



Society of Petroleum Engineers

CONSTITUTION

Purpose

- A. The organization constituted by this document shall be called the Society of Petroleum Engineers (Penn State Chapter).
- B. This organization shall serve the following purposes:
 - i. To represent the student chapter of the international body – The Society of Petroleum Engineers.
 - ii. To provide exposure and knowledge about the oil and gas industry to its members.
 - iii. To provide members with the opportunity to interact with professionals, alumni, and other students with similar interests and goals.
 - iv. To organize courses from a third party client and classify them as a technical elective, as approved by the department.

Membership

- A. At all times, the majority (50%+1) of all active members shall be full-time, undergraduate, officially registered students at University Park.
- B. The membership shall be divided into active and associate members.
 - i. Only currently registered students are eligible for active membership.
 - ii. All others interested in furthering the purpose of the Society of Petroleum Engineers, including but not limited to, faculty, staff, and community members, shall be associate members. Only active members may hold office, vote, preside, officiate, or solicit funds on behalf of the organization.
- C. At all times there shall be at least 10 active student members for undergraduate or graduate organizations.
- D. The club reserves the right to expel a member who is not following the policies of the organization with a super majority vote of attending members - quorum is 75% of active members.
- E. In the case of violations of constitutional policies and/or a conflict between members within the organization the highest ranking officer that is not involved in the conflict, with the assistance from the advisor (if applicable), will facilitate an informal mediation procedure. The mediator shall:
 - i. Arrange for a mediation meeting outside of the regular organization business meeting.
 - ii. Explain their role as the impartial party and the objectives of the mediation.
 - iii. Set ground rules.
 - iv. Allow each party to express their views by allowing the conversation to go where the parties wish it to go.
 - v. Collect any available resources that might assist in the resolution (financial documents, emails, photos, etc.).
 - vi. As a third party, do not suggestion resolutions but rather leave the responsibility for the resolution with the parties involved
 - vii. Facilitate goal setting to reach a win-win resolution
- F. New Membership and Recruitment
 - a. Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of:
 - i. Organizational documents (Constitution, Bylaws, Manuals, etc.).
 - ii. Schedule of New Member Events and Activities.
 - iii. A list of responsibilities of members.
 - iv. A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations (This documents will be available upon request by the Office of Student Activities).
 - b. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.

- c. Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.

Officers

- A. Undergraduate candidates must be full-time, officially registered active student members to be selected as officers at the time of the appointment or election. Graduate candidates may be full-time or part-time, officially registered active student members to be selected as officers at the time of the appointment or election. Officers may change from full-time to part-time, or vice versa, after becoming an officer. Student organizations may establish and apply additional eligibility criteria for appointed or elected leaders/officers.
- B. Offices
 - i. The President is the spokesperson for the organization. The President presides at all meetings.
 - ii. The Vice-President shall serve as President when the President is unable to do so.
 - iii. The Treasurer shall be charged with handling all organizational finances.
 - iv. The Secretary will maintain all minutes of the organization
- C. Filling unexpired vacancies:
 - i. Nominations are taken at the meeting following the vacancy. Elections also occur at this meeting.
 - ii. If a majority (50%+1) is not obtained by any of the candidates, the candidate receiving the lowest number of votes is eliminated, and the active members shall vote again.
 - iii. When nominations are being taken to fill unexpired terms, any member of the organization may nominate another member of the organization by simply raising his/her hand and indicating such when recognized.

Meetings

- A. The Society of Petroleum Engineers will meet for at least four general body meetings per semester.
- B. Adequate advance notice must be given to all active members.
- C. The President with the consent of the Vice President may change meeting frequency.
- D. Members shall be notified of all meetings by e-mail.
- E. The President may call special meetings should he/she see fit.

Voting

- A. Only active members may vote.
- B. Quorum for all voting shall be thirty-three percent (33%) of the active membership.
- C. A simple majority (50% +1) shall be necessary for all voting. This majority shall be derived from the active members present.

Finances

- A. All organizational funds are to be deposited and handled exclusively through the Associated Student Activities (ASA) in 240 HUB.
- B. This organization will not have an off-campus account(s).
- C. This organization reserves the right to collect dues.
- D. The Treasurer, with the consent of the President will determine dues.
- E. All money collected in the form of membership dues, fundraising or donations must be deposited with the account held on campus and managed by the Associated Student Activities (ASA).

- F. The Officers of the Society of Petroleum Engineers may spend up to \$10,000 of the organization's funds without the approval of the general membership.

Elections

- A. Nominations and elections shall take place before May 1st every year.
- B. The Secretary shall determine eligibility of members prior to nominations
- C. In the event of a tie, the ballot will be recast.
- D. All officers serve for a term of one year, beginning in the month following elections and ending the month of elections.
- E. No one involved in conducting the elections may be an official candidate

Amendments to the Constitution

- A. Amendments to this constitution may be introduced at the conclusion of any meeting. Voting shall occur at the meeting following its introduction, with the amendment taking effect following Office of Student Activities approval.
- B. Any member may introduce a constitutional amendment at the conclusion of any meeting. At the following meeting, the active members shall vote on the amendment, as outlined in the article on voting. If the amendment passes, it shall be sent to the Office of Student Activities for approval.
- C. All amendments are subject to the approval of the Office of Student Activities.

Parliamentary Authority

- A. *Robert's Rules of Order, Newly Revised*, by Sarah Corbin Roberts shall be used in all cases not covered by this constitution.

Accessibility of this Constitution

- A. Copies of this constitution shall be made available to anyone upon request.
- B. A digital copy of the constitution shall be posted on SPE's official website.

Advisor

- A. This organization must retain an advisor at all times. The advisor will be a full-time Faculty or Staff member of The Pennsylvania State University, University Park campus and will be chosen by the organization.
- B. This organization will choose an advisor through a majority vote.