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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 1 January, 15 June, and 15 October. It is recommended to correspond with SPE staff in advance of the deadlines 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**

**Note:** Any special provisions to these regulations require approval from SPE.

***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].

**Section 3.** The section headquarters and jurisdiction will be [Insert city].

***ARTICLE 2****: PURPOSE*

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

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

***ARTICLE 3****: MEMBERSHIP*

**Section 1:**  An SPE professional membership is a requirement for membership to the section. OnlySPE professional members in who have selected this section as primary shall be members of the section. We will welcome and accommodate any SPE member visiting our area.

***ARTICLE 4:*** *GOVERNANCE*

**Section 1:** The section board shall consist of the following officers:

* Chair
* Program Chair
* Membership Chair
* Secretary
* Treasurer

**Section 2:** All positions on the board have voting rights.The section board will also include [Insert number] at-large (general) positions. To reach a quorum for the vote, 70% of the board must be present. Proxy votes will not be accepted.

**Section 3:** The section board shall:

* Supervise the affairs and conduct the business of the section.
* Create policies and procedures regarding any payment transactions.
* Ensure financial transactions comply with established financial policies and procedures.

***ARTICLE 5:*** *NOMINATIONS AND ELECTIONS*

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

* A nominating committee consisting of [Insert number] shall be selected by the chair and confirmed by the board.
* 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 present.

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 chair will become the chairperson and appoint another member as program chair.

***ARTICLE 7:*** *COMMITTEES*

Committees may be appointed by the section board. All committee actions, programs, and financial transactions are at the discretion of the section board.

***ARTICLE 8:*** *OPERATING REGULATIONS AMENDMENTS*

Amendments to these bylaws must first be approved by the board. Upon approval, the board will notify the membership of the proposed changes. If the board receives no objections to the changes 30 days following the notice, the amendment is adopted. A copy of the current bylaws is kept on file with SPE.

***ARTICLE 9:*** *DISSOLUTION*

If the section board deems necessary to dissolve the section, an affirmative vote of two thirds of the members is required. A lack of vote is considered affirmative. At any time and for any reason, if dissolution is necessary, 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.