



ASSOCIATION OF ENERGY ENGINEERS

RUNNING AN AEE CHAPTER

Operating a chapter requires that careful attention be given in a number of areas:

- Complying with minimum requirements for an AEE Chapter in good standing:
 - A minimum of three meetings must be held each year;
 - A minimum of ten members of AEE the parent organization must be maintained at all times;
 - All chapter officers must be members of AEE the parent organization;
 - A Chapter Operations Report must be filed by February 15 each year for the previous year; and
 - A Chapter Affidavit and Chapter Bylaws must be on file in AEE headquarters.
- Sending AEE Headquarters Notification of New Officers
Officers Report – Due no later than 30 days after election
- AEE Website
Confirming that it shows the current Chapter Contact and their correct contact information
- Chapter Website
Confirming that it is up to date: current officers, events, etc.
- Adherence to Chapter Bylaws
- Finances
- Fundraising
- History
- Logo Usage
- Mail Lists
- Meetings
- Newsletter
- Officers & Leaders
- Webinars
- Annual Chapter Leadership Meeting
- Insurance for Chapter Events
- Chapter Speakers Referral List