

SOCIETY OF PETROLEUM ENGINEERS (SPE), INC.

BYLAWS

Rice University / University of Houston STUDENT CHAPTER

SECTION I. NAME

ARTICLE 1. The organization shall be known as the Rice University/University of Houston Student Chapter of SPE.

SECTION II. PURPOSE

ARTICLE 1. The purpose shall be the dissemination of knowledge of the theory and practice of all aspects of petroleum engineering and the furtherance of the professional development of the Student Members.

SECTION III. CONFORMITY

ARTICLE 1. The organization and operation of the chapter shall be in accordance with the bylaws of the Society of Petroleum Engineers (SPE), Inc.

ARTICLE 2. The failure to act in accord with SPE requirements shall result in dissolving the Student Section. Should this happen, all funds in the Student Section treasury shall be submitted to the Faculty Advisor to be used in accordance with Rice University and University of Houston regulations.

SECTION IV. MEMBERSHIP

ARTICLE 1. Membership shall consist of, but not be limited to, Student Members of SPE who are students in good standing at Rice University or the University of Houston.

ARTICLE 2. All members of the chapter shall be entitled to the same rights and privileges of the chapter except the right to hold office, which shall be limited to Student Members of SPE.

SECTION V. DUES

ARTICLE 1. Chapter dues are payable at the beginning of each academic year.

ARTICLE 2. Nonpayment of dues automatically results in suspension of membership in the chapter.

ARTICLE 3. The executive committee of the chapter shall have the power to levy special assessments upon endorsement by a two-thirds vote of the membership of the chapter.

SECTION VI. OFFICERSHIP

ARTICLE 1. Only Student Members of SPE in good standing shall be eligible to serve as officers of the chapter.

ARTICLE 2. The officers of the chapter shall be a president, a vice president, a secretary, a treasurer, an event-coordinator, an interuniversity liaison, and a webmaster.

ARTICLE 3. The term of office for each officer will be one academic year.

ARTICLE 4. Election of officers for the following year should be held not later than the last meeting of each spring semester.

ARTICLE 5. An officer is expected to perform his/her duties with diligence and in agreement with the chapter constitution. If an officer does not fulfill his/her duties, a written admonition will be issued by a two thirds vote of the executive committee outlining the concern. The admonished officer and the executive committee will meet with the faculty advisor, separately or together for counsel. Should an

officer fail to appropriately address the concern within 30-days of notice the officer may be removed by a two-thirds vote of the remaining executive committee.

ARTICLE 6. New elections for the entire executive committee can be called by a three-fourths vote of the entire good standing membership of the chapter. Following such a vote, the existing executive committee must hold elections according to the bylaws within 30 days.

SECTION VII. EXECUTIVE COMMITTEE

ARTICLE 1. The management of the affairs of the chapter shall be in the hands of the chapter's executive committee, consisting of the duly elected officers of the chapter and the faculty sponsor approved by SPE.

ARTICLE 2. The president of the chapter shall be the chairman of the executive committee.

ARTICLE 3. The executive committee shall be the governing body of the chapter and shall transact all business it deems advisable including the filling of vacancies in officers, authorization of expenditures, etc.

SECTION VIII. OFFICER DUTIES

ARTICLE 1. The president shall preside at all meetings of the chapter. He/She shall appoint all committees, subject to the approval of the executive committee, and shall assume all other executive duties not otherwise delegated.

ARTICLE 2. The vice president shall perform all functions of the president in the latter's absence or at his/her request.

ARTICLE 3. The chapter secretary shall keep a record of all activities of the chapter and shall report the same to SPE headquarters, together with any special reports required by SPE headquarters within a reasonable time after each meeting. He/She shall carry on all communications necessary to the activities of the chapter. He/She shall keep a record of the names of members in attendance at the meetings.

ARTICLE 4. The treasurer shall receive all money and pay all debts of the chapter authorized by the executive committee, and he/she shall keep an exact amount of all receipts and expenditures.

ARTICLE 5. The event coordinator shall plan and manage all social events and fundraisers. He/she shall serve to conduct all necessary communiqués with the secretary and treasurer to allow for accurate record of their respective office.

ARTICLE 6. The interuniversity liaison shall foster the relationship between Rice University and the University of Houston SPE members through joint events and promote active engagement of students from both universities.

ARTICLE 7. The webmaster shall regularly update the organization's website with information about upcoming events, useful links, and photos from previous events.

ARTICLE 8. 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 to the SPE Sections/Chapters Manager upon certification by the faculty sponsor.

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SECTION IX. STANDING COMMITTEES

ARTICLE 1. The following standing committees or their equivalent shall be appointed by the president: program committee, publicity committee, and membership committee.

ARTICLE 2. The program committee shall prepare the programs for all meetings and shall be responsible for all arrangements for these meetings. The Event Coordinator shall chair the Program Committee.

ARTICLE 3. The publicity committee shall be responsible for proper advertising of each meeting.

ARTICLE 4. The membership committee shall bring the advantages of membership in the Society and in the chapter to the attention of all potential Student Members.

SECTION X. MEETINGS

ARTICLE 1. The chapter shall hold regular and special meetings at such places and times as designated by the executive committee, with a minimum of three meetings per semester.

SECTION XI. AMENDMENTS

ARTICLE 1. The bylaws may be amended by a two-thirds vote of the members of the chapter present and voting provided the amendment shall have been proposed at least one duly publicized meeting previous to the time of voting.

ARTICLE 2. Such amendments become effective only upon the approval of the Executive Committee of the Society of Petroleum Engineers (SPE), Inc.