# Operating Regulations in English

**SECTION OPERATING REGULATIONS**

**Note: Any special provisions to these regulations require approval from SPE**

***ARTICLE 1:*** *SECTION NAME AND JURISDICTION*

**Section 1:** The name of the section is [Insert city name] Section of the Society of Petroleum Engineers.

**Section 2:** The section was established on [Insert establishment date] [Insert establishment year].

**Section 3.** The section headquarters and jurisdiction will be [Insert city].

***ARTICLE 2****: PURPOSE*

**Section 1:** These bylaws are a governing document for the management and activities of the section. The section is also governed by all policies set by the SPE Board of Directors.

**Section 2:** The section exists to further the mission and vision of SPE by providing local meetings for the discussion of subjects relating to the oil and gas industry.

***ARTICLE 3****: MEMBERSHIP*

**Section 1:**  An SPE professional membership is a requirement for membership to the section. OnlySPE professional members in who have selected this section as primary shall be members of the section. We will welcome and accommodate any SPE member visiting our area.

***ARTICLE 4:*** *GOVERNANCE*

**Section 1:** The section board shall consist of the following officers:

* Chair
* Program Chair
* Membership Chair
* Secretary
* Treasurer

**Section 2:** All positions on the board have voting rights.The section board will also include [Insert number] at-large (general) positions. To reach a quorum for the vote, 70% of the board must be present. Proxy votes will not be accepted.

**Section 3:** The section board shall:

* Supervise the affairs and conduct the business of the section.
* Create policies and procedures regarding any payment transactions.
* Ensure financial transactions comply with established financial policies and procedures.

***ARTICLE 5:*** *NOMINATIONS AND ELECTIONS*

The following process outlines the election process for board positions. All positions are open to SPE professional members of the section. Those holding elected positions must remain SPE members in through their term.

* A nominating committee consisting of [Insert number] shall be selected by the chair and confirmed by the board.
* An open call for nominations will be made to section members.
* The nominating committee will prepare and share with the membership a list of candidates for each office and the date and location of a vote.
* Members will be given two weeks to object or request additions to the slate of candidates.
* On the published date of the vote, the board members will be selected by a majority vote of members present.

If at any time during the term a board member resigns, the section chairperson will select a member to fill the vacancy for the remaining term. If the section chairperson resigns, the program chair will become the chairperson and appoint another member as program chair.

***ARTICLE 6:*** *COMMITTEES*

Committees may be appointed by the section board. All committee actions, programs, and financial transactions are at the discretion of the section board.

***ARTICLE 7:*** *OPERATING REGULATIONS AMENDMENTS*

Amendments to these bylaws must first be approved by the board. Upon approval, the board will notify the membership of the proposed changes. If the board receives no objections to the changes 30 days following the notice, the amendment is adopted. A copy of the current bylaws is kept on file with SPE.

***ARTICLE 8:*** *DISSOLUTION*

If the section board deems necessary to dissolve the section, an affirmative vote of two thirds of the members is required. A lack of vote is considered affirmative. At any time and for any reason, if dissolution is necessary, all remaining funds must be allocated to SPE.