



ASSOCIATION OF ENERGY ENGINEERS

CHECKLIST FOR ESTABLISHMENT OF STUDENT CHAPTER

The package submitted to AEE Headquarters for the purpose of establishing a new student chapter must contain these items:

- ___ List of names and membership numbers of at least ten (10) AEE student members
- ___ Letter of commitment from AEE sponsoring chapter
- ___ Campus approval: Written document on letterhead from the college, university or government agency stating its agreement to sponsor the ___ (Name) ___ AEE Student Chapter and designating a faculty advisor to work with the chapter. This faculty advisor must be an AEE member and employee of the college or university.
- ___ Letter of commitment from the designated faculty advisor including advisor's contact information (e-mail address, phone number, street address)
- ___ College or university catalog
- ___ Names of officers of student chapter with contact information (e-mail address, phone number, street address) and dates of term of office
- ___ List of proposed programs for the school year
- ___ Proposed budget
- ___ Completed Chapter Bylaws

***Check off each of the items on the above list and
attach to the front of your package.***



ASSOCIATION OF ENERGY ENGINEERS

STUDENT CHAPTERS

If there is a college or university in your Chapter's area, AEE encourages Chapters to help form a Student Chapter either as a separate Chapter on campus or as a division of the local AEE Chapter. A member of the chapter who is also a member of AEE International must be willing to act as a mentor to the Student Chapter. (Student Chapters may also be sponsored by the college or university itself or by a government agency if a member of AEE International within that college, university, or agency is willing to Mentor the Student Chapter.)

GUIDELINES FOR STUDENT CHAPTER DEVELOPMENT

BACKGROUND

The Association of Energy Engineers wishes to stimulate students to join AEE and form Student Chapters. College students are encouraged to join AEE through reduced membership dues. The Foundation of Association of Energy Engineers' Scholarship Program helps students further their education in energy engineering and management.

ORGANIZATION

1.0 Sponsors

- 1.1 Student Chapters may be sponsored by an AEE Chapter, a college or university, or a government agency. Within this sponsoring group, there must be an AEE member who will act as the Student Chapter's Mentor. The Mentor must be knowledgeable of the objectives of AEE and be willing to help guide the group. The mentor will assist the Student Chapter with the running of their meetings, will oversee their budget, and will assist them with compliance of reporting requirements.
- 1.2 Chapters may wish to organize a Student Chapter as a division of the Chapter or as a separate entity.

2.0 Operation

- 2.1 The Student Chapter needs to elect officers, develop bylaws and hold at least three meetings during the year. The Student Chapter operates essentially as other Chapters do. In particular, the Student Chapter needs to make sure that:
 - 2.21 Bylaws are consistent with AEE objectives and are submitted to the AEE Board of Directors for approval.
 - 2.22 All Student Chapter members need to be members in good standing of AEE International.
 - 2.23 Student Chapters should file an annual appropriation form. Student Chapters are eligible for \$5.00 appropriation from AEE based on the number

of AEE International student members who have attended one or more meetings during the previous twelve (12) months.

2.24 To be eligible for appropriation:

2.241 All minutes need to be submitted to AEE Headquarters.

2.242 All officers must be members of AEE International.

2.243 Student Chapter needs to have held at least three (3) meetings during the previous twelve (12) months.

2.244 Student Chapter must file an Annual Operations Report with AEE International.

3.0 Activities

3.1 Student Chapters may wish to participate actively in the AEE Foundation Scholarship Program.

3.2 Student Chapters may wish to develop special recognition awards, but do not participate in the AEE International or Regional Awards Program.

3.3 Student Chapters may wish to work actively in community programs, participate in science fairs and work with local college to increase energy awareness.

STARTING AN AEE STUDENT CHAPTER

WHY SHOULD STUDENTS START AN OFFICIAL AEE STUDENT CHAPTER?

- Ability to network/partner with AEE Chapters and make contacts that will help in finding a job.
- Leadership growth and exposure as student leaders in AEE.
- Greater exposure to AEE members.
- AEE resources and marketing materials available as needed free of charge to help increase membership in your chapter.
- Marketing campaigns geared directly to students and student chapters.
- Participation in chapter projects and activities that will help you prepare to enter the profession.
- Access to education opportunities.

AEE STUDENT CHAPTER CRITERIA

The following must be met in the formation of an AEE student chapter:

1. The chapter must have at least ten (10) student members. Student members must be enrolled in a post-secondary academic program for at least six quarter or semester hours.
2. All student chapter members must join AEE. Student membership dues (\$15 annually in U.S. funds) must be sent with completed applications.
3. Student chapter members must hold elections to decide on various officers, including president, vice-president, secretary, and treasurer. (A student may serve as both secretary and treasurer.)
4. Written notification of officers and completed membership forms must be sent to The AEE International office. Once all forms have been received and processed, student members will then receive charter and full recognition as an official AEE student chapter.
5. Student chapters must be formed under the direction of an AEE chapter, a college or university, or a government agency, and must have a faculty advisor who is an AEE member and employee of the college or university.

APPLICATION PROCEDURES

Once you have at least ten (10) official AEE student members, a local chartered chapter to serve as the student chapter sponsor and a faculty advisor, the next step is to develop your chapter bylaws.

To formally apply for your chapter, you must send the following items to the AEE International office:

1. The completed bylaws available through the AEE International office.
2. College or university catalog.
3. List of proposed programs for the school year
4. Proposed budget
5. Campus approval (written document)
6. Written commitment from the president of the chartered AEE chapter who will serve on the student chapter board of directors as an advisor to the student chapter.
7. Written letter of commitment from the designated faculty advisor.

You will receive a letter initiating your new AEE student chapter within a month from when your application has been received.

FACULTY ADVISOR'S RESPONSIBILITIES

1. Sign all eligible students' applications.
2. Assist the student chapter, if necessary, with initial startup. This may include guiding the bylaws process and assisting with initial meetings to ensure appropriate format.
3. Guide the student chapter in developing professional businesslike procedures and meeting content as needed.
4. Keep on file a list of all accepted members.
5. Provide a central file for official materials.
6. Provide a location for student members to receive mail, reports, and information sent from the AEE International office.
7. Attend as many student chapter meetings as possible.
8. Notify the sponsor chapter and the AEE International office of important events within the student chapter, as well as concerns, problems, and changes that affect the student chapter's performance.

STUDENT CHAPTER GUIDELINE

Starting an AEE student chapter is easy, but building an efficient and vibrant student chapter that will meet the needs of the student members, as well as the community, is the hard part. This section provides guidelines that will assist AEE student chapters in maintaining efficiency in chapter meetings, setting chapter goals, and developing university/community awareness.

RESOURCES AVAILABLE TO AEE STUDENT CHAPTERS

- Recruiting materials. Membership applications, brochures, catalogs, and other necessary membership information.
- Student chapter rosters. Lists of your current student chapter members, including addresses, phone numbers and e-mail contact information.
- The roster is available upon request to affiliated chapters.
- Access to the sponsor chapter web site events, and e-mail communications. The sponsor chapter is encouraged to invite student chapter members to sponsor chapter meetings and events.

FINANCIAL MANAGEMENT

It is recommended that each student chapter establish some type of savings/checking account with a local bank. To do this you will need a federal tax ID number. Please contact the AEE International office to receive that number.

MEMBERSHIP DUES

Your student chapter should charge members a fee to join. This fee will help you budget and fund projects, programs, and any other activities your student chapter plans throughout the year. Please ensure that all local student chapter members are also registered members of AEE International.

SETTING GOALS

In order to be successful, it is necessary for every AEE student chapter to set goals. When setting a goal, the student chapter must assess itself, decide where it needs to be, and then create a plan of action. It is important that all student members participate when setting student chapter goals.

When creating student chapter goals, all objectives must be:

- Realistic
- As specific as possible
- Attainable
- Measurable
- On a timetable

Once the student chapter has defined short or long-term goals the next step is to decide how those goals will be reached. Here are some guidelines on how to achieve student chapter goals:

- Identify skills, knowledge, or resources needed to reach goals.
- Identify various people or groups that can help attain goals.
- Develop a plan of action, one of the most important steps.
- Include a realistic completion date.
- Remember that achieving student chapter goals requires teamwork.

COMMUNITY AWARENESS

One of the most significant goals of every student chapter should be to develop community awareness. Becoming involved in the local community can be extremely rewarding for any student chapter. Student chapters that participate in social service programs will not only have a meaningful experience, but they will also be recognized on AEE's Web site (www.aeecenter.org) and in other publications.

Here are just a few of the ways that each student chapter can lend a helping hand:

- Organize charity drives and benefits.
- Volunteer at local shelters.
- Participate in Habitat for Humanity.
- Provide free energy audits and weatherization projects for low-income housing
- Donate blood.
- Collect clothes for the Salvation Army.
- Donate food.
- Volunteer to read at the local library.

- Participate in marathons or fun runs for charitable causes.
- Organize bowl-a-thons.
- Participate in Network for the Needy activities.

STUDENT CHAPTER PROGRAM IDEAS

Here are some ideas for fun, creative, and educational student chapter programs:

- Hold a “Meet the AEE Students” night. Recruit different companies to set up tables to distribute career advice and discuss job opportunities.
- Promote higher education opportunities to high school seniors.
- Provide a seminar on the different career paths for engineering majors. Host a panel of local industry speakers and allow students to ask questions.
- Create an AEE Student Chapter Resource Guide to help identify sources of industry information, such as Web sites, trade publications, and local associations or corporations.
- Hold a “Meet the AEE Student Chapter” Open House to give student chapter members an opportunity to meet and talk with nonmembers about the benefits of AEE membership.
- Hold an Advisor Appreciation Day.
- Develop a Speaker Network.
- Hold lectures or awareness events promoting energy issues on campus.

STEPS FOR A SUCCESSFUL FIRST MEETING

Pre-Meeting

- Determine an informative topic for the first student chapter meeting. You may want to get a respected speaker to attract greater interest.
- Decide on the type of atmosphere for the meeting, whether it’s a breakfast, luncheon, or social gathering.
- Choose a date and time that will be easy for students to attend.
- Prepare a list of all prospective members on campus and inform them of the date/time/location and topic of the meeting.
- Market your meeting through all possible venues, such as campus publications, campus radio and TV, and announcements in engineering classes.

Meeting

- Ensure that your speakers’ audiovisual needs are met.
- Provide session handouts.
- Prepare a session evaluation.
- Provide an icebreaker activity for social interaction.
- Insist that your presenter offer opportunities for interaction with audience, and not just open questions at end of meeting.
- Set up registration table. Have Board members available to meet new attendees.
- Collect e-mail addresses wherever possible for follow-up activities, and call for volunteers.

Post Meeting

- Send thank you letters to attendees, along with notification of the next event.
- Send thank you letters to speakers.
- Hold post-meeting evaluation.
- Compile the results of post-meeting evaluation and share with speakers and Board members.
- Make every effort to address any problems. If you make an improvement, tell members that you have heard and acted on their concerns!

STEPS FOR A SUCCESSFUL FIRST BOARD MEETING

Pre-Meeting

- Create meeting agenda and distribute to Board members in advance.

Meeting and Order of Business

Maintaining order in a Board meeting is extremely important. Without it, the meeting will be in chaos, nothing will be accomplished, and it could last for hours. For a Board meeting to run efficiently, it must follow a constant set of guidelines. Here is an example of an “Order of Business” to keep the student chapter meeting running smoothly:

1. Roll call
2. Reading of the minutes from the previous meeting
3. Reports of Officers
4. Reports of Committees
5. Unfinished Business
6. New Business
7. Election of Officers
8. Installation of New Officers
9. Adjournment

Additional points to consider:

- Make sure the meeting starts and ends on time.
- Provide an open discussion.
- Summarize action plans.
- Wrap up the meeting with information about upcoming meetings and events.
- Set a date and time for the next meeting.

Post-Meeting

- Distribute the meeting’s notes or minutes on a timely basis.
- Follow through with all action points mentioned in the meeting.

PROMOTING YOUR STUDENT CHAPTER

Here are some ideas to promote your student chapter throughout campus and build your membership numbers:

- Create a student chapter bookmark. Design a flyer or bookmark to be inserted into engineering related textbooks. Contact the manager/owner of the student bookstore on your campus at the beginning of the semester and ask if you could insert such a flyer into the textbooks. The flyer could include information about AEE membership and your student chapter, and it could advertise a special student chapter event that would attract new members.
- Create a commercial or announcement for our campus radio. Include a striking phrase to catch students’ attention. Keep it short and to the point, but include contact information such an e-mail address or phone number
- Write an article for your campus newspaper. Briefly explain your student chapter and the benefits of becoming an AEE student member. Include student chapter activities and a calendar of events in your article.
- Hand out student chapter flyers throughout campus, primarily in engineering and science related areas.
- Ask professors to make announcements in class.
- Post information on the engineering section of your school’s Web site.

- Create a bulletin board display in a prominent place and develop an AEE student chapter Web site showing pictures from student chapter activities, membership information, and a calendar of upcoming events.
- Set up tables displaying AEE materials at freshman orientation and at student activities fair.
- Prepare a two-minute talk on the value of joining AEE. Give a presentation to engineering related classes, and then hand out membership applications and information.

ASSOCIATION OF ENERGY ENGINEERS®

STUDENT CHAPTER CONSTITUTION AND BYLAWS

Article I – Name

Section 1. The name of the student chapter shall be _____.

Section 2. The student 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 or energy sources and services.

Section 2. The term “Association” means Association of Energy Engineers with which this student 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.

Articles III – Purposes

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 publish, to conduct trade shows and any other activity which promotes the dissemination of scientific and educational information of those engaged in the energy industry.

Article IV – Membership

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

Section 2. Duration of membership and resignation. Membership in this student chapter may terminate by voluntary withdrawal as herein provided, or otherwise in pursuance of these bylaws. All rights, privileges, and interest of a member in or to the student 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 bylaws or any lawful rule or practice duly adopted by the student chapter, or any other conduct prejudicial to the interest of the Association or the chapter as determined by a 2/3 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.

Article V – Dues

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

Section 2. Members who fail to pay their student chapter dues within sixty (60) 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 members shall be dropped from the rolls and thereupon forfeit all rights and privileges of student chapter membership. Reinstatement will be considered upon special request by a member and for good cause shown.

Article VI – Meetings

Section 1. Annual. There shall be an annual meeting of the student chapter during the last month before graduation date unless otherwise ordered by the Board of Directors, for election of officers. Notice of such meeting, signed by the secretary, shall be mailed or e-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 student chapter shall be held on a schedule determined by the Board of Directors. Notice of time and place shall be mailed or e-mailed to each member at his/her last recorded address at least ten (10) days in advance of each meeting.

Section 3. Special. Special meetings of the student chapter may be called by the president. Notice of any special meeting shall be mailed or e-mailed to each member at his/her 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 the student chapter members in good standing present at any meeting of the student chapter shall constitute a quorum, and, in cases where 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 quorum, student chapter officers are empowered to act for the student chapter.

Section 5. The order of business of meetings shall be as follows:

1. Call to order
2. Read 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 the supervision, control and direction of the affairs of the student chapter.

Section 2. The Board shall be composed of the student chapter's president and president-elect, vice president, secretary, treasurer, chair of each standing committee, the faculty advisor, and the chapter president of the chartered AEE chapter serving as advisors to the student chapter.

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 smaller number may adjourn from time to time until a quorum be present.

Section 5. 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 6. Resignation of 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 7. Vacancies. Any vacancies that may occur on the Board by reason of death, resignation, or otherwise may be filled by the president or remaining members of the elected officers for the unexpired term.

Article VIII – Officers

Section 1. The elected officers of this student 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 student chapter during the student chapter's annual meeting. Election shall be by ballot where a majority of the votes cast shall elect the officers, provided there is a quorum present.

Section 2. Elected officers shall take office upon the first day of classes of the Fall semester and shall serve for a term of one year and until his/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 student chapter, and shall preside at meetings of the student chapter and of the Board of Directors. He/she shall be a member ex-officio, with right to vote, of all committees except the nominating committee.

- Section 5. Vice-President. The vice-president may be delegated by the president to perform his/her duties in the event of his/her temporary disability or absence from meetings. He/she shall have such other duties as the president or the Board may assign.
- Section 6. Treasurer. The treasurer shall keep an account of all monies received and expended for the use of the student chapter and shall make disbursement authorized by the Board and approved by the president and such other officers the Board may prescribe. He/she 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 of 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 student chapter, to keep a record 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/her.
- Section 8. Standing Committee Chair. Duties shall be reviewed by the outgoing chair with the newly elected chair.
- Section 9. Faculty Advisor. The faculty advisor shall be an AEE member and an employee of the school who will advise the student chapter Board of Directors and direct the transition of officers. The faculty advisor should have a vested interest in the success of the student chapter.
- Section 10. Sponsoring Chapter President. The president of the chartered sponsoring chapter, as designated by AEE, shall be an officer of the student chapter Board of Directors. Another sponsoring chapter officer may take the place of the chapter president if duly assigned by the sponsoring chapter president.

Article IX – Committee

- Section 1. The president, subject to the approval of the Board of Directors, shall annually appoint such standing, special subcommittees as may be required by the bylaws or as he/she may find necessary.
- Section 2. Nominations Committee. During the month of _____ in 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 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 student chapter is 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 questions should be put to a vote in the active membership, and when it deems it inexpedient to call a special meeting for such purpose, the directors may submit such a matter to the membership in writing by mail for vote and decision, and the question thus

presented shall 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 called meeting.

Article XI – Fiscal Year

Section 1. The fiscal year shall commence on the first day of January and shall end on the last day of December.

Article XII – Seal

Section 1. The student chapter may have a seal of such design as the Board of Directors may adopt.

Article XIII – Indemnification

Section 1. The student chapter may, by resolution of the Board of Directors, provide the indemnification of the student 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 student 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 Student Chapter Funds

Section 1. The student 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 student chapter.

Article XV – Amendments

Section 1. The authority to make amendments to the bylaws 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 approval of the Association Board of Directors.

Article XVI – Authorization

Section 1. The student 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 student chapter is an extension of the Association and members shall act accordingly. The student 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 student chapter shall enter into any contracts in the name of the student chapter in dealings with others without the written consent and authorization of the student chapter's Board of Directors.

Section 3. The student 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 student 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 student chapter shall be by a unanimous vote of the Board of Directors. Upon dissolution, the student chapter shall notify the Association of Energy Engineers and pay all outstanding debts. Any fund balance shall be forwarded on to the Association of Energy Engineers.