



ASSOCIATION OF ENERGY ENGINEERS

COMPLIANCE:

REQUIREMENTS FOR BECOMING AND REMAINING

AN AEE CHAPTER IN GOOD STANDING

These requirements must be complied with to become a chartered chapter and to remain a chapter in good standing:

- ✓ An Annual Operations Report must be submitted each year no later than February 15. This report is not an option. It is required by law for chapters in the US.
- ✓ Most chapters hold meetings each month, some may hold nine or ten meetings annually, skipping the summer months, but three is the minimum number of meetings per year required.
- ✓ While all chapter members are encouraged and expected to become members of AEE, a minimum of ten members of AEE the parent organization at all times is required.
- ✓ Membership in AEE the parent organization is an absolute requirement for all chapter officers. The status of a nominee's membership is to be confirmed prior to name being placed on a ballot.
- ✓ AEE Headquarters is to be notified immediately of any change in chapter officers.

Chapters not meeting the above requirements will be contacted by AEE, with their Regional Vice President or ADIMD copied, and will be allowed either to come into compliance within a specified period of time, or to submit a timeline for doing so. Upon the next deadline for Chapter Operations Reports, if the chapter has still not met minimum requirements, an extension may be permitted but only if progress is seen to be taking place. If not, chapter will be notified that it is to be dissolved and any funds in chapter's account are to be submitted to AEE to be held for a future reactivation of the chapter or a new chapter in the area. During this process, the Regional Vice President or ADIMD will be part of the team working to bring the chapter into compliance; their recommendations will be given great weight. Possible steps by AEE to assist in this effort may include a visit to the chapter by the Executive Director or the current AEE President or other designated Officer or representative.