

## Student Chapter Establishment FAQs – August 2022

### 1. What are the petition deadlines?

Completed petitions must be submitted by the 15 February, June, or October deadlines.

### 2. Why do I need to begin the process at least 7 business days before the deadline?

Each step takes time—both for you to complete and also for SPE staff to review between steps. It is likely you will save each step as a draft several times while you communicate with others to collect the information. SPE staff also appreciate your patience while we take the time to review your forms. If you miss a deadline, do not worry. You may re-petition for the next one.

### 3. What details are needed to complete Petition: Part 1?

- Petitioning student contact details, including SPE member number located in your spe.org [Member Profile](#).
- University details - including acronyms and full address.
- Core degree program(s) details:
  - o Must be at least a two-year program related to the energy industry
  - o Programs must be equivalent to a bachelor's or a postgraduate level
  - o Number of students currently enrolled in the program
  - o Uploaded course of study (preferably in English)
  - o What year the first class of students graduated
- Requested sponsoring section and distance to their location listed [here](#)

### 4. What is a core degree program?

These are the program(s) on which the student chapter is based and must meet the eligibility requirement of at least a two-year degree program related to the energy industry. Programs must be equivalent to a bachelor's or a postgraduate degree.

### 5. How many members must be enrolled in qualifying degree programs?

At least 25 student members.

### 6. What is a sponsoring section?

A sponsoring section is a professional SPE section in your area that is willing to support the establishment of the student chapter. They provide support to the student chapter—such as financial, programming, operational, and general guidance.

### 7. What details are needed to complete the Officers and Petitioning Members form?

- The emails or SPE member numbers of at least 25 students enrolled in your university's qualifying degree program(s) you indicated in Part 1 of the petition. SPE member numbers are located in the spe.org [Member Profile](#).
- Your list of members who will serve as officers

### 8. What are the core officer positions?

Core officer positions are president, vice president, membership chair, secretary, and treasurer. All are required.

**9. I have more than 50 members to submit on my Officers and Petitioning Members form. How can I submit more?**

- The form allows a maximum of 50 members, including officers. If the establishment is approved, all other SPE members from your university will automatically be moved to the new student chapter. Note: they must have the correct university listed on their [Member Profile](#).

**10. What details are needed to complete Petition: Part 3?**

- Month your academic year begins and ends as well as common graduation months
- Petitioning statement of why you want to establish an SPE student chapter at your university and your 1-year plan of activity
- Standard operating regulations (provided for you to fill-in-the-blanks)
- Section support form to be completed by the section chair and student chapter liaison
- Faculty advisor form to be completed by the faculty advisor

**11. How do I find sponsoring section contact details?**

Find a list of current section officers by searching [here](#). Then, use the spe.org [Member Directory](#) to locate the sponsoring section chair's contact information.

**12. What is a faculty advisor?**

Your faculty advisor must be a professional member of SPE from your university. The faculty advisor provides a communications link between the student chapter, the university, and the sponsoring SPE section. They also serve as a guide for the students in developing and implementing goals, objectives, and programs. As members of the student chapter will change from year-to-year, the faculty advisor is the continuous link between the student chapter and the section.

**13. When will I know if my petition was approved?**

Notifications will be sent within 45 days of the deadline.

**14. Is it okay to use the SPE logo before establishment approval?**

No. You may not operate under the SPE name or logo until officially approved