****
**National or Regional Section Council Petition**

Thank you for your interest in establishing an SPE National or Regional Section Council. Please review this document thoroughly before completing and returning to 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.

# Council Information

Country or region of the council: Click here to enter text.
\*This will be the council’s name.

#### The country or region of the council must include at least three sections.

#### Click here to enter text.

1. Click here to enter text.
2. Click here to enter text.

Please list any additional sections: Click here to enter text.

#### Council Officers

* Officers must be professional SPE members
* Officers must represent at least 3 of the sections included in the council

Officer term end date: Click here to enter a date.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **First (forename) Name** | **Last (family) Name** | **Section** | **SPE Member Number** |
| Chairperson | Click here to enter text. | Click here to enter text. | Click here to enter text. | Enter text. |
| Secretary | Click here to enter text. | Click here to enter text. | Click here to enter text. | Enter text. |
| Treasurer | Click here to enter text. | Click here to enter text. | Click here to enter text. | Enter text. |
| Enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Enter text. |
| Enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **First (forename) Name** | **Last (family) Name** | **Section** | **SPE Member Number** |
| Enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Enter text. |
| Enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Enter text. |
| Enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Enter text. |
| Enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Enter text. |
| Enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Enter text. |

# Bylaws in English

**SAMPLE COUNCIL BYLAWS**

***ARTICLE 1:*** *COUNCIL NAME AND ESTABLISHMENT*

**Section 1:** The name of the council is <Council Name> Council of the Society of Petroleum Engineers.

**Section 2:** The council was established on Click here to enter a date.

***ARTICLE 2****: PURPOSE AND JURISDICTION*

**Section 1:** The council exists to further the mission and vision of SPE by providing a framework for the sections within the <Region/Country> area to pursue common interests, collaborate, and exchange information.

**Section 2:** These bylaws are a governing document for the management and activities of the council. The council is also governed by all policies set by the SPE International Board of Directors.

**Section 2:** The council is an advisory group and has no governing authority over the participating sections.

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

**Section 1:**  The council serves all members, professional and student, who are members in sections and student chapters which have agreed to be a part of the council. Participation in the council is voluntary and determined by the leadership of each individual section.

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

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

* Chair
* Secretary
* Treasurer

**Section 2:** The council board will also include <Insert Number> voting officer positions. Each section participating in the council must have representation on the board. To reach a quorum for a vote, 70% of the voting positions must be present. Proxy votes will not be accepted.

**Section 3:** The council board shall:

* Supervise the affairs and conduct the business of the council.
* 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 voting board positions. All positions are open to SPE members in good standing. Those holding elected positions must remain SPE members in good standing 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 given to the officers of the participating sections.
* The nominating committee will prepare and share with the council board a list of candidates for each office.
* Without objection from the council board, the new officers will be announced to the officers of all participating sections.
* Officers of participating sections will be given two weeks to object or request additions to the slate of officers.

If at any time during the term a board member resigns, the council chairperson will select a member to fill the vacancy for the remaining term. If the council chairperson resigns, the secretary will become the chairperson and appoint another member to serve as secretary.

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

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

***ARTICLE 8:*** *BYLAW AMMENDMENTS*

Amendments to these bylaws must first be approved by the board. Upon approval, the board will notify the officers of the participating sections 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 board deems necessary to dissolve the council, an affirmative vote of two thirds of the officers of the participating sections is required. A lack of vote is considered affirmative. At any time and for any reason, if dissolution is necessary, all remaining funds will be allocated to SPE.

# Section Support

* Majority of sections in the proposed area must support council formation
* Minimum of three sections
* The chair of each supporting section must complete this page (submit multiple copies of this page as needed)

Name of supporting section: Click here to enter text.

Full name: Click here to enter text.

SPE member number: Click here to enter text.

[ ]  The section has reviewed this completed petition and voluntarily agrees to participate in the council.

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

Date signed: Click here to enter a date.