



## **ASSOCIATION OF ENERGY ENGINEERS**

### **CHAPTER HISTORY**

We encourage Chapters to maintain historical records. We suggest keeping hard copies in a binder as well as electronic copies of these documents: Petition for Charter, Charter Certificate, Chapter Bylaws, IRS SS-4 Form (US Chapters only), each year's Annual Chapter Operations Report, and any other historically significant documents such as each year's list of current officers.

A Historian should be appointed to preserve and maintain these records, providing continuity for the chapter.

*(When your historical records have been updated, you may want to submit a copy to AEE Headquarters, and follow up with any updates each year.)*