

SOCIETY OF PETROLEUM ENGINEERS BYLAWS (Sample)

Student Chapter

SECTION I. NAME

ARTICLE 1. The organization shall be known as the

(Name of University)

Society of Petroleum Engineers (SPE) Student Chapter

SECTION II. PURPOSE

ARTICLE 1. The purpose shall be the dissemination of knowledge of the theory and practice of all aspects of petroleum engineering and the furtherance of the professional development of the Student Member.

SECTION III. CONFORMITY

ARTICLE 1. The organization and operation of the chapter shall be in accordance with the bylaws of SPE.

SECTION IV. MEMBERSHIP

ARTICLE 1. Membership shall consist of, but not be limited to, Student Members of SPE.

ARTICLE 2. All members of the chapter shall be entitled to the same rights and privileges of the chapter except the right to hold office, which shall be limited to Student Members of SPE.

SECTION V. DUES

ARTICLE 1. Chapter dues are payable at the beginning of each academic year.

ARTICLE 2. Nonpayment of dues automatically results in suspension of membership in the chapter.

ARTICLE 3. The executive committee of the chapter shall have the power to levy special assessments on endorsement by a two-thirds vote of the membership of the chapter.

SECTION VI. OFFICERS

ARTICLE 1. Only Student Members of SPE in good standing shall be eligible to serve as officers of the chapter.

ARTICLE 2. The officers of the chapter shall be a president, a vice president, a secretary, and a treasurer.

ARTICLE 3. The term of office for each officer should ordinarily be one academic year.

ARTICLE 4. Election of officers for the following year should be held not later than the last meeting of each year.

SECTION VII. EXECUTIVE COMMITTEE

ARTICLE 1. The management of the affairs of the chapter shall be in the hands of the chapter's executive committee, consisting of the duly elected officers of the chapter and the faculty sponsor approved by SPE.

ARTICLE 2. The president of the chapter shall be the chairperson of the executive committee.

ARTICLE 3. The executive committee shall be the governing body of the chapter and shall transact all business it deems advisable including the filling of vacancies in offices, authorization of expenditures, etc.

SECTION VIII. DUTIES OF OFFICERS

ARTICLE 1. The president shall preside at all meetings of the chapter. He/she shall appoint all committees, subject to the approval of the executive committee, and shall assume all other executive duties not otherwise delegated.

ARTICLE 2. The vice president shall perform all functions of the president in the latter's absence or at his/her request.

ARTICLE 3. The chapter secretary shall keep a record of all activities of the chapter and shall report the same to SPE, together with any special reports required by SPE, within a reasonable time after each meeting. He/she shall carry on all communications necessary to the activities of the chapter. He/she shall keep a record of the names of members in attendance at the meetings.

ARTICLE 4. The treasurer shall receive all money and pay all debts of the chapter authorized by the executive committee, and he/she shall keep an exact account of all receipts and expenditures.

ARTICLE 5. A complete annual report shall be submitted by the president at the last regular meeting of the year and shall be forwarded by the chapter secretary to the SPE Professional Development Coordinator upon certification by the faculty sponsor.

SECTION IX. STANDING COMMITTEES

ARTICLE 1. The following standing committees or their equivalent shall be appointed by the president: program committee, publicity committee, and membership committee.

ARTICLE 2. The program committee shall prepare the programs for all meetings and shall be responsible for all arrangements for these meetings.

ARTICLE 3. The publicity committee shall be responsible for proper advertising of each meeting.

ARTICLE 4. The membership committee shall bring the advantages of membership in the Society and in the chapter to the attention of all potential Student Members.

SECTION X. MEETINGS

ARTICLE 1. The chapter shall hold regular and special meetings at such places and times as designated by the executive committee, with a minimum of three meetings annually.

SECTION XI. AMENDMENTS

ARTICLE 1. The bylaws may be amended by a two-thirds vote of the members of the chapter present and voting provided the amendment shall have been proposed at least one duly publicized meeting previous to the time of voting.

ARTICLE 2. Such amendments become effective only upon the approval of the Executive Committee of SPE.