Constitution of the Society of Petroleum Engineers-
Texas A&M University Student Chapter

ARTICLE I: NAME

Section 1 This organization shall be known as the Texas A&M University Student Chapter of the Society of Petroleum Engineers (TAMU-SPE).

ARTICLE II: AFFILIATION

Section 1 This student chapter is sponsored by the Gulf Coast Section of the Society of Petroleum Engineers.

ARTICLE III: PURPOSE

Section 1 The purpose of TAMU-SPE is to continue increasing the success and raising the standards as a chapter as well as the department and its students by executing a plan that seeks to fulfill SPE’s mission of developing technical knowledge and providing opportunities for students to enhance their technical and professional competence.

ARTICLE IV: MEMBERSHIP

Section 1 Membership to TAMU-SPE is open to all persons who fulfill the following requirements:

(a) Enrolled as a Texas A&M University student,

(b) Have at least 30% of a full-time academic schedule,

(c) Concentrating in Petroleum Engineering or a related field, and

(d) Maintain Student Membership with SPE International.

Section 2 Voting Rights

Voting is restricted to active members of TAMU-SPE. Members are considered active immediately following their third attendance at a TAMU-SPE General Meeting or Lunch & Learn in the course of an academic year.

Section 3 Removal Procedures for Members

(a) Members can be removed from TAMU-SPE by the Faculty Sponsor or by the Executive Board with a two-thirds vote during a specially called Executive Board meeting.

(b) The member must be notified of a vote to remove him/her at least one week in advance, and shall be permitted to speak in his/her defense prior to the vote.
Any vote by the Executive Board to remove a member may be appealed to the Faculty Sponsor within one week of the vote.

ARTICLE V: OFFICERS

Section 1 The Officers of TAMU-SPE shall consist of a President, Vice President, Secretary, Treasurer, and Graduate Representative.

Section 2 The Officers of TAMU-SPE shall be elected from the active membership in the spring semester of each year. Nominations and voting for each position will be carried out by the members of TAMU-SPE. The candidate who receives the most votes for each position will become an officer for the following academic year.

Section 3 The officers of this organization must meet the following requirements:

(a) Have a minimum cumulative and semester grade point ratio (GPR) as stated below and meet that minimum cumulative and semester GPR in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office.

(i) For undergraduate students, the minimum cumulative and semester GPR is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least six credit hours must have been taken during the course of either the full or two summer session(s).

(ii) For graduate level students the minimum cumulative and semester GPR is a 3.00. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point ratio prior to election/appointment, at least four credit hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree.

(b) Be in good standing (see 27.1.4) with the university and enrolled:

(i) at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office. Students enrolled in the Blinn TEAM program are also eligible to hold an office, as long as the student is meeting all applicable Blinn TEAM requirements and is in good standing with the program.
(ii) at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

(c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

(d) Attend all officer and general meetings except for an excused absence,

(e) Remain an active member of SPE,

(f) Enrolled within the Harold Vance Department of Petroleum Engineering for the entire term of office, and

(g) Have served on a standing committee for the equivalent duration of one academic semester prior to the election nomination deadline.

(h) Be subject to removal from office by the Executive Board and/or the Faculty Sponsor should the officer fail to meet the requirements described above in (a) to (g).

Section 4 Removal of Elected Officers

(a) Elected officers may be removed from the organization by the Faculty Advisor or by a supermajority (two-thirds) vote of the Executive Board. The resolution to remove an elected officer by a vote of the Executive Board must be introduced by a petition containing the signatures of at least 2 Executive Board members.

(b) The elected officer must be notified of a vote to remove him/her at least two weeks in advance and shall be permitted to speak in his/her defense prior to the vote.

ARTICLE VI: ADVISORS

Section 1 As a student organization at Texas A&M University, TAMU-SPE is required by the University to have an advisor that meets the following expectations:

(a) Be a Texas A&M University employee as defined by the Human Resource Department and a full-time professional staff member whose job description designates them as the primary advisor to TAMU-SPE. The advisor is to be familiar with the activities of TAMU-SPE and have, or obtain, an appropriate level of experience, resources, and knowledge related to the activities, mission, and purpose of the organization.

(b) Meet with the officers to discuss expectations for roles and responsibilities and regularly attend executive as well as general meetings, and be available outside those meetings for advice and consultation related to the operations of the organization. The advisor should assist the organization in developing
realistic goals for the academic year which will contribute to the educational and personal development of the students involved.

(c) Participate in event planning and attend events when possible or when identified as necessary through the planning process.

(d) Be aware of the organization’s financial status via review of statements from the Student Organization Finance Center (SOFC), approve financial expenditures, and complete an on-line educational training for the SOFC.

(e) Be aware of the University Student Rules and other institutional guidelines that establish expectations for student behavior and activities, and ensure that the SPE and its officers know where rules and guidelines are published, what the rules are, why they exist, and the consequences for choosing to operate outside their parameters. As an employee of Texas A&M University the advisor is expected to report all rule violations or potential violations to the appropriate university official.

Section 2 If for any reason the advisor is no longer willing and/or able to fulfill the responsibilities, they will formally communicate this to the student organization and the Department of Student Activities in writing. The remaining members of the Executive Committee will then determine the appropriate course of action for replacing the advisor.

ARTICLE VII: MEETINGS

Section 1 Regular meetings of the Society of Petroleum Engineers shall be at the discretion of the sitting officers for the academic school year. Meetings will be predominantly held on Tuesdays and Thursdays at the Joe C. Richardson Petroleum Engineering building, but are not limited to time and location.

Section 2 Executive meetings may be called by the president at any time.

Section 3 A quorum of 4 Officers is required to conduct official business.

ARTICLE VIII: FINANCES

Section 1 Dues (not to exceed $25 per school year) will be collected from all members of this organization. Members may be exempt from paying dues depending on available resources.

Section 2 All monies belonging to the Society of Petroleum Engineers shall be deposited and disbursed through a bank account established for the organization at the Student Organization Finance Center and/or the Fiscal Office. The advisor to this organization must approve and sign each expenditure before payment. (University regulations, 69.1.3)

Section 3 Should this organization be dissolved, all funds shall be sent to the Society of Petroleum Engineers National Headquarters.

ARTICLE IX: AMENDMENTS & REVISIONS
Section 1  The bylaws may be amended by a supermajority (two-thirds) vote of the Executive Board. Any amendments are subject to review by the Department of Student Activities annually and/or when it is amended.

ARTICLE X: SPE STUDENT CHAPTER BYLAWS

Section 1  Conformity

The organization and operation of the Student Chapter shall be in accordance with the Bylaws of SPE.

Section 2  Executive Board

(a) The Executive Board shall consist of the duly elected officers of TAMU-SPE and the appointed advisor(s). All constituents of the Executive Board are voting members.

(b) The Executive Board shall be the governing body of the chapter and shall transact all business it deems advisable including the filling of vacancies in officers and committee chairs, authorization of expenditures, etc.

(c) The President shall be the Chairman of the Executive Board.

(d) Responsibilities of President:

(i) To act as the official representative of TAMU-SPE,

(ii) To preside over the Executive Board and Committee Board,

(iii) To develop the agendas for and preside all meetings of the Chapter unless otherwise delegated,

(iv) To ensure that TAMU-SPE remains a recognized student organization,

(v) To keep advisors current with TAMU-SPE matters,

(vi) To oversee all legal issues for TAMU-SPE,

(vii) To assume all other executive duties not otherwise delegated, and

(viii) To submit an annual report by the last regular meeting of the year to be forwarded by the Chapter Secretary to the SPE Student Affairs Coordinator upon certification by the Faculty Sponsor.

(f) Responsibilities of Vice President:

(i) To perform all functions of the President in the latter's absence or at his/her request, and
(ii) To serve as the chapter’s official external liaison with companies and other organizations.

(g) Responsibilities of Treasurer:

(i) To receive all money and pay all debts of the Chapter authorized by the Executive Board, and

(ii) To keep an exact account of all receipts and expenditures.

(h) Responsibilities of Secretary:

(i) To keep a record of all activities of the Chapter,

(ii) To report records of activity and any other required forms to SPE Headquarters,

(iii) To communicate all related activities to the Chapter, and

(iv) To keep a record of members in attendance to all open meetings.

(i) Responsibilities of Graduate Representative:

(i) To ensure graduate student member participation in all TAMU-SPE related events,

(ii) To promote the ideas and interests of all graduate student members,

(iii) To help facilitate and manage TAMU-SPE sponsored activities alongside the other student officers, and

(iv) To improve connection between the Undergraduate and Graduate members of TAMU-SPE

Section 3 Committee Board

(a) Responsibilities of Committee Board Chairs:

(i) To oversee respective committees by discussing progress, sharing ideas, assigning tasks, and appointing Committee members’ positions with the approval of the Executive Board,

(ii) Shall report to the President,

(iii) To represent the interests of their respective committee during Executive Council meetings, and

(iv) To submit monthly reports of respective committees’ progress to be reviewed by the Executive Board.
(b) Committee Board Chairs are appointed from the active membership pool by the discretion of the Executive Board before the end of the spring semester.

(c) Committee Board Chairs are subject to the same requirements as Officers.

(d) Committee Board Chairs may be removed from their position by a two-thirds vote in the Executive Board.

(e) Standing Committee Boards:
   (i) The Professional Development Board
   (ii) The Public Relations Board
   (iii) The Marketing Board
   (iv) The Networking Board

Section 4 Committee Directors, Co-Chairs, and Members

(a) Committee Directors, Co-Chairs, and Members are responsible for actively serving on at least one standing committee and completing the tasks that are assigned to them by their respective Committee Board Chair.

(b) Active members shall be selected by Committee Board Chairs to fill Committee Director and Co-Chair positions through an application and interview process.

(c) Committee Directors, Co-Chairs, and Members may be appointed by Committee Board Chairs from the members-at-large pool.

(d) Committee Directors, Co-Chairs, and Members are subject to the same requirements as Officers.

(e) Committee Directors, Co-Chairs, and Members can be removed from position by the respective Committee Board Chair with the approval of the Executive Board by a two-thirds vote.

Section 5 Executive Council

The Executive Council shall be comprised of the Executive Board and the Committee Board.

Section 6 General Council

The General Council shall be comprised of the Executive Council and the Committee Directors, Co-Chairs, and Members.

Section 7 Standing Committees
(a) The following committees shall report to the Professional Development Board:

(i) Training & Development

The Training & Development Committee will focus on identifying and executing career development opportunities for students outside the classroom, both technically and professionally. The committee will offer certifications and software trainings, set up field visits, assist the Vice President in organizing the Career Enhancement Event, and develop members through business and leadership activities in collaboration with other university resources (e.g. Career Center, Mays Business School, etc.). Furthermore, this committee will serve as a link to other professional networks such as the SPE Young Professionals and the SPE Gulf Coast Section.

(ii) Student Summit

The Student Summit Committee will plan and organize the completely student-run 2015 Student Summit, in coordination with other Student Chapters co-hosting this event.

(b) The following committees shall report to the Marketing Board:

(i) Media

The Media Committee will focus on branding and promoting our chapter and its events, both internally and externally. This committee will increase awareness of our chapter externally through specific media outlets within the Harold Vance Department of Petroleum Engineering, Texas A&M University, SPE Gulf Coast Section, and SPE International. They will also be responsible for photography at all TAMU-SPE events. Finally, this committee is responsible for managing the chapter website and social media accounts, promoting chapter events through flyers and media, and assisting with printed and digital marketing materials upon request from other committees.

(ii) TAMU-SPE Journal

The TAMU-SPE Journal Committee will focus on overseeing a digital, newsletter-style publication to keep students informed on Chapter and industry activities.

(iii) Merchandise

The Merchandise Committee will focus on designing and selling TAMU-SPE apparel and other branded items year-round.

(c) The following committees shall report to the Public Relations Board:

(i) Philanthropy
The Philanthropy Committee will focus on developing volunteerism while promoting an environment of personal development. It will bolster student awareness and participation at Big Event, Glow, Relay for Life, Special Olympics, Scotty’s House, and any other activities selected by the committee.

(ii) Engineering Affairs

The Engineering Affairs Committee is responsible for SPE’s collaborations with the Student Engineers’ Council (SEC). This includes both SPE’s delegate representation in the SEC as well as SPE’s participation in SEC events, such as the TAMU Engineering EXPO, FAME, and TREC. This committee is to work with the SEC to adequately represent our department and organization at these events by organizing tours, presentations, competitions, and any other activities deemed appropriate by the committee and the SEC.

(iii) Recruitment

The Recruitment Committee will be focused on increasing petroleum engineering awareness and interest among primary and secondary school students. It will be responsible for hosting high school students who are visiting the Petroleum Engineering Department on department tours, in coordination with the Undergraduate Advisor. This committee is also responsible for organizing SPE’s participation in Aggieland Saturday, engineering student panel sessions, and other recruiting events.

(iv) Outreach

The Outreach Committee will be focused on spreading positive publicity for the oil and gas industry. One of the biggest challenges facing our industry is a lack of public awareness of the positive impact that oil and gas have on the economy and employment. On the contrary, the industry usually has negative connotations, especially after accidents. The goal of this committee will be to educate different age groups on the importance and influence of the oil and gas industry. The tasks to be achieved by this committee include: speaking in high school classes, talking on the local radio channel, and utilizing any chance, even if it's a philanthropic event, to educate the public.

(d) The following committees shall report to the Networking Board:

(i) Hospitality & Tailgating

The Hospitality & Tailgating Committee will be responsible for organizing SPE tailgates for every home football game. In addition, this committee will be responsible for ordering food for SPE General Meetings, SPE Lunch & Learns, and other special SPE events.
(ii) Social & Sport

The Social & Sport Committee will be responsible for developing a networking environment for the development of professional relations and chemistry amongst petroleum engineering students. This committee will organize social events and sporting activities throughout the year, including the annual Paintball Tournament in the spring, SPE intramural sports teams, the SPE Christmas party in December, the semiannual Welcome Back BBQ, the Crawfish Boil, and other activities as determined by the committee.

(iii) DVG Golf Tournament

The DVG Golf Tournament Committee will be responsible for organizing the annual DVG Golf Tournament in the spring.

(iv) Sporting Clay Tournament

The Sporting Clay Tournament Committee will be responsible for organizing the annual Sporting Clay Tournament in the fall.

(v) Fishing Tournament

The Fishing Tournament Committee will be responsible for organizing the annual Fishing Tournament in the spring.

In witness whereof, we have hereunto subscribed our names.

__________________________________________  __________________________
Signature of Advisor                     Date

__________________________________________  __________________________
Signature of President                  Date

__________________________________________  __________________________
Director of Student Activities          Date