

## **SOCIETY OF PETROLEUM ENGINEERS**

### **BY-LAWS of the Society of Petroleum Engineers (SPE) Drilling Systems Automation Technical Section (DSATS)**

#### **Dues**

No dues will be charged to members as they must be fully paid up members of the Society of Petroleum Engineers.

#### **Duties of Officers**

##### Chair:

The Chair shall preside at all meetings of the Section and the Section Board of Directors. He/she shall appoint all committees and perform all other duties that pertain to the direction of the section. The Chair shall be accountable for developing and maintaining a Strategic Plan detailing the Vision, Purpose and Goals for the Section and for developing an Annual Plan detailing the one-year Section activities with the Officers under review of the Board. The Strategic Plan and the Annual Plan shall be opened to discussion and challenge by the Section membership before adoption by a joint agreement of the Officers and the Board. The Annual Plan shall detail the plans for area of responsibility of the Officers.

##### Deputy Chair:

The Deputy Chair shall lead the liaison with other organizations and communications from the section. In the absence of the Chair, he/she shall serve as Chair. The Deputy Chair shall support the Chair in drafting and gaining approval of the Strategic Plan and Annual Plan.

##### Program Chairs:

The Program Chairs shall be responsible for the arrangement of programs, entertainment, and incidental details relating to symposiums and meetings within their respective regions. The Program Chairs are charged with promoting the Section through such programs.

Program Chairs can be elected in accordance with the Constitution for each of the following regions: North America, South America, Europe / Sub Saharan Africa, Middle East, Asia, South America.

##### Secretary:

The Secretary shall record the proceedings of the meetings of the section, attend to all section correspondence, and issue all calls and announcements of meetings. The Secretary shall ensure all minutes are approved and then disseminated to the membership via the website.

##### Treasurer:

The Treasurer shall be responsible for all financial activities of the section not covered by SPE and shall be responsible for budgeting section costs including managing the section bank account, reviewing and recommending budgets to the Officers and Board of Directors for approval for expenditures from Section funds and tracking / controlling costs incurred by the section, and issuing invoices where required, and completing all registration paperwork required by providers / funders in order to successfully collect payments / funding. The Treasurer will report financial results to SPE as required by SPE.

The Treasurer shall stand in for the Secretary in case of the former's absence during a scheduled meeting.

##### Deputy Treasurer:

The Deputy Treasurer will support the Treasurer in all their activities and stand in for the Treasurer when needed.

The Treasurer and Deputy Treasurer will have full signing authority over all bank accounts, PayPal and other financial institutions administered by SPE DSATS.

### Communications Chair:

The Communications Chair shall be responsible for maintaining a comprehensive list of members, coordinating membership activities, communicating to the membership and implementing methods to increase section membership. The Communications Chair shall also promote the section through marketing and the web; providing content guidance and support to the Deputy Communications Chair in his / her role as Webmaster.

### Deputy Communications Chair (Webmaster):

The Deputy Communications Chair (Webmaster) shall administer and maintain the Section website on connect.spe.org. This website is the primary information resource of the Section. The Webmaster shall ensure that the look and feel of the website meets SPE standards, and that the site serves as a useful, professional and up-to-date repository for Section and industry information. The Deputy Communications Chair (Webmaster) will monitor and report on usage and user feedback, and will periodically update the site to ensure that it remains relevant to its users. The Deputy Communications Chair (webmaster) shall also maintain documents used in the business of DSATS that are generally not public, such as guidelines for setting up workshops, symposia, soliciting nominations, and so on in a DSATS Officers and Board accessible only website (Basecamp).

The Deputy Communications Chair (webmaster) shall also administer and maintain the working files and archives of the technical business of the section that are maintained under Basecamp on Energetics.org. This is a working repository on guidelines under development by DSATS. Position documents, once completed, shall be made available on the main Section website on connect.spe.org.

### Chair for University Relations

The Chair for University Relations will promote the section in Universities and be responsible for implementing the Student Affiliation Policy.

### **Sub- Committees**

Sub-committees can be formed and disbanded by order of the Chair approved by a majority vote of the Officers and Board.

Sub-Committees will be formed through a process whereby an identified industry need requiring addressing by a work group formed under DSATS will nominate a leader who will draft a proposed charter for the sub-committee. The charter will be reviewed, commented on, modified and discussed by the Officers and Board. Once a final draft is generated with the endorsement of the leader, the Chair will propose the sub-committee charter for a majority vote of approval by the Officers and Board.

Any sub-committee can be immediately dissolved and disbanded on a proposal by the Chair or any Officer and Board member that receives a majority vote of approvals by the Officers and Board.

### **Section Budgets**

The Chair may direct the Officers and Board to approve various financial commitments of the Section in the annual and periodic review of the budget and income statements from the Treasurer.

Various commitments of the Section funds have and will be made by the Chair under the approval of the Officers and Board. The following lists approved commitments of Section funds.

### Drillbotics Underwriting

In recognition of the role played by the Drillbotics competition in advancing awareness of drilling systems automation among the students who will be the future members of the oil industry, DSATS will allocate annually a fixed amount in the General Fund to underwrite Drillbotics. This underwriting shall, subject to

the conditions herein, ensure that Drillbotics can commence the annual program prior to full sponsorship funding. This amount is fixed at \$10,000 and will be maintained in the DSATS General Fund. This underwriting will be subject to annual review and approval by the Board and is subject to Drillbotics demonstrating interest in the program and making best efforts to secure external sources of sponsorship for full funding, judges, and material.

#### **Student Affiliation Policy**

Graduate students may participate in any of DSATS activities (i.e. unrestricted). Undergraduate students may participate in special projects and related events, such as Drillbotics. Students may be invited to and participate in DSATS symposia and conferences (at a reduced fee). Undergraduate student would be required to have a university mentor, providing the student with general knowledge about Drilling and Drilling Automation and the context of the discussion. All student DSATS members (other than those participating in the aforementioned special events) are required to be SPE members