



## **ASSOCIATION OF ENERGY ENGINEERS**

### **PROCEDURE FOR REACTIVATING A CHAPTER**

A chapter that has been become inactive may be reactivated if the procedure outlined below is followed.

Upon written request from an AEE member attempting to reactivate a previously active but now inactive or dissolved chapter, AEE Headquarters will send a list of active members in the area, as well as a list of dropped members, if desired. It should be clearly understood that these lists are to be used **only** for chapter purposes, **never** for individual's own use, or for use by any company or organization.

A meeting should be held for the purpose of determining the interest in reactivating the chapter and if there is sufficient interest, in establishing the intent to do so.

Following the reactivation meeting, these items should be sent to AEE Headquarters:

- ✓ Written confirmation that the original charter and the chapter records are in the possession of the person initiating the reactivation of the chapter.
- ✓ Minutes of a meeting held for the purpose of establishing the intent to reactivate the chapter.
- ✓ A petition for reactivation containing the names, membership numbers, and signatures of ten members in good standing of AEE the parent organization, including at least one previous member of the chapter who will be involved in the reactivation of the chapter. If the name of the Chapter is to be changed, a request for approval is to be included in this petition.
- ✓ A list of the Chapter's Board members
- ✓ Chapter Affidavit signed by an officer of the Chapter
- ✓ Chapter Bylaws signed by an officer of the Chapter

If these items cannot be submitted, the procedure for Chapter Start-Up should be followed.

AEE Headquarters should be kept informed of all progress made.

**PETITION FOR CHARTER**

We, the undersigned, being members in good standing of the International Association of Energy Engineers, hereby petition for a charter to reactivate the \_\_\_\_\_ Chapter of the Association of Energy Engineers.

*Optional:* The undersigned also request that the name of the reactivated Chapter be changed to the \_\_\_\_\_ Chapter of the Association of Energy Engineers.

*All information requested below must be completed.*

1.	Print Name Clearly:	AEE Member #:	E-Mail Address:	Signature:
2.	Print Name Clearly:	AEE Member #:	E-Mail Address:	Signature:
3.	Print Name Clearly:	AEE Member #:	E-Mail Address:	Signature:
4.	Print Name Clearly:	AEE Member #:	E-Mail Address:	Signature:
5.	Print Name Clearly:	AEE Member #:	E-Mail Address:	Signature:
6.	Print Name Clearly:	AEE Member #:	E-Mail Address:	Signature:
7.	Print Name Clearly:	AEE Member #:	E-Mail Address:	Signature:
8.	Print Name Clearly:	AEE Member #:	E-Mail Address:	Signature:
9.	Print Name Clearly:	AEE Member #:	E-Mail Address:	Signature:
10.	Print Name Clearly:	AEE Member #:	E-Mail Address:	Signature:

Name, Address and Signature of Interim Chapter President:	Date:
---	-------

Mail signed petition to AEE Board of Directors, Association of Energy Engineers,  
 3168 Mercer University Drive, Atlanta, GA 30341  
 Or E-mail to [whit@aeecenter.org](mailto:whit@aeecenter.org)

--

**CHAPTER BOARD**

Please fill out the form below and  
e-mail to [whit@aecenter.org](mailto:whit@aecenter.org)

Chapter Name: \_\_\_\_\_

President's Name and AEE Member #: \_\_\_\_\_ #

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Vice President's Name and AEE Member #: \_\_\_\_\_ #

Secretary's Name and AEE Member #: \_\_\_\_\_ #

Treasurer's Name and AEE Member #: \_\_\_\_\_ #

Interim Term of Office Beginning Date: \_\_\_\_\_

**All Chapter Officers must be members in good standing in AEE the parent organization.**

**CHAPTER AFFIDAVIT**  
**Association of Energy Engineers, Inc.**

The Association of Energy Engineers, Inc. (“Association”) is a not-for-profit organization and is tax-exempt under Internal Revenue Code Section 501(c) (6). The Association was formed and operates to promote the scientific and educational interests of those engaged in the energy industry through continuing education programs, newsletters, and other related activities.

The Association carries out much of its work through its chapters, which operate to promote the mission of the Association in local communities across the United States and abroad. Chapters hold periodic meetings to discuss activities and issues that are occurring in the energy industry and host special events, meetings or seminars and educational courses. The expenditures of the chapter mostly include rental space, printing, postage, educational materials, meals and miscellaneous office expenses. The Chapters may collect dues as well as meeting and seminar fees to defray the costs of their programs and activities.

Although the chapters have substantial autonomy in their governance, the IRS rules require that they remain subject to the “general supervision and control” of the Association. This ensures that chapters can enjoy certain benefits including, among other things, exemption from having to prepare and file a separate tax return with the IRS.

This affidavit sets forth the general terms and conditions of the relationship between the Association and the chapter, and upon its completion and execution, the Association will confirm the charter of an existing chapter, or will issue a charter to a new chapter formally designating it as an official Chapter of the Association.

**AFFIDAVIT**

In consideration of the confirmation or issuance of a charter, the Chapter, through its initial duly authorized undersigned officer agrees as follows:

1. The Chapter shall operate exclusively to promote the mission and purposes of the Association. The Chapter shall not offer programs which compete with those being offered directly by the Association, or carry on any activities or operations which might, directly or indirectly, adversely affect the goodwill, reputation or relations of the Association with its members or the public generally.
2. The Chapter will regularly encourage its members to hold concurrent active membership in the Association.
3. Only a member in good standing of the Association shall be eligible to serve as an officer of the Chapter.
4. The Chapter shall maintain at all times a membership of no fewer than ten (10) members in good standing of the Association.
5. The Chapter shall hold no less than three (3) meetings of its membership per year.
6. The Association urges the Chapter to use the model bylaws provided by the Association. Any changes adopted to the model bylaws shall require the prior approval of the Association. The model bylaw provision requiring that, in the event a Chapter terminates that any remaining assets shall be distributed to the Association or its charitable foundation, is mandatory and may not be amended.

- 7. The Chapter acknowledges that some events and activities, such as conferences or meetings held in hotels or other public venues, may necessarily create potential legal liability for both the Chapter and the Association. In scheduling and planning such events, the Chapter shall be responsible for notifying and coordinating with the Association in advance of any such event to ensure that either the Association’s general liability policy provides adequate coverage, or that a separate policy is obtained for the event.
- 8. By February 15 of each year, the Chapter shall file a Chapter Operations Report with the Association for the previous year using the form prepared by the Association. The Report shall include a list of the current officers and directors of the Chapter, and the current membership roster. This membership roster should identify which are members of the Association and which are members only of the Chapter. The list should include contact information. The Chapter acknowledges that this Report, and the information included in it, is critical to maintaining an efficient and collaborative relationship between the Association and its chapters and ensuring that the Association’s tax exemption is not jeopardized.
- 9. The Chapter is authorized to use the Association’s name, acronym and logo in conjunction with the Chapter’s name. (Logo shall conform to the Association’s published Policy on Logo Usage.) However, the Association shall be the sole owner of the Association name, acronym and logo, and it may revoke such authorization with or without cause. The Chapter shall enter into all contracts and all other legal agreements in the name of the Chapter and not in the name of the Association.
- 10. The Chapter acknowledges that it has received and reviewed the Chapter Start Up Kit provided by the Association, and will abide by any additional requirements and policies set forth there.
- 11. In the event of failure of the Chapter to meet these obligations, the Association shall give the Chapter written notice of any violations and a reasonable period of time to become compliant. Failure to remedy violations may result in the revocation of the Chapter’s charter by the Association.

**CHAPTER NAME:** \_\_\_\_\_

**Chapter Officer Signature:** \_\_\_\_\_

**Chapter Officer Name and AEE Member Number (please print):**

\_\_\_\_\_ # \_\_\_\_\_

**Chapter Officer Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_