

# By-Laws for the Houston Chapter of SPWLA

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## PREAMBLE

The name of this organization is Houston Chapter of the Society of Petrophysicists and Well Log Analysts and the permanent mailing address is:

Houston Chapter of SPWLA  
945 McKinney St, PMB 495  
Houston, Texas 77002

The purpose of the Houston Chapter, a Chapter of the SOCIETY OF PETROPHYSICISTS AND WELL LOG ANALYSTS is, in general, the same as stated in Article IV of the SPWLA Amended Articles of Incorporation, and specifically to advance the science of formation evaluation. The Houston Chapter is responsible to, and subject to, the Amended Articles and By-Laws of the parent SPWLA. In keeping with this declaration, and to guide and regulate the Houston Chapter, the following By-Laws stand approved and adopted:

## ARTICLE I – OFFICERS AND DUTIES

Officers of the Chapter are: President, Vice Presidents, Secretary, Treasurer, and Editor. A Vice President will be elected for each established meeting site. One meeting site is to be designated as the Business Meeting site for the year. The President and the Business Meeting Site Vice President must be members of the parent SPWLA. The officers are also members of the Executive Committee (see Article VII, Section 1).

### Section 1

The President shall:

- a. Preside at the designated Business Meeting.
- b. Appoint all temporary committees and chairpersons.
- c. Perform duties which pertain to the direction of the Chapter.
- d. Call special elections.

- e. Maintain communication with the parent SPWLA through the assigned Director-at-Large for the Chapter.
- f. Forward a list of officers elected for the next term to the SPWLA Business Office before the Annual Business Meeting, which is held at the annual SPWLA Symposium.
- g. Encourage membership in both the Chapter and the parent SPWLA.
- h. Entertain the idea to submit a bid proposal for the purpose of hosting an annual SPWLA Symposium. Formal bids should be presented to the Boards of Directors of the SPWLA during the fourth quarter of the calendar year.

### Section 2

The Vice Presidents shall:

- a. Each be responsible for the technical programs of the meeting site which they represent.
- b. Arrange for a meeting place in the geographical area they represent.
- c. Preside at the Chapter meetings which they have arranged. The exception would be the Business Meeting Site Vice President, where the Vice President would preside in the absent of the President.
- d. Encourage membership in the Chapter and in the parent SPWLA.
- e. Encourage participation in technical activities, such as making presentations at Chapter meetings, submitting Abstracts to the SPWLA Technological Committee for possible presentation of a paper at the annual SPWLA Symposium, and submitting papers to *Petrophysics*.

### Section 3

The Secretary shall:

- a. Maintain an up-to-date membership list of the Chapter.

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- b. Preside in Chapter meetings in the absence of both the President and Vice President.
- c. Give written notice of meetings to eligible members.
- d. Prepare and keep the minutes of regular and special meetings of the Chapter.
- e. Transmit a brief summary of regular meetings to the SPWLA Business Office for publication in *Petrophysics*.

### Section 4

The Treasurer shall:

- a. Collect all dues and other obligations to the Chapter.
- b. Make disbursements and transact other financial business authorized by the Chapter.
- c. Make a financial report at the close of the Chapter year and at other times upon request of the President.
- d. Keep ongoing orderly financial records for the Chapter.
- e. Coordinate with an accountant and submit tax filing form, ensuring good standing with IRS non-profit status.

### Section 5

The Editor shall:

- a. Gather and compose all written material for nine monthly newsletters starting September and ending in May of the Chapter's technical year.
- b. Send the newsletters to the Webmaster for online publication on the society website.

### Section 6

The Webmaster shall:

- a. Ensure the SPWLA Houston Chapter website is up-to-date with the latest information referred to:

- i. Activities and meetings in all three locations (North Side, West Side, and Downtown) and President's corner.
- ii. Social events organized by the SPWLA Houston Chapter, such as the annual symposium, annual software show, annual social event, and any other activity that the board deem necessary.
- iii. Sponsor information that has been confirmed by the treasurer.
- iv. Officers' information.

- b. Collaborate with the Secretary in order to make sure the invitations to each of the events are sent in a timely manner.

### Section 7

All officers shall familiarize themselves with these By-Laws upon taking office, and shall adhere to them in conducting Chapter business.

## ARTICLE II – TERM OF OFFICE

The term of office for all elected officers shall be two years, staggered to ensure continuity of the business. The term shall begin the first day following the Annual Business Meeting of the parent SPWLA and end at the close of the next Annual Business Meeting.

## ARTICLE III – MEETINGS

### Section 1

Each Vice President shall hold one regular monthly meeting with the possible exception of December. Regular meetings will take place from September through April.

### Section 2

The President may call special meetings at other times.

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### ARTICLE IV – MEMBERSHIP

Membership classes shall be identical with those of the parent SPWLA, as enumerated in Article V, Section 2 of the Amended Articles of Incorporation of the Society of Petrophysicists and Well Log Analysts, Inc.

### ARTICLE V – ELECTION OF OFFICERS

#### Section 1

Election of officers is held electronically through email or website surveys between April 1 and May 15.

#### Section 2

A written note containing the slate of nominees as provided by a Nominating Committee shall be mailed to all Chapter members not later than five (5) days previous to the date of the election. Additional nominations of any qualified candidate can be made provided that the nominator has previous consent of the candidate.

The Nominating Committee will solicit nominations for the Vice President positions from individual meeting site committees if such committees exist.

#### Section 3

Elections shall be by secret ballot. Each member in good standing shall be allowed one vote for each office. The candidate receiving a majority of votes shall be elected to each office. In the case of three or more candidates for one office, the candidate receiving a plurality shall be elected to that office.

#### Section 4

If the office of President is vacated for any reason, the Business Meeting Site Vice President shall succeed to the office of the President. The Executive Committee (see Article VII, Section 1) shall appoint a Business Meeting Site Vice President from the qualified membership to serve the balance of the term. If

any other office is vacated, The Executive Committee shall appoint a qualified member to that office for the balance of the term.

#### Section 5

To ensure consistency and continuation of the primary way of communicating with the membership, the position of “Webmaster” shall be appointed by the elected members of the board with at least an approval of 2/3 of the votes.

### ARTICLE VI – DUES AND FEES

#### Section 1

The Houston chapter does not collect membership fees. Any person intending become a member shall submit their dues to the SPWLA International and choose Houston as their designated chapter.

#### Section 2

Should the Chapter be dissolved for any reason, any remaining funds and assets will be donated to the SPWLA Educational Fund, to be used for educational purposes.

### ARTICLE VII – COMMITTEES

#### Section 1

The Executive Committee shall consist of all current officers, as specified in Article I, and the immediate Past President of the Chapter. This committee shall conduct whatever business of the Chapter the President deems necessary.

#### Section 2

Temporary committees may be appointed by the President to act on Chapter business. The tenure of any temporary committee may be specified by the President, but in all cases temporary committees will automatically be dissolved at the end of the term of office of the Chapter Officers.

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### Section 3

The Nominating Committee shall be appointed by the President at least one month (30 days) prior to the Chapter deadline for issuing an election ballot (see Article V above). The committee shall consist of at least three (3) members in good standing of the Chapter. The purpose of this committee is to nominate at least two (2) qualified members for each office of the Chapter. The tenure of this committee shall terminate with tallying of the ballot results.

### Section 4

Permanent committees may be established by a majority vote of members present at the Business Meeting Site as defined in Article III above. Members of permanent committees shall be appointed annually by the President.

of Director approval, with a letter of petition explaining the need for the amendment.

## **ARTICLE VIII – SECURITY OF INFORMATION**

None of the technical information arising from the meetings and discussions can be considered confidential. It is the responsibility of each person to contribute or withhold information according to the authorization delegated to him by his company or institutions.

## **ARTICLE IX – AMENDMENTS**

Amendments to these By-Laws must be approved by the Board of Directors of the SPWLA. Amendments to these By-Laws may be proposed by a committee appointed by the President of the Chapter or by the Executive Committee, or by petition in writing of 10 members of the Chapter. All such amendments must be submitted by mail to all Chapter members in good standing for approval by vote. A two-third majority of the vote cast shall be required for submission of the amendment to the SPWLA Board of Directors. Any proposing amendment obtaining a two-thirds majority vote will be sent by the Chapter President to the assigned Director-at-Large for SPWLA Board