



## 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 and the Energy Managers Hall of Fame?**

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.