



## **ASSOCIATION OF ENERGY ENGINEERS**

### **BRIEF SUMMARY OF CHAPTER START-UP PROCEDURE FOR US CHAPTERS**

AEE offers support to AEE members who wish to establish chapters in their areas. The procedure for setting up a new chapter is briefly outlined below.

#### **REQUIREMENTS FOR CHAPTER CHARTER**

- Three organizational and two interim board meetings must be held.
- Minutes of all organizational meetings must be sent 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. The minutes of the interim board meetings should be included with the application package.
- The Petition of Chapter Charter must be signed by ten (10) AEE members and submitted to the AEE Board of Directors. The names of the signers must be shown exactly as shown in their membership record. The AEE ID number must be included.
- The Chapter Affidavit must be completed, signed, and submitted in the application package.
- The IRS Form SS-4 must be completed and returned to AEE Headquarters with Petition for Chapter Charter (*The IRS Form SS-4 is required only from chapters in the United States, not those outside the U.S.*).
- Chapter Bylaws consistent with the objectives of the Association of Energy Engineers must be signed and included with the application package. Any modifications made to the template that is provided in this Chapter Start-up Kit are to be noted at time of submittal. Modifications must be approved by the AEE Board of Directors.
- The checklist on the last page of the Chapter Set-Up Kit is to be used as the cover sheet for the application package.

#### **CHARTER PRESENTATION**

- 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.
- The Chapter Board should then arrange a date for a charter presentation. The Chapter should contact AEE Headquarters to determine if an AEE officer or representative may be available to present the charter.
- 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* online newsletter and to be posted on the AEE website.

**REQUIREMENTS TO REMAIN IN COMPLIANCE AS CHAPTER IN GOOD STANDING**

- The annual Chapter Operations Report must be filed by February 15 of each year.
- A minimum of three meetings must be held each year.
- The membership of the Chapter must include at least ten members in good standing of AEE the parent organization.
- All Chapter officers must be members of AEE in good standing of AEE the parent organization.