

**Constitution of the
Society of Petroleum Engineers
University of Houston Student Chapter**

Approved and Effective April 25, 2014

Amended February 11, 2017

ARTICLE I: NAME

Section 1. This organization shall be known as the University of Houston Student Chapter of the Society of Petroleum Engineers (UH SPE).

ARTICLE II: AFFILIATION

Section 1. The Student Chapter at University of Houston is sponsored by the Gulf Coast Section of the Society of Petroleum Engineers.

ARTICLE III: PURPOSE

Section 1. The purpose of SPE's student chapter at the University of Houston is to maintain and raise the standards of our students, society and department by fulfilling SPE's mission of developing technical knowledge and providing opportunities for students to enhance their technical and professional competence.

ARTICLE IV: MEMBERSHIP

Section 1. UH SPE members shall consist of officers, committee chairs and members at large. All members in good standing shall be members for a full academic year, regardless of changes in the academic classification under which they are appointed.

Section 2. Membership is open to any University of Houston student who is enrolled in Petroleum Engineering or related fields who has maintained a minimum 2.00 GPA as an undergraduate students or 3.00 GPA as a graduate student. New students who have not yet established their GPA are exempt from the GPA requirement.

Section 3. Co-Chairs and Committee Members will be selected/appointed by the elected officers based on past involvement with SPE, applications and interviews (as required). The duration of Committee membership assignment will be for a full academic year.

Section 4. Voting Rights

Members must attend at least 3 UH SPE events during the academic year to have voting privileges.

Section 5. Removal Procedures for Members

- (a) Members can be removed from UH SPE by the organization's official Faculty Advisor or by the organization through a majority vote of officers during a specially called officers meeting.
- (b) The member must be notified of a vote to remove him/her at least 10 business days in advance, and shall be permitted to speak in his/her defense prior to the vote.
- (c) Any vote by the Officers to remove a member may be appealed to the Chapter's Faculty Advisor within 10 business days of the vote.

ARTICLE V: OFFICERS AND CHAIRS

Section 1. The major chapter officers shall be president, vice president-internal, vice president-external, secretary, and treasurer. The president will have ordinarily have previously held the office of vice president-internal, vice president-external, treasurer, secretary, or industry liaison. The vice president-internal and vice president-external will have ordinarily held previously an officer or chair position.

Section 2. The major chapter officers shall be elected by the active membership early in the spring semester each year, allowing officers-elect to receive valuable training through involvement in planning and execution of the spring semester events of the chapter.

Section 3. Chairs of the chapter shall be appointed through an interview process in the early spring semester. Interviews shall be conducted by the outgoing/incoming officers, chairs, and Faculty Advisor(s), based on their availability.

Section 4. Elected officers and appointed chairs must meet the following requirements:

- (a) Undergraduates shall have a minimum GPA of 2.50 GPA at the time of their election, and graduate students a minimum GPA of 3.00.
- (b) Be in good standing with the University and enrolled:
 - (i) Full-time if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and
 - (ii) At least half-time (four or more credit hours), if a graduate student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during the term of office.
- (c) Attend all officer and general meetings except when excused by the president,
- (d) Remain an active member of SPE,

- (e) Be enrolled in the University of Houston for the entire term of office, and
- (f) Be subject to removal from office by the Executive Committee (Article X. Section 2) and/or the organization's Faculty advisor should the officer fail to maintain the requirements (a) through (e) described above.

Section 5. Removal of Elected Officers

- (a) Elected officers may be removed from the organization by a supermajority (two-thirds) vote of the Executive Committee (Article X section 2). The resolution to remove an elected officer by a vote of the Executive committee must be introduced by a petition containing the signatures of 2 Executive Committee Members.
- (b) The elected officer must be notified of a vote to remove him/her at least 10 business days in advance and shall be permitted to speak in his/her defense prior to the vote.

Section 6. Removal of Appointed Chairs

- (a) The resolution to remove an appointed chair must be introduced by a petition containing the signatures of 2 Executive Committee Members.
- (b) The appointed chair must be notified of the motion to remove him/her at least 10 business days in advance and shall be permitted to speak in his/her defense. The removal process shall be in the discretion of the elected officers.

Section 7. Vacancies

- (a) If for any reason the president is no longer willing or able to fulfill their responsibilities, the president will formally communicate this to the Faculty Advisor, elected officers, and the past year's president. The past president and remaining elected officers will then determine the appropriate course of action for replacing the president.
- (b) When vacancies happen for elected officers other than the president, the Faculty Advisor must be informed along with the elected officers. Chapter members must be notified of the vacancy and eligible candidates are allowed to apply for a period of 10 days after notification. A special general election will be held for the vacant position.
- (c) When vacancies happen for appointed chairs, the Faculty Advisor must be informed along with the elected officers. Chapter members must be notified of the vacancy and eligible candidates are allowed to apply for a period of 10 days after notification. Selection will be conducted as described in Article V, Section 3.

ARTICLE VI: ADVISORS

- Section 1. As a student organization at the University of Houston, the Society of Petroleum Engineers is required by the University to have advisor(s) that meet(s) the following expectations:
- (a) Be a University of Houston employee as defined by the Human Resources Department. The advisor is to be familiar with the activities of the 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 when appropriate to discuss expectations for roles and responsibilities, attend executive as well as general meetings based on his/her availability. 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 financial reports from the president and treasurer of the student chapter, approve financial expenditures personally or through a delegated representative.
 - (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 the University of Houston 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 or able to fulfill the responsibilities, the advisor will formally communicate this to the student organization and the Petroleum Engineering Department 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 ordinarily be held on Tuesdays and Thursdays at the Energy Research Park (ERP) Building 4, but are not limited to these times or this location.
- Section 2. Executive meetings may be called by the president at any time.
- Section 3. A quorum of 9 Officers is required to conduct official business.

ARTICLE VIII: FINANCES

Section 1. All monies belonging to the Society of Petroleum Engineers shall be deposited and disbursed through a bank account established for the organization. The advisor, or the advisor's delegated representative, must approve and sign each expenditure before payment.

Section 2. Should the organization be dissolved, all funds shall be sent to the Society of Petroleum Engineers International headquarters office.

ARTICLE IX: AMENDMENTS & REVISIONS

Section 1. The constitution may be amended by a supermajority (two-thirds) vote of the Executive Committee. Any amendments are subject to review by the Department of Student Activities and the Faculty Advisor annually and/or when the constitution 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 International.

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

We do not discriminate on the basis of race, ethnicity, religion, color, national origin, age, sex, familial status, sexual orientation, disability, veteran status.

Section 2. Executive committee

(a) The Executive Committee shall consist of the elected officers of UH SPE, the chairs appointed through an interview process and the appointed advisor(s). All members of the Executive Committee are voting members.

(b) The Officers shall meet the requirements outlined in Article V.

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

(d) The officers shall be required at the beginning of the year to organize the board in a manner they seem fit.

(e) The Executive Committee shall be the governing body of the Chapter and shall transact all business it deems advisable including filling vacancies among officers, directors and co-chairs, authorization of expenditures, etc.

Section 3. Officer Responsibilities and Duties

(a) The President

The President shall preside at all meetings of the Chapter. This officer shall appoint all committees, subject to the approval of the Executive Committee, and shall assume all other executive duties not otherwise delegated. A complete annual report shall be submitted by the President at the last regular meeting of the year, and shall be forwarded by the Chapter Secretary upon certification by the Faculty Advisor.

(b) The Internal and External Vice-President

The Internal and External Vice-Presidents shall perform all functions of the President in the latter's absence or at the president's request.

(c) The Secretary

The chapter Secretary shall keep a record of all activities of the Chapter and shall report them to SPE International, together with any special reports required by SPE International. The Secretary shall provide all other communications necessary for the activities of the Chapter.

(d) The Treasurer

The Treasurer shall receive all money and pay all debts of the Chapter authorized by the Executive Committee, and will keep an exact account of all receipts and expenditures.

Section 4. Appointed Chairs Responsibilities and Duties

(a) This section defines appointed chair responsibilities and duties and is not limited to the positions defined in this section.

(b) The Graduate Affairs Chair

The Graduate Affairs Chair shall seek to ensure graduate student member participation in SPE events, meetings, and all other general activities sponsored by SPE. This officer shall promote the ideas and interests of all graduate student members, and will help facilitate and manage SPE sponsored meetings, events, and general activities altogether with other student officers.

(c) The Professional Development Chair

The Professional Development Chair will be responsible for enhancing the development of student members outside the classroom. This position shall focus on developing our students technically and professionally through certifications, software training, field visits, business program development in collaboration with Bauer School of Business and the Engineering Career Center. This officer shall also be responsible for preparing students to project a professional image to companies. This chair should identify opportunities for our chapter, and attend events, workshops and conferences that will benefit

students. Moreover, the Professional Development Chair shall serve as a link to other professional networks such as the SPE Young Professionals Committee.

(d) The PetroBowl/ATCE Chair

The PetroBowl/ATCE Chair shall be responsible for facilitating attendance at the SPE Annual Technical Conference and Exhibition (ATCE), through partial sponsorships and logistical assistance. This chair shall organize the in-house PetroBowl competition to determine the student members who will represent the UH SPE at the ATCE PetroBowl competition. This position then shall monitor the performance and preparation of the PetroBowl team of the UH SPE student chapter. In these activities, students will benefit from lectures, keynote speeches, panel discussions, and interactive events by experiencing soft skills enhancement and technical knowledge sharing.

(e) The Outreach Chair

The Outreach Chair will be focused on increasing engineering awareness and interest among primary and secondary school students and community colleges. This chair shall be responsible for hosting high school students who are visiting the Petroleum Engineering Department and attracting top students to our department and focus on developing volunteerism while promoting an environment of personal development, and actively participation in the community development of Houston.

(f) The Events Coordinator

The Events Coordinator will be responsible for organizing SPE tailgates for every football game. In addition, this officer shall be responsible for ordering food for SPE student chapter meetings, SPE lunch & learn meetings, and other special events.

(g) The Marketing Chair

The Marketing Chair will be responsible for branding our SPE student chapter internally, promoting different events to students. This chair shall promote the chapter by employing social media, team building exercises, and external advertising. In addition this position is responsible for assisting with all of SPE's printed and marketing materials and will create the 'SPE Welcome Package' during the summer. This packet will be distributed to every petroleum engineering student in the department and will include the UH SPE planner, gifts donated by companies, and other relevant items.

(h) The Industry Liaison

The Industry Liaison will be responsible for bridging the gap between the students and industry professionals. This officer may be required to invite Guest Speakers, deliver presentations to organizations seeking funds or sponsorship assistance. The main objective will be to connect with industrial organizations and professionals, informing them about the chapter's activities.

The industry liaison would work in close association with SPE Gulf Coast Section to promote the UH SPE Chapter and its activities.

(i) The Historian

The historian will keep records or histories of all the chapter's activities. This officer should take pictures at all SPE events. This officer will be responsible maintaining UH SPE's social media outlets by posting updates from the chapter's various activities. Detailed records should be maintained, including information about invited guests, their presentation topics. If possible, the Historian should obtain a copy or presentation materials and post them on the chapter's web site. Near the end of the Historian's term in office, the Historian shall submit a report with all the details of the chapter's activities to the executive committee.

(j) The Technology Chair

The Technology Chair will be responsible for maintaining the UH SPE Website and keeping it updated with information about all activities related to UH SPE. This officer needs to work with the University of Houston College of Engineering and the Petroleum Engineering Department to ensure that the team is effectively connected to appropriate social media websites. The Technology Chair is also responsible for making separate pages for ATCE and Student Paper Contests. The Technology Chair might also be required to connect with the SPE Gulf Coast Section Events and post them on chapter's the website. The Technology Chair and the Secretary will create a calendar of events and develop and post the annual event schedule on the website. The Technology Chair shall serve as custodian to all the chapter's official electronic accounts and will provide direct access to the elected officers. The technology chair will also serve as an advisor to the executive board and assist with the introduction of new technologies that may be useful to the board and the chapter members.

(k) The Membership Chair

The membership chair will inform all UH Petroleum Engineering students about the benefits of being an active member of UH SPE. This officer should try to recruit as many members as possible. The membership chair shall also make announcements in freshman year classes and inform new undergraduate and graduate students on how to become chapter members. This position shall also maintain an up-to-date database of all current chapter members. The membership chair shall also create an attendee list for each Chapter event.

(l) The Social Media Chair

The Social Media chair shall be responsible for the student chapter's presence on active social media networks in use by the general student body. The social media chair will maintain such networks and ensure that SPE guidelines, vision and goals are followed at all times. Additionally, the social media chair will

work with the Marketing chair and Historian to make sure chapter branding and information is well documented and executed.

(m)The Merchandise Chair

The Merchandise Chair shall be responsible for the organization, storage and sales of all chapter merchandise for the academic year. The Merchandise Chair shall work with the Marketing Chair to develop chapter merchandise for the academic year which include but are not limited to apparel and accessories. They will also be responsible for updating the Treasurer with any financial business required by their position.