



## ASSOCIATION OF ENERGY ENGINEERS

### Reminders for Chapters

An **Annual Chapter Operations Report** must be filed by Feb. 15 of each year for the previous year. *This is not optional.*

When **new officers** are elected, please inform us immediately so that the Chapters listing on the AEE Chapters website can be updated.

Before an individual is nominated for office, please confirm that his/her membership in AEE, the parent organization, is up to date. **Only members in good standing may become chapter officers.**

Please periodically check **your listing on the AEE Chapter website**. This list exports automatically from our database and occasionally glitches can occur. Please alert us if anything is amiss.

The **Chapter Presidents Manual** is accessible online on the Chapters Website under Chapter Presidents. Please contact Ruth Whitlock at whit@aeecenter.org with any questions.

The **Assistant Director of your Region** will contact you from time to time. Please feel free to get in touch with him/her as well.

Please add your Regional Assistant Director and our office to **your mail lists**, including the list for your newsletter.

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, each year's Annual Chapter Operations Report, minutes of meetings 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.

Each year we hold a **Chapter Leadership Meeting** the day prior to the opening of the World Energy Engineering Congress. It is usually two to three hours in length, with the business at hand (updates, etc.) being first on the agenda. This is followed by a forum. The forum panel is composed of people with significant experience in leading chapters, some of long duration, some with more recent experience in setting up a chapter. They have good ideas that they are happy to share. It is the perfect place to ask questions about how other chapters have handled different situations, where they've had success and where not, or to tell of your own experiences with your chapter. The last part of the meeting is when we present the Chapter Recognition Awards. This meeting is open to all chapter members.

We encourage every chapter to participate in the **Chapter Recognition Awards** mentioned above. Awards are handed out in these categories: Best Newsletter, Best Website, Most New Members, Best Chapter Meeting, Best Community Service, Best Student Chapter, and Best Overall Chapter Performance. This is a chance to see the hard work you have done all year recognized. You may want to enter only one category, or you may want to enter all. We welcome all nominations.

Please contact Kate Feltgen, Editor of the AEE **Energy Insight online newsletter** at [kate@aeecenter.org](mailto:kate@aeecenter.org) with pictures, information, and summaries of notable chapter events. Please do not send power point presentations. If you send pictures, please caption them as needed, including the names of those in the pictures. Include a brief write-up about the event.

If your chapter wishes to sponsor a **student chapter**, be sure to follow the procedure found in the Chapter President's Manual online, or by contacting Ruth Whitlock at [whit@aeecenter.org](mailto:whit@aeecenter.org).