



## 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.* Your report becomes a part of the tax returns for AEE, the parent organization. The inclusion of this report allows AEE to intervene on the Chapter's behalf if it is approached by the IRS.

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.

**Coupons for a 50% discount off the first year's dues** may be used by those joining AEE, the parent organization, for the first time. It is anticipated that chapter members will join AEE within six months of joining the chapter. Quantities of discount coupons will be supplied to chapters or an electronic version will be provided for the chapter's use upon request. Or, new members may enter **Chapter50** in the Coupon box on the online membership application.

AEE will be happy to **collect your chapter's dues** if you wish. If so, please send us a request in writing. In future invoices, a line item for chapter dues will be included. We have two billing cycles a year with due dates of June 30 and December 31. As some people pay early and some pay late, we receive payments all during the year. After each quarter, we will send the chapter a check for any dues collected during that quarter.

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 **Vice President 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 Vice President 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, IRS SS-4 Form, 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.

Available for your use is a **Chapter Speakers Referral List** composed of speakers referred by a chapter officer or an AEE officer who has first-hand knowledge of the speaker's presentation and is comfortable making a recommendation to other chapters. Most of the speakers on this list will travel anywhere in the U.S. and do not require compensation. There are a few exceptions that are clearly marked as such. Please send your request for a current list to [whit@aeecenter.org](mailto:whit@aeecenter.org). We also welcome your referrals.

Some of our chapters have computer savvy members who are able to set up and maintain a website for their chapters, but others may need outside help. We have negotiated special rates with a **website service provider** for chapters that might be interested. If your chapter would like to find out about this service, please contact [rfelps@starchapter.com](mailto:rfelps@starchapter.com) or 866-775-3205. AEE will reimburse the chapter \$200 of the initial set up charge. Several of our chapters now use this service and new chapters interested in pursuing this avenue may want to speak to them about their level of satisfaction.

If your chapter wishes to administer its own **scholarship program**, please be aware that for donations to be tax deductible, they must be made to the AEE Foundation, not AEE or an AEE chapter. *(AEE is a 501(c)(6) nonprofit organization, but only the AEE Foundation is a 501(c)(3) nonprofit organization. More details are available in the 1c.Legal Status section of the Chapter Presidents Manual.)* Chapters may have funds for their own scholarship program submitted to the Foundation along with instructions as to disbursement (the amount, the student, and the school). The Foundation will then issue checks which will be sent to the Chapter for presentation.

Chapters may request **certificates of insurance** for their events from Headquarters office. Please contact the AEE Controller, Jennifer Vendola, with your request and provide the following information: event name; event date; address of the event; contact name; contact's phone number at the event location.

If your chapter wishes to sponsor a **student chapter**, there is a procedure for chartering that must be followed. It can be found in the Chapter President's Manual online, or by contacting Ruth Whitlock at [whit@aeecenter.org](mailto:whit@aeecenter.org).