

## **FORMING A SECTION**

The Society of Petroleum Engineers is a professional society serving members engaged in the exploration and production of petroleum, natural gas, and related industries.

The society's basic organizational unit—the section—are located worldwide and provide an operating framework for all major society activities. Sections are semi-autonomous units and self-governing within the framework of SPE governance policies. Society members residing in the geographic boundaries of a section annually elect section officers and directors responsible for conducting section operations.

SPE sections are organized into geographic regions, and each region has representation on the SPE Board of Directors. The SPE board is the chief governing body of the society.

The board is comprised of officers (the president, the president-elect, the past president, and the vice president of finance), at-large directors, regional directors, and technical directors. The technical directors each represent one of the board-endorsed technical disciplines: reservoir description and dynamics; production and operations; health, safety, security, environment, and social responsibility; projects, facilities, and construction; drilling and completions; and management and information. Current board members are listed on [www.spe.org](http://www.spe.org) under “About SPE.”

## **PROCEDURES FOR FORMING AN SPE SECTION**

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Any group of SPE members in good standing in a particular geographic area can request to form a new section. SPE recommends the following procedures:

1. Determine that there are at least 25 SPE members residing in the geographical area to be encompassed by the new section. The SPE board further recommends that potential membership in the area be at least 50.
2. Define the precise geographic area to be included in the proposed section, such as city, county, or province. If the territory of the proposed new section is already included in the jurisdiction of another section, the new section must obtain a release of this territory from the existing section.
3. Conduct an organizational meeting with all interested members and establish a temporary organization, including temporary officers. The SPE sections manager can provide a list of members residing in the area.
4. Adopt a name for the proposed section that describes the geographic area covered by the section.
5. Submit to [sections@spe.org](mailto:sections@spe.org) the names and addresses of the temporary section officers and a formal petition signed by at least 25 SPE members from the proposed section. Temporary officers and petitioners must be SPE members in good standing; otherwise, an SPE member application form and dues must be included.

Upon formation of a new section, SPE will provide the following items:

- A supply of stationery and envelopes
- A podium sign
- A roster of section members
- A section officer roster
- A section charter
- A grant of USD 2,000 intended to assist the section in beginning operations

## **REFERENCES**

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- Petition to Form an SPE Section
- Provisional Officer Roster Form
- Sample Section Operations Guidelines

### **For more information, contact**

Society of Petroleum Engineers

Attn: SPE Sections Manager

222 Palisades Creek Dr.

Richardson, TX 75080-2040 USA

Tel.: +972.952.9393

Fax: +1.972.952.9435

Email: [sections@spe.org](mailto:sections@spe.org)

## **SAMPLE SECTION OPERATION GUIDELINES**

### **SECTION NAME AND PURPOSE**

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The name of this section is \_\_\_\_\_ Section of the Society of Petroleum Engineers. The purpose of this section shall be to further the objectives of the society by providing regular meetings for the free discussion of subjects relating to the exploitation and development of petroleum and natural gas.

### **JURISDICTION**

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The jurisdiction of this section will encompass the following cities / provinces / counties / country. \_\_\_\_\_

### **MEMBERSHIP**

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All SPE members in good standing, residing in the territory of the \_\_\_\_\_ Section, shall be members of the section.

### **OFFICERS**

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The officers of this section shall consist of a chairperson, a program chairperson, a membership chairperson, a secretary, and a treasurer, who shall be elected annually. Normally, the chairperson shall not succeed himself.

- The board of directors shall be composed of the forenamed officers and three other members of this section.
- All officers must be members of SPE in good standing with the society at the time of their election.
- A vacancy in any office occurring between annual elections shall be filled by the section board of directors.

### **ELECTION OF OFFICERS**

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- The chairperson, with the approval of the section board of directors, shall appoint, in \_\_\_\_\_(month) of each year, a nominating committee composed of a minimum of three members of the \_\_\_\_\_ Section to canvass the members of the section to determine those qualified to serve as officers. The nominating committee shall present the name of at least one candidate for each office at the \_\_\_\_\_ meeting of the section. Additional nominations may be made from the floor.

- The officers of this section shall be elected at the \_\_\_\_\_ meeting. Election shall be by a majority vote of members present at the meeting. Officers shall take office on \_\_\_\_\_.

## **DUTIES OF OFFICERS**

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- The chairperson shall preside at all meetings of the section and the section board of directors. He/she shall appoint all committees and perform all other duties that pertain to the direction of the section.
- The program chairperson shall be responsible for the arrangement of programs, entertainment, and incidental details relating to meetings. In the absence of the chairperson, he/she shall serve as chairperson.
- The membership chairperson shall be responsible for membership activities.
- The secretary shall record the proceedings of the meetings of the section, and the section board of directors shall attend to all correspondence and issue all calls and announcements of meetings.
- The treasurer shall receive and disburse all money received by the section, with the approval of the section's board of directors. The treasurer shall submit his/her records for an annual audit by a committee to be named by the chairperson.

## **MEETINGS**

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- The annual meeting of the section for the election of officers and directors shall be held in the month of \_\_\_\_\_.
- Regular meetings of the section shall be held each month of the year, except for the month(s) of \_\_\_\_\_. The regular meeting day shall be determined by a vote of the section.
- The secretary shall notify, by postal card or other convenient means, each member in good standing and other interested parties of forthcoming meetings.
- Special meetings of the section or of the section board of directors to consider important business or to hear technical papers or discussions that cannot be scheduled at regular meetings may be called by the chairperson, with approval of the section board of directors.

## **DISPOSAL OF FUNDS ON DISSOLUTION**

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On the dissolution of this section, which must be approved by the SPE Board of Directors, all funds remaining after the payment of its debts shall be turned over to and paid to the Society of Petroleum Engineers. Any other distribution of assets requires approval by the SPE board.