



**American Association of Blacks in Energy (AABE)
Virginia Chapter Handbook**

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1. American Association of Blacks in Energy (AABE)

The American Association of Blacks in Energy (AABE) is a national association of energy professionals founded and dedicated to ensure the input of African Americans and other minorities into the discussion and development of energy policies, regulations, R&D technologies, and environmental issues. To learn more about the national organization, visit: www.aabe.org.

1.1. Mission

AABE's mission is carried out through programs and activities in four major areas: Energy Policy Development, Career and Professional Development, Information Dissemination, and Scholarships.

1.2. Purpose

- To serve as a resource for policy discussion involving the economic, social, and political impact of environmental and energy policies on African Americans and other minorities.
- To ensure involvement of African Americans and other minorities in governmental energy policymaking by recommending capable, sensitive, and informed personnel as federal, state, and local officials.
- To encourage both the public and private sectors to be responsive to the problems, goals, and aspirations of African Americans and other minorities working in energy-related fields.
- To encourage African American and other minority students to pursue careers in energy-related fields and to provide scholarships and other financial aid to such students.
- To promote and develop leadership skills, professional skills, and to build leaders who will shape the future of the energy industry.
- To provide networking opportunities for stakeholders across all segments of the energy industry who are committed to professional excellence, civic responsibility, and diversity and inclusion within the workforce.

1.3. Governance

AABE is governed by a Board of Directors. Directors and National Officers (i.e. Chair, 1st and 2nd Vice Chair, Secretary, Assistant Secretary, Treasurer, and Assistant Treasurer Chair) are elected to a two (2) year term. The organizational structure also includes a National President and Chief Executive Officer, executive office and staff, executive committees, Regional Directors, Chapter Presidents, and a General Counsel.

Reference [AABE National By-Laws](#) for the latest updates on governance, committee structure, and current staff.



2. Virginia Chapter

Established in 2011, the Virginia Chapter is an ALL inclusive 501(c)(3) non-profit headquartered in Richmond, Virginia. The Chapter's mission is to provide energy professionals alike a pathway to learn and grow within the energy industry. This is accomplished by hosting informative programs, professional development events, networking socials, and fundraisers. In addition, the Chapter focuses on community engagement through its outreach program, activities, and the Scholarship program. To stay informed on the latest Chapter news and upcoming events, visit: www.aabe.org/virginia.

2.1. Objective

- To develop and maintain an awareness of federal and state regulatory issues regarding energy.
- To provide National with corporate position statements on energy issues.
- To provide position statements to state legislators on energy issues.
- To inform and educate members on energy issues.
- To provide professional development opportunities for members.
- To provide education and awareness on energy issues to the community.
- To provide energy awareness and support to targeted low-income individuals and the elderly.
- To assist in providing energy assistance programs and expertise to the community.
- To provide college scholarship opportunities to students who study engineering, science, math, or energy management.
- To inform and educate students on energy issues.
- To serve as role models to students.

2.2. Officers

2.2.1. Chapter President

The Chapter President is responsible for the leadership and management of the local Chapter.

- Enhances the image and visibility of the Chapter in its geographic area.
- Ensures that the local chapter is in compliance with National's by-laws and guidelines, as well as, local and regional by-laws and guidelines.
- Ensures the timely dissemination, implementation of programs, and policies from the Board of Directors as communicated by or received from National.
- Ensures timely response to requests and inquiries from Regional Directors, Board Committees, and National.
- Ensures the Chapter obtains and maintains a 501(c)(3) designation. If the Chapter does not have a non-profit designation, the President will contact National for proper guidance. If the Chapter is affiliated with the 501(c)(3) designation from National it must ensure that the proper forms are submitted annually until such time that they receive their own.



- Ensures Chapter sponsorship of at least one (1) scholarship program for high school science and math students.
- Ensures Chapter has an ongoing visible community project, which may be a scholarship.
- Develops and maintains productive and positive relationships with other community-based organizations in the Chapter area.
- Ensures that the minimum number of Chapter meetings per local by-laws, are held each year.
- Ensures that Chapter does not fall below the minimum membership of ten (10) paid members as required by National by-laws, to be recognized as an official active chapter.
- Ensures that Chapter year-end reports are submitted to the Regional Director on or before January 31. Reports include, but are not limited to:
 - Chapter Year-End Financial,
 - Year-End Summary of Activities, and
 - Strategic Initiatives for the current year.
- Ensures the Chapter solicits local students to apply for Regional and National scholarships.
- Ensures Chapter representation at the National President and Regional Directors meeting which occurs prior to each quarterly Board meeting. A complete listing of chapter presidents is available on the website.
- Serves as Chief Executive Officer of the Chapter and subject to the direction of the Chapter.
- Has general oversight of the business affairs, property, and general supervision over its officers, employees, and agents.
- Presides at all Chapter and Board of Directors meetings.
- Appoints an Advisory Committee to act as counsel to the Board of Directors.
- Appoints a Nominating Committee to recommend a slate of officers to be presented at the 4th quarter general body meeting;
- Exercises all power and performs all duties and is subject to the direction of the Chapter.
- Performs other duties as assigned by the Chapter.

Reference [AABE President Handbook](#) for the latest updates.

2.2.2. Vice President of Programs

The Vice President of Programs is responsible for the leadership of the Membership Focus & Recruitment, Professional Development, Programs, and Charity Golf Tournament committees.

- Appoints the chairpersons of the Professional Development, Programs, and Membership Committees.
- Coordinates activities of the above mentioned Committees.
- Performs all other duties as assigned by the Chapter or President.
- Performs all duties at the request of the President or upon absence or disability.



2.2.3. Vice President of External Relations

The Vice President of External Relations is responsible for the leadership of the Communications, Community Outreach, Legislative Issues & Public Policy (LIPP), and Student Relations committees.

- Appoints the chairpersons of the Legislative, Community Relations, and Student Relations committees.
- Coordinates activities of the above mentioned committees.
- Performs all other duties as assigned by the Chapter or President.

2.2.4. Secretary

The Secretary is responsible for maintaining the official records of the Chapter.

- Maintains accurate records of all proceedings of the Chapter, including Chapter seal.
- Distributes typed copy of minutes within one week of the meeting.
- Appoints a committee to compile and interpret records and documents.
- Updates historical records annually for inclusion in the Chapter directory.
- Compiles a history of Virginia Chapter that includes photographs, newsletters, etc.
- Provides historical information as requested by the Executive Committee.
- Performs all other duties as assigned by the Chapter or President.

2.2.5. Treasurer

The Treasurer is responsible for maintaining the Chapter's bank accounts in good standing and providing financial updates to leadership.

- Appoints a Finance Committee.
- Presides over and responsible for moneys, securities, receipts, and disbursements of the Chapter.
- Ensures moneys and other valuable effects of the Chapter are deposited in the name and to the credit of the Chapter in such banks or trust companies or with such bankers or other depositories as shall be selected in accordance with these By-Laws.
- Disperses moneys of the Chapter by checks or drafts (signed as provided by these By-Laws) upon the authorized depositories of the Chapter.
- Acts as the principal accounting officer of the Chapter, and as such, shall keep complete books and records of accounts, give such information to National Treasurer, and prescribes and maintains an adequate system of internal audit.
- Renders to the Chapter or President, upon request, a statement of the financial statement of the Chapter.
- Performs all duties of the office of Treasurer and other duties as assigned by the Chapter or President.



- Maintains a membership book containing the names and addresses of all Chapter members.

2.2.6. Treasurer-Elect

The Treasurer-Elect supports all financial functions as required.

- Performs the duties of the Treasurer as outlined above in the absence of Treasurer.
- Assumes the role and responsibilities of the Treasurer the following term.

2.2.7. Term

Reference amended *Virginia Chapter By-Laws* for latest updates.

2.3. Chapter Committees

The Chapter created several committees to ensure that its goals are met. The Committees are as follows:

- Communications
- Community Outreach
- Grants and Foundations
- Legislative Issues in Public Policy
- Membership
- Newsletter
- Professional Development
- Programs
- Student Relations
- Special Committees: *Advisory, Charity Golf Tournament, Finance, Nomination, and Volunteer of the Year*

Term of Office

Each committee chair is appointed to a one (1) year term, unless such committee is disbanded when the specific task of the committee is completed, the chair ceases to qualify as a member thereof, or at the discretion of the Board of Directors or Chapter President. There are no restrictions to the number of terms a committee chair can serve.

2.3.1. Communications

The Communications Committee is responsible for sharing all communications between committees and Officers to its members through approved media outlets. This includes maintaining the chapter's website, email accounts (i.e. Office365 or dom.com), membership distribution list, and all social media platforms. In addition, the committee monitors the trademark guidelines administered by National for all local communications.



2.3.1.1. Website Management - www.aabe.org/virginia

The Communications Committee is responsible for site maintenance of the chapter website. This includes, but is not limited to, updating all site content and formatting. All updates must be approved by committee chair, chapter president, and the national administrator.

The Chapter must contact the Director of Member Service and Events, Felicia Kelly, at fkelly@aabe.org, for approval to edit the Chapter's website. All updates will be approved within 72 hours upon written notification.

Reference *AABE Website Instruction* document to assist with navigating through the national website.

2.3.1.2. Social Media – *Reference latest job aid by Committee Chair*

- Facebook: <https://www.facebook.com/AABE.VA>
- LinkedIn: <https://www.linkedin.com/in/aabe-va/>

2.3.1.3. Email account - *Reference latest job aid by Committee Chair*

- Office 365
- Dom.com (Dominion Energy)

2.3.2. Community Outreach

The Community Outreach Committee is responsible for coordinating and planning all community service activities. This includes building and maintaining positive relationships with local area non-profits that supports community service activities and aligns with the mission and goodwill of the Chapter.

The Community Outreach Chair also leads the Volunteer of the Year *nomination process*. Refer to the *Special Committee section*.

2.3.3. Grants and Foundations

The Grants and Foundations Committee is responsible for researching applicable grants, corporate sponsorships, and funding opportunities available to the Chapter.

2.3.4. Legislative Issues in Public Policy (LIPP)

The Legislative Issues in Public Policy (LIPP) Committee is responsible for the vision and insight on energy policy issues and their impact on African Americans and other minorities in the community. This committee monitors state and federal legislative and regulatory policies and promotes awareness of such information within the Chapter.



The committee is also responsible for proposing policy principles to the Executive committee, as appropriate, and for developing contacts with legislators to support the Chapter's involvement in governmental energy policymaking.

LIPP is also charged with participating in any initiative that the National LIPP committee is working on, including updates to AABE's principles and white papers on energy-related issues within the industry.

2.3.5. Membership

Chapter membership is based on a calendar year. All memberships expire on December 31st. In accordance with National By-laws, member dues must be paid by February 28th. Membership is open to employees, owners of energy-related businesses, and members of ancillary professions and organizations serving the energy industry. This includes consultants, educators, trade associations, local government and regulatory agencies and students.

The role of the committee is to increase and retain membership. The Membership committee directs all activities of the Chapter related to the recruitment and maintenance of members. The membership application is located online and requires payment of National and Local chapter fees. Upon successful completion of application or renewal, an email with membership details is sent to the member and National database. This committee utilizes the National database information for reporting membership status.

The Membership Committee is responsible for representing the Chapter at various events where there are opportunities to present benefits of the Chapter to the public. In addition, they assist members with information on the Chapter and inform members of upcoming events and opportunities in the energy industry.

2.3.6. Newsletter

The Newsletter Committee is responsible for developing the Chapter's newsletter based on events from the previous quarter. The newsletter shall be published no less than four (4) times a year. This includes, but is not limited to, recaps of quarterly events, information on upcoming events, member recognition and spotlight features.

Newsletter content shall be determined at the discretion of the chair, as well as, chapter president. Committee members work with committee chairs and officers to gather information that summarizes activities and accomplishments of AABE in a concise document for the purpose of updating existing membership and recruitment of new members.

The newsletter shall be distributed via electronic mail to current members, as well as, posted on the Chapter's website and social media outlets upon final approval by the Chapter President.



2.3.7. Professional Development

The Professional Development Committee is responsible for organizing professional and leadership development programs and team building activities. This includes coordinating events that will expose members to emerging topics within the energy industry, as well as, informative topics that provide personal growth to members. This is achieved through webinars, lunch and learns, tours, and forums.

2.3.8. Programs

The Programs Committee is responsible for organizing general body meetings each quarter. This includes coordinating the speaker and managing all logistics for the event. The Committee shall also retain and manage a repository of potential guest speakers for future events. In addition, the Committee provides overall coordination of seminars, workshops, and career fairs within the local area on an “as needed” basis.

2.3.9. Student Relations

The Student Relations Committee promotes Science, Technology, Engineering, and Mathematics (STEM) education and careers within in the energy industry to local students. This includes supporting local career preparedness programs, career exploration fairs, college fairs, and other educational programs through partnerships with local non-profits or area companies.

2.3.9.1. Scholarship Program

The Committee is also responsible for administering the Scholarship Program, event-planning, and all logistics for the scholarship award reception. This includes managing a repository listing of state schools, counselors, and administration as a means to market the scholarship opportunities.

In addition to adhering to the national requirements, the Committee must also develop the criteria and guidelines for additional scholarships the Chapter awards. This also includes being engaged in fundraisers that support the annual program.

2.3.9.2. Black Energy Awareness Month (B.E.A.M)

Black Energy Awareness Months is an initiative by AABE to expose minority students to careers and opportunities in the energy field. The Committee is responsible to promote and manage BEAM activities for the Chapter. October is the official BEAM month.



2.3.10. Special Committees

2.3.10.1. Advisory Committee

The Advisory Committee is comprised of past presidents, chairs, and experienced chapter professionals all aligned to provide assistance and guidance to the Chapter President.

2.3.10.2. Charity Golf Tournament

The Charity Golf Tournament Committee coordinates the annual golf fundraiser to increase the financial support of the Chapter's Scholarship Program. This includes soliciting donations, hole-sponsorships, event-planning, and logistics of the tournament.

2.3.10.3. Finance

The Finance Committee is responsible for auditing the Treasurer's account at the close of the fiscal year, providing a full report at the Annual Chapter meeting in December, and keeping the Chapter fiscally responsible.

i. Annual Reporting Requirements

The Chapter is required to submit a report to the Regional Director on behalf of National at the end of each year. The report should outline the chapter's activities, scholarships awarded, and financial statement.

ii. Obtaining and Maintaining Tax Exempt Status

The Chapter is required to obtain its own tax exempt identification number or 501(c)(3). National will schedule training sessions for how to obtain this designation. The presentation for the training is housed on National's website.

2.3.10.4. Nomination Committee

The Nomination Committee is comprised of members who are appointed by the Chapter President no later than the regular chapter meeting in August, with the Chair to be selected by the members of the Committee.

- Nominates and accepts officer nominations for offices to be filled the next calendar year. Provides membership with the proposed slate of officer nominees.
- Conducts and supervises vote/election during the 4th quarter general body meeting.



2.3.10.5. Volunteer of the Year

The Volunteer of the Year award recognizes member achievements and contributions within the Chapter or community. This initiative is led by the Community Outreach chairperson and Advisory Committee.

2.4. *Becoming a Member*

2.4.1. Levels of Membership

2.4.1.1. National & Chapter Member

1. **New** – one who has never been a member of AABE
2. **Renewing** – one who has been a member of AABE in the last two years
3. **Sustaining** – one who wishes to renew and make an additional contribution to AABE

Reference [AABE National By-Laws](#) for latest updates.

2.4.1.2. Chapter Member (ONLY) – please contact Chapter President

1. **Retiree** – one who is an existing AABE member, but has recently retired from his/her profession
2. **Student Members**– one who is currently enrolled in college and interested in becoming a member

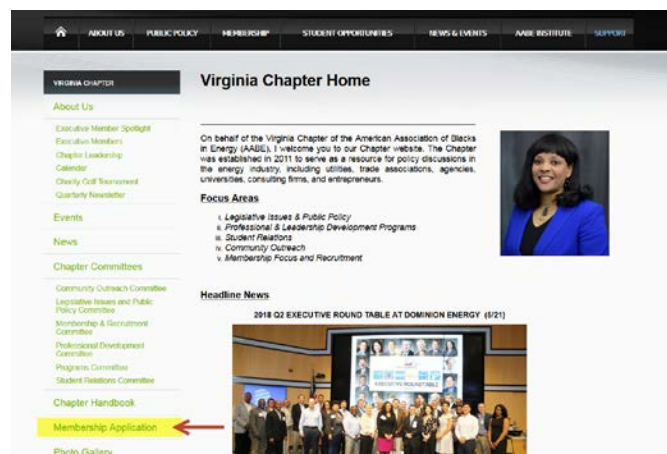
Reference amended [Virginia Chapter By-Laws](#) for latest updates

2.4.2. How to Join

Membership can be completed online through the Chapter website. Payment shall include both National and Chapter dues.

2.4.2.1. Online Instructions

1. Visit www.aabe.org/virginia and click on the **“Membership Application”** field on the left side bar.



- Follow directions and click on the membership field that applies.

The screenshot shows the 'Membership Application' page for the Virginia Chapter of AABE. The navigation bar includes links for ABOUT US, PUBLIC POLICY, MEMBERSHIP, STUDENT OPPORTUNITIES, NEWS & EVENTS, AABE INSTITUTE, and SUPPORT. The main content area is titled 'Membership Application' and includes sections for 'About Us', 'Why Join AABE', and 'How to Join AABE'. The 'How to Join AABE' section has a 'New Member' link highlighted in yellow.

- Fill in the appropriate fields to complete National's application form.

The screenshot shows the 'Application Form' page for the Virginia Chapter of AABE. The navigation bar includes links for ABOUT US, PUBLIC POLICY, MEMBERSHIP, STUDENT OPPORTUNITIES, NEWS & EVENTS, AABE INSTITUTE, and SUPPORT. The main content area is titled 'Application Form' and includes sections for 'Required Fields', 'Choose Option', and 'Application Information'. The 'Application Information' section has several input fields for personal and contact information.

- Remember to sign-up for both National and Local Chapter dues.

The screenshot shows the 'Membership Information' page for the Virginia Chapter of AABE. The navigation bar includes links for ABOUT US, PUBLIC POLICY, MEMBERSHIP, STUDENT OPPORTUNITIES, NEWS & EVENTS, AABE INSTITUTE, and SUPPORT. The main content area is titled 'Membership Information' and includes sections for 'About Me', 'Photo', 'Local Chapter Signup', 'National Membership Type', and 'Payment Type'. The 'Local Chapter Signup' and 'National Membership Type' sections have dropdown menus with options for different chapters and membership types.

5. Please email and/or contact Membership chair when application is complete. Membership chair will send a welcome letter on behalf of the Virginia Chapter.
6. Please allow 2-3 business days to process online payments. National will also send a welcome email.

*Please contact Chapter President and/or the Membership chair if you do not receive a response from National within two weeks from submitting application.

We encourage you to visit the Chapter's website, Facebook, and/or LinkedIn accounts to keep current on chapter news and events.

