**Constitution of Society of Petroleum Engineers (Ohio State Chapter)**

*Article I – Name, Purpose, and Non-Discrimination Policy of the Organization*

Section 1 – Name

Society of Petroleum Engineers

Section 2 – Purpose

The Ohio State University SPE student chapter focuses on enhancing and maintaining the success and raising the standards of our students to compete with available opportunities in the energy sector. Students will be able to compete for these opportunities by networking with professionals, exposing themselves to individuals of diverse backgrounds and educations, and developing their technical knowledge in alignment with the petroleum engineering minor, and augmenting on their technical professional competence.

Section 3 – Non-Discrimination Policy

This organization and its members do not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

*Article* *II – Membership: Qualifications and Categories of Membership*

Membership into SPE is open to all Ohio State students who have a genuine interest in oil and gas. The categories of membership are as follows:

1. Student Member: This category is restricted to Ohio State students.
2. Associate Members: This category includes the faculty advisor for the organization, and any faculty/staff who want to be actively involved in this organization.
3. Honorary Member: This category is restricted to alumni of the organization who have graduated from the university.

*Article III – Organization Leadership: Titles, Terms of Office, Type of Selection, and Duties of the Leaders*

The organization’s executive board includes:

1. President
   1. Term of Office: 1 academic year
   2. Type of Selection: Each year, the student members of the organization elect a president to lead the organization for the following academic year. Any member is eligible to run for the leadership role if they attend 90% of general body meetings and 70% of executive
   3. Duties:
      1. Presiding over each meeting of the officers of the organization and each meeting of the general member body.
      2. Finding and maintaining industry relations for the organization.
      3. Arranging speaker sessions, workshops and networking events for the members of organization.
      4. Presiding over the flow of assignments amongst the Executive Board and General Body so that the student organization takes steps to reach its short- and long-term goals.
2. Vice President
   1. Term of Office: 1 academic year
   2. Type of Selection: Each year, the student members of the organization elect a vice president to lead the organization for the following academic year. Any member is eligible to run for the leadership role.
   3. Duties:
      1. Finding and maintaining industry relations for the organization.
      2. Arranging speaker sessions, workshops and networking events for the members of organization.
      3. Communicating with the members of the organization.
      4. Presiding over the duties of the president in his/her absence
3. Secretary
   1. Term of Office: 1 academic year
   2. Type of Selection: Each year, the student members of the organization elect a secretary of the organization for the following academic year. Any member is eligible to run for the leadership role.
   3. Duties:
      1. Focused on the assistance of work amongst the executive board
      2. Finding and maintaining industry relations for the organization.
      3. Assist in the planning and execution of events that will further the student organization towards its short- and long-term goals.
4. Treasurer
   1. Term of Office: 1 academic year
   2. Type of Selection: Each year, the student members of the organization elect a treasurer for the organization for the following academic year. Any member is eligible to run for the leadership role as long as they are in good standing with the duties the position requires
   3. Duties:
      1. Finding and maintaining industry relations for the organization.
      2. Determining the funding needed for events and trips and resources for the funding the respective events and trips.
      3. Maintaining the finances for the successfully operating the organization and its scheduled programs.
5. Membership Chair
   1. Term of Office: 1 academic year
   2. Type of Selection: Each year, the student members of the organization elect a membership for the organization for the following academic year. Any member is eligible to run for the leadership role. If no member runs for the position, the position may be removed for the academic year or resumed by the current chair until further notice
   3. Duties
      1. Finding ways to sustain membership in the student organization
      2. Liaison between the student organization and faculty when recruiting students
      3. Assist in the design and planning of any matter relating to membership retention and growth
6. Webmaster
   1. Term of Office: 1 academic year
   2. Type of Selection: If the previous webmaster decides to continue, he/she may remain in the position. Otherwise, the remaining officers appoint a webmaster based on necessary skills and technical experience. If this role is not filled, this position can be fulfilled by another member of the executive board
   3. Duties
      1. Maintaining the student organization’s website.
      2. Updating the website with information related to upcoming events and any general announcements.
      3. (If deemed necessary) Adding additional functionalities to the existing student organization website.

*Article IV – Method of Selecting and/or Removing Officers and Members*

Open Membership: As stated in Article II, membership in the organization is open to all students, staff and faculty of Ohio State who display genuine interest in oil and gas.

Removing Members:

1. In the case that an officer of the organization does not maintain professional conduct and adhere to the principles of the organization, it is up to the discretion of the remaining officers and the faculty advisor to either remove the student from the organization or to relieve the student officer of his/her officer responsibilities. A replacement officer can be selected by the remaining officers to assume the responsibilities for the rest of the academic year.
2. Any elected officer of the chapter may be removed for sufficient cause. Sufficient cause for removal includes, but is not limited to: violation of the constitution or by-laws or any conduct deemed prejudicial to the best interests of the chapter. Prior to a vote on the matter of removal of an elected officer, the chapter Executive Committee shall hold a formal hearing. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel. The officer may present any defense to the charges before any action is taken. The chapter Executive Committee shall adopt rules to ensure due process to the officer. The Executive Committee may act for removal upon a two thirds affirmative vote of the executive board

*Article V – Advisors(s) or Advisory Board: Qualification Criteria*

Qualification Criteria:

1. Advisors of the student organization must be members of the Ohio State University faculty or Administrative & Professional staff.
2. The advisor must a member of SPE international.
3. The advisor must have great knowledge about the oil and gas industry, specifically about the upstream sector. He must be able to share this knowledge with students and guide students in the right direction when they have questions regarding opportunities in the oil and gas industry.
4. The advisor must be genuinely interested in helping students.

*Article VI – Meetings of Organization: Required Meetings and their Frequency*

Meetings for the organization will be held on a monthly basis. Members are free to choose whether or not to participate in these meetings. This organization is primarily to benefit its student members, so their participation is ideal and beneficial, but not required.

*Article VII – Method of Amending Constitution: Proposals, Notice, and Voting Requirements*

Amending the constitution will be appropriately managed by the officers of the organization, with the guidance of the faculty advisor. Any amendments will be voted on by the student officers.

*Article VIII – Method of Dissolution of Organization*

When the membership of the organization has reduced to merely the officers and the faculty advisor, there isn’t enough interest in the organization to maintain it. It will be dissolved by distributing any remaining assets to the appropriate source.

*Article IX – Conflict of Interest*

***Conflict of Interest****.* Executive board member represents and warrants the following:

***No Current or Prior Conflict of Interest.***That member has no business, professional, personal, or other interest, including, but not limited to, the misappropriate use of student organization resources, that would conflict in any manner or degree with the performance of its obligations under this Agreement.

***Notice of Potential Conflict.***If any such actual or potential conflict of interest arises under this Agreement, member(s) shall immediately inform the Executive Board and Faculty Advisor in writing of such conflict.

***Termination for Material Conflict.***If, in the reasonable judgment of the student organization, such conflict poses a material conflict to and with the performance of member’s obligations under this Agreement, then the Executive Board may terminate the Agreement immediately upon verbal notice to the member; such termination of the Agreement shall be effective upon the receipt of such notice by the member.

*Article X – Diversity*

The SPE student chapter at The Ohio State University will remain committed to attracting, developing, promoting, and supporting diversity of the general body in the student chapter’s goal of reflecting the globalization of the energy sector. The chapter will set goals each academic year to target diversification of relatable majors, genders, backgrounds etc. to best attract and strengthen industrial relations.