



Society of Petroleum Engineers



# **Bylaws**

## **SPE Kavala Section**

Eastern Macedonia & Thrace  
Institute of Technology

# **Society of Petroleum Engineers**

## **Kavala Section - Bylaws**

### **SECTION NAME AND PURPOSE**

The Kavala Section of the Society of Petroleum Engineers was established in 2013.

The purpose of this section shall be to further the mission and vision of the Society by providing regular meetings for the discussion of subjects relating to the oil and gas industry, and for developing social fellowship.

### **MEMBERSHIP**

SPE members in good standing, professional and students, who have selected Kavala Section shall be official members of the section. We will welcome and accommodate any SPE member visiting our area. We shall seek to grow our membership to more widely serve the industry in our area.

### **SECTION BOARD**

The Kavala Section Board is the “core group” of volunteers who maintain the SPE Kavala Section. The members of this group will be referred to as officers. They are to make decisions in the best interest of the Kavala Section; not in their self-interest.

The Kavala Section Executive Board is the authority of the Kavala Section ensuring prudent use of all assets, including facility, people, and good will; and providing oversight for all activities that advance the nonprofit’s effectiveness and sustainability.

Members of the Executive Board will conduct the business affairs of the Section in good faith and with honesty, integrity, due diligence, and reasonable competence.

The Executive Board shall vote on all matters related to the operations of the Kavala Section. All members of the Executive Board shall be SPE members in good standing.

The Executive Board consists of the following eleven elected officers:

- Section Director
- Chairperson
- Program chairperson
- Treasurer
- Secretary
- Community Outreach chairperson
- Membership chairperson
- Young Professional chairperson

## **ELECTION OF OFFICERS**

The chairperson, with the approval of the section Executive Board, shall appoint, by the end of February of each year, a nominating committee composed of a minimum of three members of the Kavala Section, All members of the nominating committee must have been on the Kavala Section

Board for at least two years. The nominating committee shall present the name of at least one candidate for each office at the board meeting one month prior to the elections. Additional nominations may be made from the floor. The Section Board will approve the slate. The slate of nominations shall be distributed to the general Kavala Section membership no later than one week prior to the elections.

## **DUTIES OF THE EXECUTIVE BOARD**

The chairperson shall preside at all meetings of the section and the board meetings. He/she shall appoint all committees and perform all other duties that pertain to the direction of the section, including submitting the section annual report and financial statement to SPE. The chairperson must have had previous experience as the treasurer or treasurer-elect of an SPE Section, and must have served at least three years as a Section officer, of which at least two years had to be served on the Kavala Section board. This position shall be elected every year, with a maximum of two consecutive terms held by the same person.

The vice chairperson may hold another SPE Board position. In the absence of the chairperson, he/she shall serve as the chairperson. This position shall be elected every year, with a maximum of two consecutive terms held by the same person.

The program chairperson shall be responsible for the arrangement of programs and meetings. This position shall be elected every year, with a maximum of three consecutive terms held by the same person.

The membership chairperson shall be responsible for membership activities, focusing on recruitment and retention. This position shall be elected every year, with a maximum of three consecutive terms held by the same person.

The secretary shall record the proceedings of the meetings of the board. He/she shall maintain the bylaws. This position shall be elected every year, with a maximum of three consecutive terms held by the same person.

The treasurer shall receive and disburse all money received by the section, with the approval of the Executive Board. The treasurer shall submit records for an annual audit by a committee to be named by the chairperson. This position shall be elected every year, with a maximum of two consecutive terms held by the same person. The treasurer-elect shall succeed to the office of the treasurer at the end of his/her term.

The treasurer-elect shall perform the duties of the treasurer in the event of his/her inability to serve. Other duties shall be as delegated to the Treasurer-Elect by the Executive Board.

The community outreach chairperson shall be responsible for the planning, direction, monitoring and control of programs and SPE volunteers involving both educational and philanthropic events in and around the communities where the Kavala section members work and live. This position shall be elected every year, with a maximum of three consecutive terms held by the same person.

The young professional chairperson shall be responsible for the development and maintenance of technical programs and networking events geared towards young professionals within the section. This position shall be elected every year, with a maximum of three consecutive terms held by the same person.

The directors shall be full voting members of the Board and shall serve as Board liaisons to committees, as well as lead committees where appointed by the Board or chairperson. A director must have served at least two years on the Kavala Section Board prior to nomination. This position shall be elected every year, with a maximum of two consecutive terms held by the same person.

The Executive Board will meet once a month, except in the months of June, July, and August, or otherwise publicized. Special meetings may be held by the Section Board to consider important business, called by the chairperson, with the approval of the Executive Board.

## **DUES AND FINANCES**

The annual budget of the Section shall be developed by the Finance Committee and approved by two-thirds majority (6) of the Executive Board.

All Section operations which require accounts payable greater than USD 1,000 shall be reviewed by the Finance Committee, prior to approval. All accounts payable for the amounts over USD 1,000 shall be reviewed by the Finance Committee and approved by the Executive Board.

The chairperson shall be responsible for establishing an annual finance committee. This committee is to consist at a minimum the chairperson, past Treasurer if available, Treasurer, Vice-Treasurer, and at least one other Officer or Director. It will be this committee's responsibility to review the previous fiscal year's banking transactions. A report should be presented to the Board no later than May. This committee will also be responsible for reviewing the Section's investments and provide a recommendation regarding same by the end of July.

## **DISPOSAL OF FUNDS ON DISSOLUTION**

If, at any time, the section is disestablished, the section officers, if any exist, will allocate funds to existing commitments. Remaining funds will be redirected to SPE.

## **AMENDMENTS TO THE BY-LAWS**

These By-laws may be amended by a majority vote during General Meetings by the membership, provided that notice of the proposed amendment(s) is posted at least two (2) weeks before the meeting.