



ASSOCIATION OF ENERGY ENGINEERS

US CHAPTERS

There are several reasons this Manual contains separate documents for chapters inside and outside the United States:

Chapters in the US must file Internal Revenue Service SS-4 Forms before their charters can be approved. They must then meet the filing requirements each year of the IRS as suborganizations under the Association of Energy Engineers, this being one of the primary reasons the Annual Chapter Operations Report is not optional. These reports become a part of AEE's annual tax returns. On occasion when chapters are contacted by the IRS regarding their filing status, the AEE CPAs refer the IRS to AEE's tax returns, with no further action being required. If a chapter were not to submit its Annual Operations Report, this would not be possible.

Each chapter located outside the United States [international chapter] must meet its own country's laws and requirements regarding the establishment and operations of its chapter.

Chapters in the US are divided into five Regions, with an AEE Vice President assigned to each Region to offer guidance, encouragement, and leadership to the chapters in that Region.

A Director of International Membership Development oversees the formation and operations of chapters located outside the United States. Chapters are divided into Regions which cover a number of countries. An Assistant Director is assigned to each Region to offer guidance, encouragement, and leadership to these chapters.

AEE is able to offer to its chapters in the US the opportunity to obtain insurance coverage for events.

Our insurers do not provide insurance coverage for events outside the US.

The chapters in the US share a database of speakers who may be available to speak at multiple locations.

Because of geographical restrictions, a database for international speakers is not feasible.

When funds are available, AEE offers limited financial assistance to enable selected representatives of our international chapters to attend its annual meeting, the World Energy Engineering Congress, who would otherwise be unable to attend. Historically, US chapters along with chapters from Canada, Ireland, Kuwait, and the UK, have been major contributors to the travel assistance fund for our international chapters.