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Section Petition

Thank you for your interest in establishing an SPE section. Please review this document thoroughly before completing and returning to [sections@spe.org](mailto:sections@spe.org).

Petitions are reviewed on the 15th day of February, June, and October. It is recommended to correspond with SPE staff before the 15th to check for completeness. Please allow 45 days after the submission deadline for notification.

# Statement of Intent

**Please explain why you are petitioning to establish a section in your area**. Click or tap here to enter text.

# Describe the Industry

**Provide a brief description of the activity related to the petroleum industry in your area**. Click or tap here to enter text.

# Section Information

The section name is the **city** where meetings will be held and will be the headquarters location. Be sure to include all hyphen marks, accent marks, etc. Also, include different spellings – such as Arabic translations.

**Enter section name**: Click or tap here to enter text.

**State/Province**: Click or tap here to enter text.

**Country**: Click or tap here to enter text.

**Postal code**: Click or tap here to enter text.

Jurisdiction

Before entering the jurisdiction, which includes the headquarters city and surrounding cities, please review the following requirements:

* **Do not list the country for the jurisdiction.**
* Be sure to include all hyphen marks, accent marks, etc.
* **If there are multiple spellings used for a particular city, enter all possible spellings (such as Arabic translations.)**
* If there are other cities in close proximity to your headquarters in which potential members live and who would reasonably, regularly attend meetings, please list these cities.
* If any of these cities are already included in the jurisdiction of another section, the new section must obtain a release of this territory from the existing section chairperson—see last page.

**List the headquarters city and surrounding cities**: Click or tap here to enter text.

**Local airport name**: Click or tap here to enter text.

**Local 3-letter airport code (e.g., DFW)**: Click or tap here to enter text.

* This should be an [IATA approved airport](https://www.iata.org/publications/Pages/code-search.aspx).

**City where airport is located**: Click or tap here to enter text.

Recruitment of Members

**Potential number of members**: Click or tap here to enter text.

**List companies, institutions, or additional resources for recruiting new members**. Click or tap here to enter text.

# Petitioning Members and Officers

You must include at least 25 professional SPE members with a primary address on file residing within the proposed jurisdiction.

SPE members may locate their member numbers by viewing membership details [here](https://www.spe.org/appssecured/login/servlet/LoginServlet?command=redirect&ERIGHTS_TARGET=https%3A%2F%2Fwww.spe.org%2Fmember%2Faccess%2FMyAccount).

## Officers

Officers must be professional SPE members with a primary address on file residing within the proposed jurisdiction.

* All positions below are required.
* For healthy succession planning, it is suggested that officer terms are close to 12 months.

**Officer term end date**: Click or tap here to enter text.

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| --- | --- | --- | --- | --- |
|  | | **First (forename) Name** | **Last (family) Name** | **SPE Member Number** |
| **Officers** | | | | |
| 1 | Chairperson | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2 | Program Chair | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3 | Membership Chair | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 4 | Secretary | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 5 | Treasurer | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Members – do not re-list officers here** | | | | |
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# Operating Regulations in English

**SECTION OPERATING REGULATIONS**

Operating regulations are a governing document for the management and activities of the section. They are an agreement between your section and your members. Below are the standard SPE section operating regulations. To help your section, we have completed some of your section’s key details.

Separate policies and operating guidelines should also be maintained for the section. These should cover the following:

* Board meeting frequency and process.
* Committee details.
* Details on succession and term dates.
* Financial rules and managing reserves. Note: If your section covers the cost of your members’ travel and cost for meetings, the process for how they are selected should be outlined and shared with the members.
* Refund and event cancellation.
* Student Support such as scholarships and other ways your section support students.

**Note:  Any changes to these regulations require approval from SPE by contacting**[**sections@spe.org**](mailto:sections@spe.org)**.**

**ARTICLE 1**: SECTION NAME AND JURISDICTION

**Section 1**: The name of the section is [insert city name] Section of the Society of Petroleum Engineers.

**Section 2**: The section was established on [Insert establishment date] [Insert establishment year].

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**Section 3**: The section headquarters is [insert headquarters city].

**Section 4**: The section's jurisdiction is [insert city name(s)]

**ARTICLE 2**: PURPOSE

**Section 1**: These regulations are a governing document for the management and activities of the section. The section is also governed by all policies set by the SPE International Board of Directors.

**Section 2**:  The section exists to further the mission and vision of SPE by providing local knowledge sharing of subjects relating to the oil and gas industry through meetings and programming for members of the section.

**ARTICLE 3**: MEMBERSHIP**Section 1**:  An SPE professional membership is a requirement for membership to the section.  The professional membership qualifications include being employed in work related to the petroleum industry and have one of the following:

* a university degree equivalent to a 4-year Bachelor’s degree in engineering or basic or applied sciences.
* a 2-year science or engineering degree or a 4-year degree in a field other than science or engineering.
* 6 years of active practice in support of petroleum engineering or in the application of science to the petroleum industry.

**Section 2**: Only SPE professional members in good standing, who have selected this section, shall be members of the section. The section may not create additional membership criteria or reject membership. The section will welcome and accommodate any SPE member visiting the local area.

**ARTICLE 4**: GOVERNANCE**Section 1**: The section board shall consist of a Chair, Program Chair, and at least one of the following core officers:

* Membership Chair
* Secretary
* Treasurer

Additionally, a Student Chapter Liaison is required if the section sponsors one or more SPE student chapters.

Additional voting officer positions include: [insert officer positions]

All positions on the board have voting rights. The section board may also include the following number of at-large, voting positions. The number of at-large positions and all board members shall be proportionally representative of the size of membership. At-large positions do not have specific duties but fulfill a competency and help the board carry out the mission.

Insert number of at-large voting positions [Insert number]

**Section 2**: To reach a quorum for the vote, 70% of the voting board must be present. Proxy votes will not be accepted.

Request an exception to quorum percentage.

 We request for SPE to review and approve an exception for the percentage of board members that must be present for a vote.

**ARTICLE 5**: DUTIES OF OFFICERS

**Section 1**: The section board shall:

* Supervise the affairs and conduct the business of the section.
* Define the section’s strategy goals.
* Ensure the duties of all core positions are fulfilled by an officer.
* Create policies and procedures regarding any payment transactions.
* Ensure financial transactions comply with established financial policies and procedures.
* Create policies and procedures for the operations of the section.
* Perform the duties described in these operating regulations to the best of their abilities.

**Section 2**: Responsibilities of the Chairperson

* Preside over meetings of the section board.
* Appoint all section committees and members of committees; replace committee members as needed.
* Communicate regularly with the Regional Director and SPE staff regarding section plans, needs, or challenges.
* Attend SPE section officer meetings, regional officer meetings, and the Leadership Workshop hosted prior to the Annual Technical Conference and Exhibition where possible.
* Ensure the section complies with all SPE policies.
* Submit an annual report by 1 June.
* Conduct election of section officers.
* Other responsibilities may be dictated by long- and short-term goals developed by the section.

**Section 3**: Responsibilities of the Program Chairperson

* Establish goals for programming based on technical and developmental needs of section members.
* Set and execute objectives for each program, including budget and attendance targets.
* Secure and contact speakers.
* Ensure all physical and virtual facilities of the meeting are in order.
* Ensure the meeting is properly announced and publicized.
* Ensure section programs adhere to SPE event guidelines.
* Host and coordinate Distinguished Lecturers (DL’s), including serving as the point of contact for DLs and SPE DL program staff.

**Section 4**: Responsibilities of the Membership Chairperson

* Know the requirements of SPE membership and how to apply and guide professional members on completing the application.
* Ensure both members and non-members are fully aware of all the advantages of SPE membership.
* Drive and implement membership engagement, recruitment, and retention strategies.
* Drive efforts to convert students to professional members.
* Inform the section board about membership statistics.
* Provide recognition for members and volunteers.
* Encourage members to volunteer.
* Review membership statistics, dashboards, and rosters.
* Encourage members to update membership profile.

**Section 5**: Responsibilities of the Secretary

* Record, store, and distribute minutes from section board meetings.
* Maintain the officer roster and ensure SPE has officers on file at all times.
* Maintain historical documents, operating regulations, operating guidelines, and process documents.

**Section 6**: Responsibilities of the Treasurer

* Establish and balance the section’s bank account.
* Collect and disburse section funds as approved.
* Provide annual financial details to be included in the section's annual report.
* Provide monthly financial reports and make recommendations on the management of your section’s finances to the board.
* Maintain all accounting records, including deposits and payments.
* Reconcile the bank account to the monthly financial statement.
* Prepare annual operating budget.
* Perform an annual audit.
* Share financial status and updates with the membership.

**ARTICLE 6**: NOMINATIONS AND ELECTIONS**Section 1**: All board positions are open to SPE professional members in good standing. Those holding elected positions must remain SPE members in good standing through the duration of their terms.

**Section 2**: The following process outlines the election process for board positions. All positions are open to SPE professional members in good standing of the section. Those holding elected positions must remain SPE members in good standing through their term.

* A nominating committee consisting of the following number of members shall be selected by the chair and confirmed by the board.

Insert number of nominating committee members [Insert number]

An open call for nominations will be made to section members.

* The nominating committee will prepare and share with the membership a list of candidates for each office and the date and location of a vote.
* Members will be given two weeks to object or request additions to the slate of candidates.
* On the published date of the vote, the board members will be selected by a majority vote of members.
* Hold elections for core positions a minimum of every three years.  The same person may continue in the position after being approved through a vote.

**Section 3**: If at any time during the term a board member resigns, the section Chairperson will select a member to fill the vacancy for the remaining term. If the section Chairperson resigns, the Program Chairperson will become the Chairperson and appoint another member as Program Chairperson.

Request an exception to election procedures

 We request for SPE to review and approve and exception for the election procedures.

**ARTICLE 7**: COMMITTEESCommittees may be appointed by the section board. All committee actions, programs, and financial transactions are at the discretion and approval of the section board.

**ARTICLE 8**: OPERATING REGULATIONS AMENDMENTSAmendments to these regulations must first be submitted to SPE for review and approval. Upon approval, the section board will notify members of the new operating regulations. A copy of the current operating regulations is kept on file with SPE.

**ARTICLE 9**: DISSOLUTIONIf the section board deems necessary to dissolve the section, a documented affirmative vote of two thirds of membership is required. A lack of vote is considered affirmative.

SPE may initiate dissolution of the section at the discretion of the Regional Director and staff in accordance with [policy](https://www.spe.org/sections/policy-to-establish-and-maintain-an-SPE-section.php). If dissolution is necessary, after fulfilling prior commitments, all remaining funds must be allocated to SPE.

# Address for Shipment of SPE Materials

**Contact’s name:** Click or tap here to enter text.

**Address line 1**: Click or tap here to enter text.

**Address line 2**: Click or tap here to enter text.

**Address line 3**: Click or tap here to enter text.

**City**: Click or tap here to enter text.

**State/Province**: Click or tap here to enter text.

**Country**: Click or tap here to enter text.

**Postal code**: Click or tap here to enter text.

**Phone number**: Click or tap here to enter text.  
\*Include country code

**Please see last page for the Section Jurisdiction Release**

# Section Jurisdiction Release (If applicable)

**This page is to be completed by the section chair releasing jurisdiction to the petitioning section.**

**Name of section**: Click or tap here to enter text.

**Full name:** Click or tap here to enter text.

**SPE member number**: Click or tap here to enter text.

The [Insert section name] Section hereby releases [Insert cities, counties, state, territories] from its jurisdiction to permit annexation by the [Insert petitioning section name] Section.

**Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date signed**: Click or tap here to enter text.