

**SUGGESTED
SAMPLE USAEE CHAPTER BYLAWS**

Article I: Name

The name of this organization shall be [Any State/City Association for Energy Economics]. Upon application to and approval by the Council of the United States Association for Energy Economics (USAEE), this organization shall become a chapter of the latter.

Article II: Objectives

The objectives of this organization shall be:

1. To provide for the mutual association of persons interested in energy economics in order to create a forum for professional discussion.
2. To provide a means of professional communication and exchange of experience and ideas among persons interested in energy economics.
3. To promote professional communication among persons interested in energy economics from [within your area].
4. To educate the community on energy economic issues.

Article III: Membership

1. Any person with an active interest in energy economics is eligible for membership in this organization.
2. Election to membership shall be by written application submitted to and approved by the membership committee.
3. All members in good standing have the right to vote and hold office.

Article IV: Officers

1. The officers of this organization shall be:

President	Vice President
Secretary	Treasurer
2. The duties of the officers shall be as follows:
 - a. President. The president shall preside at all general membership and executive committee meetings, and be responsible for the running of the organization. The president should be a member of the United States Association for Energy Economics.
 - b. Vice President. The vice president shall preside at any meetings in the absence of the president and shall succeed to the office of the president if the former should resign or be unable to serve the full term. The vice president shall have duties as prescribed by the president or executive committee. The vice president should be a member of the United States Association for Energy Economics.

- c. Secretary. The secretary shall keep the minutes of general membership meetings and executive committee meetings and shall maintain the membership rolls of the organization.
 - d. Treasurer. The treasurer shall keep all financial records of the organization and have custody of all funds. The treasurer shall collect dues, pay all debts and account for the financial status of the organization.
3. Election and term of office:
- a. The fiscal year of the organization shall begin on ____ 1 and end of the following ____ 30(1). Officers shall be elected at a regular meeting of the organization or by written ballots. The officers shall serve for the next fiscal year or until their successors are elected.
 - b. An individual may hold the office of president for no more than two (2) consecutive years.

Article V: Committees

Committees shall be established with the following duties:

- 1. Nominating committee. This committee shall annually nominate one or more candidates for the offices named in Article IV.
- 2. Program committee. The vice president shall be chairperson of this committee. The committee will secure speakers and plan meeting activities.
- 3. Arrangements committee. This committee, in conjunction with the program committee, will make the necessary physical arrangements for general membership meetings.
- 4. Membership committee. This committee shall take appropriate steps to inform prospective members of the organization's activities and solicit applications from them. It shall pass on the qualifications of all applicants, deferring to the executive committee, if necessary.
- 5. Executive committee. This committee shall have general advisory charge of all affairs of the organization. It shall consist of the current officers and the immediate past president.
- 6. Other committees. The president or executive committee may establish permanent or temporary committees as necessary.
- 7. Except as specified above, the president shall appoint the chair of each committee. The chairperson shall appoint other members of the committee from among the organization's regular membership.

Article VI: Meetings

There shall be at least three (3) general membership meetings a year. Such meetings shall be held as determined by the executive committee upon recommendation of the program chairperson. The president may call special meetings as necessary. Meeting arrangements, time, and place will be determined by the arrangements committee.

Article VII: Relations with USAEE Headquarters/Minimum Standards

(NOTE: All Chapters of the United States Association for Energy Economics are required to meet the following minimum standards within their organization.)

1. There must be an election of USAEE chapter officers at least every 2 years and an individual may hold the office of president (chairman or otherwise most senior officer) no more than four consecutive years. The new officer group must be communicated to USAEE Headquarters upon installation.
2. Chapters must hold a minimum of three (3) meetings a year. Meeting dates and subject matters must be communicated to USAEE Headquarters.
3. Chapter membership is open to all individuals who have an active interest in the field of energy economics.
4. At least two (2) of the senior officers are members of the USAEE. At least twenty (20) members or 1/3 of the membership of the group, whichever is less, are members of the USAEE.

USAEE HEADQUARTERS ITEMS NEEDED FROM CHAPTERS:

1. List of new officers and their addresses at time of officer change
2. A list of meeting program announcements (place Headquarters on your mailing list)
3. Copy of mailing list of members (preferably on a yearly basis)

Article VIII: Dues

Annual dues shall be determined by the executive committee, and shall be billed and collected by the treasurer. Only members whose dues are currently paid are entitled to vote and to participate in organization activities.

Article IX: Amendments

These bylaws may be amended by a two-thirds majority of the members present at any regular or special general membership meeting.