

**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 (GCS) of the Society of Petroleum Engineers International (SPEI).

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 percent 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 members of TAMU-SPE.

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.
- (c) 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 of External Affairs, Vice President of Internal Affairs, 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.

- (a) The Graduate Representative Officer shall be voted into office by the TAMU-SPE members enrolled in the postgraduate academic program at Texas A&M University.

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 and for first year professional students the minimum cumulative and semester GPR is a 2.50. 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). Attend all officer and general meetings except for an excused absence(s),
- (e) Remain an active member of SPE,

- (f) Concentrating in Petroleum Engineering or a related field for the entire term of office and
- (g) Have served on a committee for the 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 the 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.

(f) Responsibilities of the Vice President of External Affairs:

- (i) To perform all functions of the President in his/her absence or at his/her request, and
- (ii) To ensure the sponsorship of all core TAMU SPE events such as General Meetings and Lunch and Learns
- (iii) Work towards complete sponsorship of all TAMU SPE Events
- (iv) Manage communication between the Officer Team and sponsors
- (v) Manage the TAMU SPE Website Calendar

(g) Responsibilities of the Vice President of Internal Affairs:

- (i) Oversee the TAMU SPE Committees and Board Chairs
- (ii) Manage communication between the Officer Team and Board Chairs
- (iii) Create and maintain the TAMU SPE Committee Periodic Report
- (iv) Add/drop members from Committees unless otherwise delegated
- (v) Keep a running list of the members of every committee unless otherwise delegated

(h) Responsibilities of the Treasurer:

- (i) To receive all money and pay all debts of the Chapter authorized by the Executive Board,
- (ii) To keep an exact account of all receipts and expenditures, and
- (iii) To maintain a document with all reimbursements of TAMU SPE committee directors who provide up-front payment on behalf of TAMU SPE.

(i) Responsibilities of the 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 produce the chapter annual report of activities to be submitted to the SPE Student Affairs Coordinator upon certification by the Faculty Sponsor.

(j) Responsibilities of the 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 connections/networks between the Undergraduate and Graduate members of TAMU-SPE

Section 3 Executive Council & Committee Board Chairs

- (a) The Executive Council shall consist of the Executive Board plus the appointed Committee Board Chairs.

(b) 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) To report to the Vice President of Internal Affairs,
- (iii) To represent the interests of their respective committees during Executive Council meetings, and
- (iv) To generate periodic reports of respective committees' progress to be reviewed by the Executive Board.

- (c) Committee Board Chairs are appointed from the active membership pool by the discretion of the Executive Board before the end of the spring semester.

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

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

(f) 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 if needed.
- (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 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 General Council

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

Section 6 Elections

The election of TAMU SPE Officers will take place in the Spring semester. Only the general council – that being those who have previously served on a committee or another leadership position in the Executive Council the semester before elections – are eligible to run for an officer position. Nominations will occur the last week of winter break with the first week of the Spring semester being a mandatory meeting with the candidates and the officer currently holding that position. This meeting will be required in order to be considered a valid candidate and ensure that each candidate fully understands the roles for which they will be competing. In the week following the candidate meetings, information will be collected from the candidates detailing such things as their previous SPE involvements and motivations for running to compile a profile that will be shared with all TAMU SPE members.

Elections will be held during the second half of February, with the General meeting they speak at being the opening of voting. Each nominee is allotted three minutes to briefly present their motivation and goals for the chapter. At the end of the voting period, the votes are cross referenced with the list of active members from SPEI and certified by the TAMU SPE President. The candidates who receive the most votes win.

Section 7 Standing Committees

(a) The following committees shall report to the Professional Development Board:

(i) Conferences

The Conferences Committee is responsible for planning and coordinating member attendance to professional events external to the student chapter.

(ii) Technical Development

The Technical Development Committee is responsible for planning events that enhance technical proficiency of the student body, including software trainings and certifications, field visits, and other activities as determined by the committee.

(iii) Career Development

The Career Development Committee is responsible for identifying and planning professional development opportunities for members. Events include the Sophomore Retreat, Leadership Workshop, workshops, and other events as determined by the committee.

(iv) Petrobowl

The Petrobowl Committee is responsible for selecting and organizing a team to represent Texas A&M during at the International Petrobowl Competition taking place during the SPE Annual Technical Conference and Exhibition (ATCE). Preparation includes study sessions, participation in regional qualifiers, TAMU-SPE Petrobowl Competition, and other events determined by the committee.

(v) Student Mentorship Program

The SPE Student Mentorship program is responsible for coordinating 1-on-1 mentorships between a group of mentors comprised of upperclassmen with high industry and leadership experience and mentees comprised of motivated underclassmen intent to distinguish themselves and more effectively prepare for the fall recruiting season and potential leadership within the TAMU SPE organization. Directors and co-chairs are to be coordinated internally in the end of the fall semester and members in the spring semester by the Student Mentorship Program Committee. The Student Mentorship Program will take place during the spring, summer, and subsequent fall semester. The Student Mentorship Program is responsible for organizing mock interviews immediately following the Career Enhancement Event in the beginning of the Fall semester.

(vi) Career Enhancement Event

The Career Enhancement Event (CEE) Committee is responsible for organizing the annual CEE, which provides exposure to job opportunities for all TAMU-SPE members. Organization includes seeking sponsorship from companies interested in recruitment and coordinating a schedule of events for both sponsors and students. The CEE will occur near the beginning of the Fall semester each school year during the peak of job recruiting.

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

(i) Media

The Media Committee is responsible for branding and promoting the chapter and its events, both internally and externally. Internally, through the chapter website, social media accounts, and photographic documentation of events. Externally, through communications with petroleum-related departments at Texas A&M University, SPE Gulf Coast Section, and SPE International.

(ii) The Well Log

The Well Log Committee will be responsible for publishing a digital newsletter to keep students informed on activities within the chapter and the industry.

(iii) Merchandise

The Merchandise Committee is responsible for creating and selling TAMU-SPE apparel and other branded items to the student body and alumni.

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

(i) Philanthropy

The Philanthropy Committee is responsible for planning volunteering events throughout the year and organizing donation campaigns for local charities. The committee will encourage member participation in various activities, including Big Event, Glow 5k, Habitat for Humanity, Relay for Life, Special Olympics, Scotty's House, and any other events selected by the committee.

(ii) External Affairs

The External Affairs Committee is responsible for external collaboration. It acts as a liaison between TAMU-SPE and the Student Engineers' Council, other engineering departments, other professional student organizations, the SPE Gulf Coast Section, and other SPE student chapters. Within the SEC, this includes participation in events, such as the SPARK, E-Week, and TREC conferences.

(iii) Recruitment

The Recruitment Committee is responsible for actively recruiting and encouraging member participation in the student chapter. Activities include raising interest about petroleum engineering among general engineering freshmen, host department tours for visiting and prospective students, organize SPE's participation in Aggieland Saturday, Entry-To-A-Major Saturday, take attendance at General Meetings, and other recruiting-related activities.

(iv) Outreach

The Outreach Committee is responsible for fostering continuing, unbiased education of the energy industry, responsible energy development, and petroleum engineering in our community, especially to students in grades K-12 within CSISD and BISD. Typical events include presentations (involving interactive demonstrations) at elementary-, middle-, and high-schools, and STEM nights/festivals. Additionally, the committee is responsible for hosting an annual energy discussion series, and Energy Fact of the Week.

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

(i) Hospitality & Tailgating

The Hospitality & Tailgating Committee is responsible for organizing SPE tailgates for home football games. In addition, it will be responsible for ordering meals for SPE General Meetings, SPE Lunch & Learns, and other special SPE events.

(ii) Social & Sport

The Social & Sport Committee is responsible for planning networking events that enhance professional relations between students and the industry. Activities include the annual Paintball Tournament, SPE intramural sports teams, SPE Christmas party, Welcome Back BBQ, Crawfish Boil, and other activities as determined by the committee.

(iii) DVG Golf Tournament

The DVG Golf Tournament Committee is responsible for planning and executing the annual golf tournament held in the spring semester. Funds are allocated for student scholarships managed by the department of petroleum engineering.

(iv) Sporting Clay Tournament

The Sporting Clays Tournament Committee is responsible for planning and executing the annual sporting clay tournament held in the fall semester. Funds are allocated to partially cover chapter's attendance to SPE Annual Technical Conference and Exhibition (ATCE).

(v) Fishing Tournament

The Fishing Tournament Committee will be responsible for planning and executing the annual fishing tournament held in the spring semester. Funds are allocated to the chapter general fund.

In witness whereof, we have hereunto subscribed our names.

Signature of Advisor

Date

Signature of President

Date

Director of Student Activities

Date