**SOCIETY OF PETROLEUM ENGINEERS (SPE)**

**[NAME OF TECHNICAL SECTION] CONSTITUTION**

***I. Section Name and Purpose***

The name of this section is the [name] Technical Section of the Society of Petroleum Engineers (SPE).

The purpose of this technical section will be to provide a forum from which technical professionals and academia in the area of [technical focus] can: 1) Share knowledge, experiences, and best practices 2) Identify major issues and technology in need of cooperation and discussion 3) Maintain and promote industry awareness of [technical focus]-related issues and technologies and 4) Enhance technical competencies that meet the needs of the petroleum industry. The technical section will accomplish its mission through the transfer of knowledge at monthly meetings, conference calls, within discussion groups or subcommittees, and through SPE events.

The [name] Technical Section will be self-governing within the limitations of the SPE Constitution and the policies established by the SPE Board of Directors.

***II. Jurisdiction***

The jurisdiction of this technical section will encompass the subject of [technical focus] with applications in the upstream petroleum industry.

***III. Membership***

Any Professional and PhD Student Member of the Society of Petroleum Engineers in good standing with an interest in the subject may be a Member of the Section.

***IV. Officers***

The officers of this technical section will include a Chairperson, a Program Chairperson, a Membership Chairperson, an Administrative Chairperson, and an Online Community Webmaster, each of whom will be elected annually. Upon approval of the technical section board members and if the need arises in the future, additional officers, including a Treasurer, may be appointed. The Chairperson may appoint subcommittee chairs to lead special projects with the approval of an additional four members of the Board. Subcommittee chairs are officers of this technical section and are subject to the same rules and conditions as other officers of the section, except election. All officers must be members of SPE, in good standing with the Society and the technical section at the time of their election.

Notwithstanding the requirement for annual elections, there shall be a term limit of three years for any committee position. However, a member who has served three years in one position is eligible to serve a term in another position. No member shall be allowed to serve more than 6 consecutive years on the board. A vacancy in any office occurring between annual elections will be filled by appointment by the Board.

The technical section’s Board of Directors will be composed of all the Officers and is responsible for monitoring Section health and ensuring value is delivered to the technical section’s membership. The Board has the right to request underperforming Officers to vacate their roles in favor of an alternative who will be appointed by the Board. Underperformance will be judged by a vote in favor from two-thirds of the Board.

***V. Election of Officers***

The chairman, with the approval of the incumbent officers shall appoint, in [proposed month] of each year, a nominating committee composed of a minimum of three members of the technical section, not Officers, to canvass the members of the technical section to determine those qualified to serve as Officers. The nominating committee shall present the name of at least one candidate for each office at the annual meeting of the technical section, or via an electronic communication to all section members. Section members will be allotted at least two weeks to submit additional nominations. All unchallenged positions will be considered accepted by the membership.

In the event more than one candidate is nominated for a position, a simple majority vote must be conducted between the candidates for that position. The election of Officers of the technical section shall be ratified at the annual meeting held closest to or coincident with SPE’s Annual Technical Conference and Exhibition (ATCE). Officers shall take office immediately following the meeting at which they were elected.

***VI. Duties of Officers***

The Chairperson shall preside at all meetings of the technical section and the board of directors. He/she shall appoint all committees and perform all other duties that pertain to the direction of the technical section.

The Program Chairperson shall be responsible for the arrangement and promotion of programs, entertainment, and incidental details relating to special projects, publications, events, and webinars (if applicable).

The Membership Chairperson shall be responsible for membership activities including monitoring and reporting membership statistics and developing member recruitment and retention activities.

The Administrative Chairperson shall schedule technical section board meetings and record, store, and distribute the minutes afterwards.

The Online Community Webmaster will administer and maintain the technical section’s online community site on connect.spe.org.

[To be included if applicable] The Treasurer ensures that all direct costs for events are covered by sponsorships or ticket sales, in cooperation with the Program Chairperson. He or she also sets budgets and attendance targets and tracks revenue and expense.

[To be included if applicable] The Directors serve as active participants in directing, leading, and conducting the activities of the section. [List any additional named positions and a brief summary of the responsibilities here.]

***VII. Events***

The annual meeting of the technical section for the election of officers shall be held close to or coincident with the SPE ATCE. Other ordinary events of the technical section shall be held regularly as required by the membership.

Special meetings to consider important business or to discuss technical topics that cannot be scheduled at regular events may be called by the chairperson.

Costs for planning and conducting events shall be borne by the technical section.

***VIII. Section Funds***

As presently constituted, this technical section does not intend to maintain a bank account, appoint a treasurer, or receive or disburse funds.

***IX: Amendment to Bylaws***

Amendments to these Bylaws, except for Article III, the amendment of which requires approval by the Technical Section Board, shall be made at a regularly scheduled meeting or special meeting. All Active Members of the Section shall be notified at least one week in advance of the meeting that amendments to the Bylaws will be presented and voted upon.

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