Official Document

Of the

MIT Society of Petroleum Engineers

Constitution

Approved by the Membership of SPE MIT

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MIT SOCIETY OF PETROLEUM ENGINEERS CONSTITUTION
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Article I
Name
The name of this organization shall be the MIT Society of Petroleum Engineers.

Article II
Object
The objective of this organization shall be to promote interest in, and knowledge of, the sciences of petroleum engineering, and to promote friendship and cooperation among those interested in petroleum engineering. It shall be affiliated as a Student Chapter of the Society of Petroleum Engineers (SPE).

Article III
Membership
Section 1. All persons interested in petroleum engineering who qualify as students, post-docs, staff, or faculty of the Massachusetts Institute of Technology are eligible for membership. The membership shall consist of members and honorary members. The voting members shall consist of full-time students, while the post-docs, faculty, staff and other MIT affiliates shall be considered honorary members without voting privileges. One is considered a member of this organization in any given academic term if he/she has registered himself/herself as a SPE student member, attended at least one club activity, and one meeting in the preceding or current term.

Section 2. The organization’s membership will at all times consist of at least 5 MIT students and be more than half MIT students.

Section 3. This organization will not discriminate based on any characteristic listed in MIT's Nondiscrimination Statement.

Section 4. If this organization charges any monetary dues, there will be exceptions made for students that cannot afford these dues.

Section 5. A prospective member may be introduced at any regular meeting of the Society, and shall become a full member upon registration to the Secretary and subsequent approval by the Executive Committee.

Section 6. Any member who attends no meetings for a semester and does not communicate with other members of the organization regarding organization matters will be denoted as ‘inactive’ on the roster of members and will not count towards the number of members of the organization when determining a quorum.

Section 7. All members shall have access to all the records of the society.

Article IV
Conformity
The relation of this Society to the Society of Petroleum Engineers shall be governed at all time by the Constitution, Bylaws and Rules of the Society of Petroleum Engineers.

Article V
Officers and Their Duties
Section 1. This organization will have at a minimum four officers (not confined to four): President, Vice-President, Secretary, and Treasurer. The officers form the executive committee of this Society. The responsibility of each officer is listed as follows:

a. President. The president is the leader of the chapter, assuming all responsibilities not otherwise delegated.
   1. Preside over chapter meetings
   2. Communicate regularly with other officers; chapter members; sponsoring section; faculty advisor
and SPE staff regarding chapter plans, needs, or challenges
3. Attend chapter meetings, meetings of the sponsoring section, and the SPE Leadership Workshop
4. Ensure the annual report and financial statements are submitted by 1 April
5. Ensure that the chapter complies with all SPE policies
6. Conduct election of chapter officers and ensure that SPE is notified of the results
b. Vice President. The vice president assists in accomplishing all organizational duties and typically serves as president the following year.
1. Act on behalf of the president on all chapter business during the absence of the president.
2. Work with the president to ensure chapter maintains required membership levels and submits reporting by 1 April.
c. Treasurer
1. Receive and disburse chapter funds as approved by the executive committee.
2. Complete annual financial statement to include with the annual report.
3. Provide financial reports and make recommendations on the management of your chapter’s finances.
4. Reconcile all chapter accounts and prepare annual operating budget.
d. Secretary
1. Record, store and distribute minutes of officer meetings.
2. Maintain chapter bylaws or operation procedures.
3. Publicize chapter meetings and activities.
4. Order chapter resources as needed.

Section 2. The president and treasurer of this organization must be distinct current MIT students.

Section 3. It shall be the duty of the President to preside at all meetings and to administer the affairs of the Society. He or she shall carry out the correspondence and business of the Society in conjunction with the Secretary and the Treasurer. He or she shall have authority to act for the Society within the framework of the Constitution.

Section 4. The Vice-President shall assume duties of the President in the absence of the President. The Vice-President shall be responsible for the arrangement of programs and shall assist the President in the business of the Society.

Section 5. The Secretary shall maintain the records and the website of the Society and record the minutes of the meetings. The Secretary shall furnish members with notification and agendas of meetings.

Section 6. The Treasurer shall source and administer the funds of the Society. The Treasurer shall keep accurate records of all monies, accounts, and properties of the Society.

Section 7. Chairmen for ad-hoc committees shall be appointed by the President with at minimum a two-thirds majority approval of the Vice-President, the Secretary, and the Treasurer. They shall serve until a new Executive Committee is elected, until the ad hoc committee is no longer needed, or until they are replaced by the Executive Committee.

Article VI
Election of Officers

Section 1. All candidates shall be members of the Society.
Section 2. All student members of this organization are eligible to be nominated for officer election. The current officers (excluding the president) may also continue to be nominated for the election. The new president and vice president shall be elected by the current executive committee of the Society. According to SPE guidelines, the vice president typically serves as the president the following year, unless a member in the current executive committee challenges; in the latter case, a vote shall be held within the current executive committee, in which the current VP cannot participate. The new VP shall be elected by the current executive committee. Other officers shall be elected by all student members present at the election meeting, given that the nominee is an active member in the previous year. The current executive committee functions as an advisory board to supervise the election process.
Section 3. Officers shall be elected in April. They shall assume office at the close of that meeting and hold office for a period of one year. Election may occur before April if a current officer is unable to continue fulfilling the duty (for example, due to graduation).
Section 4. The term of office runs from one election to the subsequent election.
Section 5. An officer may be removed from office by a two-thirds vote from the Society members present at the
meeting. The vote to remove the officer must be announced in the agenda for the meeting and distributed to all members prior to the meeting per Article VII Section 2 below. A quorum for a vote to remove an officer is that described in Article VII Section 4.

**Article VII**

**Meetings**

Section 1. Meetings shall be held no less frequently than once every two months during the academic year provided that suitable program material is available.

Section 2. Particular place, date, and time for each meeting shall be determined by the president with notification and agenda furnished the membership at least three days in advance of meeting time.

Section 3. All decisions shall be made by a majority vote of all members present.

Section 4. Quorum for a meeting shall be the greater of eight members or one quarter of active members.

**Article VIII**

**Finances**

Section 1. Dues if any shall be established by the Executive Committee.

Section 2. Fees for special events or projects sponsored by the Society shall be approved by a majority vote of the Executive Committee.

**Article IX**

**Faculty Advisors**

Section 1. As a member of the university community and SPE, the Faculty Advisor provides a critical link between the student chapter, the university, and the sponsoring SPE section.

Section 2. The Faculty Advisor shall provide continuity and assist the Society in operating in a manner which is consistent with the goals and purposes of the Massachusetts Institute of Technology and the Society of Petroleum Engineers.

**Article X**

**ASA Governance Clause**

The MIT Society of Petroleum Engineers agrees to abide by the rules and regulations of the Association of Student Activities (ASA), and its executive board. This constitution, amendments to it, and the by-laws of this organization shall be subject to review by the ASA Executive Board to insure that they are in accordance with the aforementioned rules and regulations.

**Article XI**

**Amendments**

Section 1. Amendments may be proposed at any meeting and voted on at the following meeting. All members shall be notified in writing of the proposed amendment and a period of at least one week must elapse between such notification and the vote upon the proposed amendment.

Section 2. An amendment shall be adopted based on approving vote of more than half of the members present at the voting meeting. A quorum for amending the constitution is that specified in Article VII Section 4.