$ _____ |

|                                |          |          |
|--------------------------------|----------|----------|
| Transportation                 | \$ _____ |          |
| Other (list on separate sheet) | \$ _____ |          |
| <b>Sub Total</b>               |          | \$ _____ |

*Educational Courses/Symposia:*

|                                |          |          |
|--------------------------------|----------|----------|
| Facility rental                | \$ _____ |          |
| Honoraria                      | \$ _____ |          |
| Transportation                 | \$ _____ |          |
| Notices (printing & mailing)   | \$ _____ |          |
| Other (list on separate sheet) | \$ _____ |          |
| <b>Sub Total</b>               |          | \$ _____ |

*Operating:*

|                      |          |          |
|----------------------|----------|----------|
| Stationary           | \$ _____ |          |
| Postage              | \$ _____ |          |
| Clerical Help        | \$ _____ |          |
| Bank Service Charges | \$ _____ |          |
| Transportation       | \$ _____ |          |
| insurance            | \$ _____ |          |
| Legal & Accounting   | \$ _____ |          |
| Office Supplies      | \$ _____ |          |
| Office Rental        | \$ _____ |          |
| Telephone            | \$ _____ |          |
| Utilities            | \$ _____ |          |
| <b>Sub Total</b>     |          | \$ _____ |

\* Scholarship Disbursements:

*Please indicate whether funds were distributed:*

\_\_\_\_\_ *Directly to students*

\_\_\_\_\_ *To the AEE Foundation*

|                  |  |          |
|------------------|--|----------|
| <b>Sub Total</b> |  | \$ _____ |
|------------------|--|----------|

|                       |  |          |
|-----------------------|--|----------|
| <b>TOTAL EXPENSES</b> |  | \$ _____ |
|-----------------------|--|----------|

**EXCESS OR LOSS IN REVENUE**

(Total Income Minus Total Expenses) \$ \_\_\_\_\_

\* Donations to scholarships awarded through chapters are not tax deductible, only donations to scholarships awarded through the AEE Foundation, a 501(c)(3) organization, are tax deductible.

**Chapter Balance Sheet**

Period Ending December 31  
(Cash Basis)

**ASSETS**

|                          |          |
|--------------------------|----------|
| Cash, Checking & Savings | \$ _____ |
|--------------------------|----------|

|                                       |               |          |
|---------------------------------------|---------------|----------|
| Bonds, Securities, Others             |               | \$ _____ |
| <b>TOTAL ASSETS</b>                   | (A)           | \$ _____ |
| <b>LIABILITIES &amp; FUND BALANCE</b> |               |          |
| Loans                                 |               | \$ _____ |
| <b>TOTAL LIABILITIES</b>              | (B)           | \$ _____ |
| <b>FUND BALANCE</b>                   | (A) minus (B) | \$ _____ |
| Please indicate Accounts Payable      |               | \$ _____ |

**AFFIDAVIT**

Our Chapter of the Association of Energy Engineers certifies that the information in these statements is correct to the best of our knowledge and that the funds appropriated to the Chapter will be used solely for the benefit of the AEE and our local Chapter. Our Chapter authorizes the Association of Energy Engineers, Inc. to include our Chapter under the terms of the Group Exemption request on file for our Chapter.

X \_\_\_\_\_  
Chapter Treasurer
Date

**IMPORTANT NOTE:**

**WHEN COMPLETED AND SIGNED, THIS DOCUMENT WILL FORM AN INTEGRAL PART OF THE TAX RETURN WHICH AEE FILES WITH THE IRS. PLEASE CHECK YOUR ARITHMETIC BEFORE RETURNING.**

AEE Federal ID Number: 58-1306354

**REPORT ON OFFICERS**

**Please complete the information below and submit to AEE Headquarters within thirty days of officers taking office.**

TO: Ruth Whitlock  
Executive Administrator  
Association of Energy Engineers  
4025 Pleasantdale Road, Suite 420  
Atlanta, GA 30340

Fax: 770.446.3969

Or e-mail: *whit@aeecenter.org*

**CHAPTER OFFICERS**

**CHAPTER NAME:** \_\_\_\_\_

Regular Chapter Meeting Day: \_\_\_\_\_

Regular Chapter Meeting Location: \_\_\_\_\_

**PRESIDENT:** \_\_\_\_\_

Name: \_\_\_\_\_

Member Number: \_\_\_\_\_

Mailing Address for Chapter Materials: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**VICE PRESIDENT:** \_\_\_\_\_

Name: \_\_\_\_\_

Member Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**TREASURER:** \_\_\_\_\_

Name: \_\_\_\_\_

Member Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**SECRETARY:** \_\_\_\_\_

Name: \_\_\_\_\_

Member Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**SCHOLARSHIP CHAIR:** \_\_\_\_\_

Name: \_\_\_\_\_

Member Number: \_\_\_\_\_

Address: \_\_\_\_\_

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Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**AWARDS CHAIR:** \_\_\_\_\_

Name: \_\_\_\_\_

Member Number: \_\_\_\_\_

Address: \_\_\_\_\_

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Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_