



ASSOCIATION OF ENERGY ENGINEERS

ANNUAL CHECKLIST FOR INTERNATIONAL CHAPTERS

1. Are we in compliance for a chapter in good standing?

- ✓ **Have we submitted our Annual Operations Report due February 15?**
This report is not an option.
- ✓ **Are we holding at least three meetings this year?**
- ✓ **Do we have a minimum of ten members of AEE the parent organization?**
- ✓ **Are all our chapter officers members of AEE the parent organization?**
Did we check the status of their memberships prior to their names being placed on the ballot?
- ✓ **Have we notified AEE Headquarters about any change in chapter officers?**

For more detailed information on Chapter Compliance, see **06a. Compliance – Requirements for Becoming and Remaining an AEE Chapter in Good Standing** in the online AEE Chapters Manual.

2. Have we reported to AEE Headquarters the name of the Chapter's representative who will attend the Chapter Leadership Meeting at the AEE WORLD ENERGY CONFERENCE & EXPO.

This once-a-year gathering, *held the day prior to the opening of AEE WORLD* is an opportunity to network with leaders from other chapters and share your experiences. This is also the venue for the presentation of the annual Chapter Recognition Awards.

3. Have we submitted our entry for the Chapter Recognition Awards competition?

The Call for Chapter Recognition Award Nominations will go out in February with a *deadline in June*. Awards will to be presented at the Chapter Leadership Meeting at AEE WORLD.

4. Have we taken under consideration the nomination of worthy candidates for the AEE Awards Programs, the Energy Managers Hall of Fame, and AEE Officers?

Calls for nominations for these programs go out at various times of the year. Chapter participation is invited.

6. Have we checked the schedule for AEE's shows before setting a schedule for our local or regional conferences and/or tradeshow?

Competing for attendees is harmful to both meetings.