



University of Calgary  
SPE Student Chapter



**PETROLEUM &  
ENERGY SOCIETY**  
UNIVERSITY OF CALGARY

**CLUB CONSTITUTION**  
*2021-2022*



**Article 1 – Organizational Name.....3**

**Article 2– Mission Statement.....3**

- *Mandate*
- *Metrics*
- *Vision*
- *Values, Beliefs and Organizational Culture*

**Article 3 – Membership.....4**

- *Club Requirements*
- *Membership Entitlement*

**Article 4 – Students’ Union.....4**

**Article 5 – Members in Office and Stakeholders.....4**

- *Council Members*
- *Advisory Committee*
- *Stakeholders*

**Article 6 – Council Duties in Office.....6**

**Article 7 – Council Terms in Office.....7**

**Article 8 – Council Elections.....7**

- *Council Applications*
- *Council Elections*

**Article 9– Council Transition.....9**

**Article 10 – Meetings.....10**

**Article 11– External Relations.....10**

- *Sponsors and Donors*
- *University of Calgary*

**Article 12– Marketing and Communications.....10**

- *Brand Management*
- *Website, Logo and Content Templates*

**Article 13 – Financial Limits of Authority.....10**

**Article 14 – Constitutional Amendments.....11**



## ARTICLE 1: ORGANIZATIONAL NAME

The name of the organization shall be The U of C Petroleum and Energy Society, hereinafter referred to as the Petroleum and Energy Society or PES.

## ARTICLE 2: MISSION STATEMENT

**Mandate.** The U of C Petroleum and Energy Society is a non-profit organization run by undergraduate students with the fundamental purpose of creating an informed, knowledgeable, and connected student workforce in the energy industry. We believe that by equipping students with a solid foundation of knowledge, experience, and networks, they will gain a competitive edge when entering industry.

**Metrics.** To fulfill our mandate, we will target four key areas of student development in our efforts. They include:

- a) Professional Development
- b) Experiential Learning
- c) Networking
- d) Social Responsibility

**Vision.** The following metrics have been identified to represent PES:

- a) Professional
- b) Opportunities
- c) Connections

### Values, Beliefs, and Organizational Culture

- a) We agree that the goals of the organization take precedence over our personal goals for the organization.
- b) We respect and honour diversity of thought, perspective and background.
- c) We believe that hard work, team communication and personal accountability are the keys to our success.
- d) We accept the responsibility to voice our opinions and to give due consideration to those voiced by our fellow council members regarding organizational issues and decisions.



- e) We agree to evaluate major decisions on a majority basis with the final rule given to the President or Co-Presidents.
- f) We agree to conduct ourselves in a professional manner in dealing with all internal and external activities and networks pertaining to the organization.
- g) We agree to encourage and support ourselves and our fellow council members to exhibit leadership in our school and broader community.

## **ARTICLE 3: MEMBERSHIP**

**Club Requirements.** Membership is open to any student of the University of Calgary. A valid membership shall be recognized for the term May to April of the following academic year. Membership may be obtained by paying a membership fee determined by the club executive, not less than \$5.00. At all times the Petroleum and Energy Society will have a minimum of twenty members, two-thirds of which are active members of the Students' Union.

### **Membership Entitlement**

- a) Individuals who pay the club membership fee will receive a membership.
- b) Members have the privilege of taking part in all club activities including elections.

## **ARTICLE 4: STUDENTS UNION**

The Petroleum and Energy Society acknowledges and will abide by the Students' Union by-laws and policies unless otherwise approved by the Student's Union Club Committee. We are aware that the Petroleum and Energy Society will be de-sanctioned as a Students' Union club if a policy or by-law is contravened without ratification by the Student's Union Club Committee.

## **ARTICLE 5: MEMBERS IN OFFICE AND STAKEHOLDERS**

**Council Members.** The 2021-2022 organizational structure will follow the format outlined in Fig. 1. Within the organizational structure, there are three levels of student volunteer positions, they include: Senior Council (also referred to as President or Co-Presidents and Vice Presidents); Directors; and Auxiliary Council. President and Vice President positions require a high level of accountability as well as group and time management skills. Director positions are focused on specific tasks surrounding the planning and logistics of club activities and are suited for more



entry-level candidates. The SPE Student Chapter Officers shall be designated as the council members fulfilling the following roles:

SPE Student Chapter Officer	PES Council Member Role
President	President or Co-Presidents
Vice-President	VP Internal
Treasurer	VP Finance
Secretary	VP Communications

**Advisory Council.** The purpose of the advisory council is to provide guidance, support, and experience involving major decisions, conflicts, and opportunities that face the current council. The advisory council will be comprised of at least one of the following members:

- a) The SPE designated Faculty Representative
- b) SPE Calgary Section Chair
- c) SPE Calgary Educational Support Committee
- d) SPE YP Calgary Section Chair

**Stakeholders.** Stakeholders may include but are not limited to:

- a) Council members of the society (including advisory)
- b) Members of the society
- c) Sponsors and donors to the society
- d) Affiliated corporate and non-corporate organizations with the society

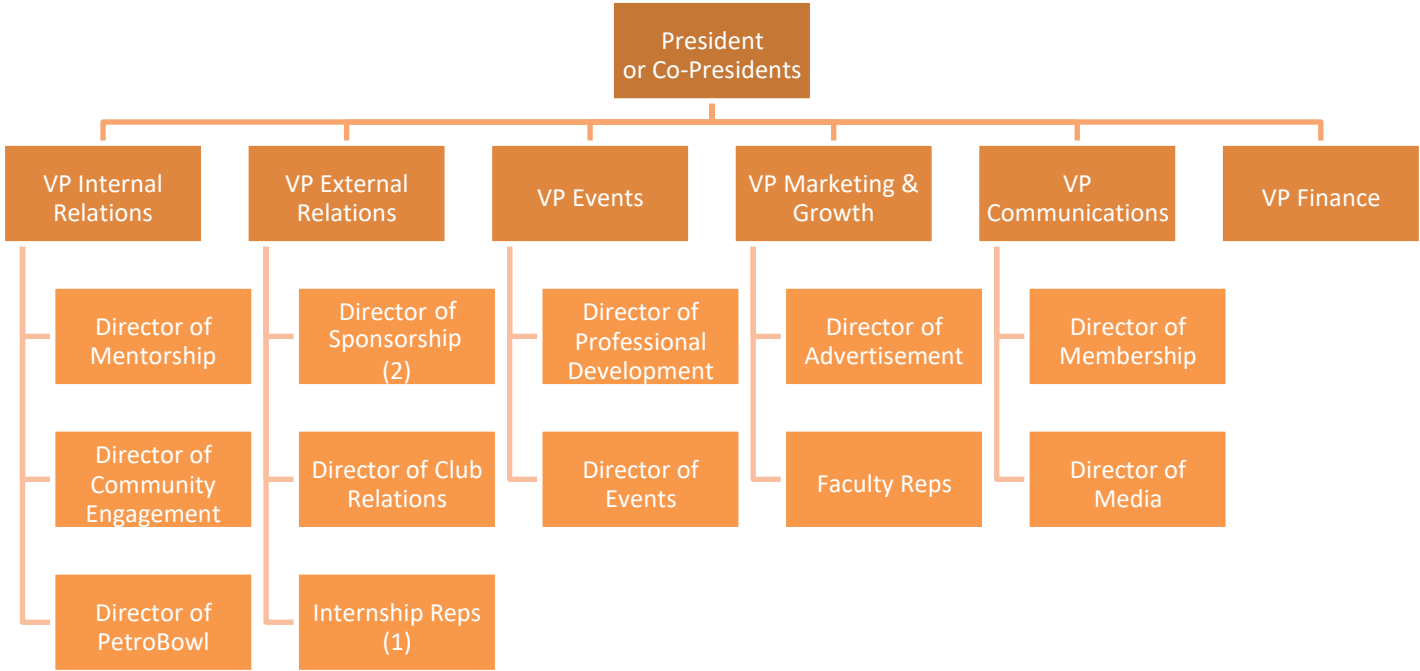


Fig. 1: Organizational Structure

ARTICLE 6: COUNCIL DUTIES IN OFFICE

Council members are responsible for adhering to the following duties:

- a) Each Senior Council member is required to attend all meetings of the Club, to the best of their ability.
- b) The council shall adhere to the Petroleum and Energy Society constitution and utilize it for reference regarding operational decisions. The constitution must be read through by each senior council member by the start of the academic year.
- c) In the case of a Senior Council position requiring termination, the Senior Council must have a majority vote to terminate the position in question with the best interest of the club at the forefront of the decision. The responsibilities of the terminated position will



- be immediately reallocated to other Senior Council members or if deemed necessary can be fulfilled by a majority vote of the Senior Council for a new personnel to join council.
- d) In the case of a Director or Representative position requiring termination, the Senior Council must follow the aforementioned practice in bullet c) of Article 6.
  - e) The VP Communications is responsible to ensure that minutes are taken at all club meetings. If unavailable, they must have a pre-assigned replacement.
  - f) The Senior Council shall be responsible for submitting the Annual Report to the Students' Union by the due date each year.
  - g) The Senior Council shall be responsible for submitting the Annual Report to the Society of Petroleum Engineers by the due date each year.

## ARTICLE 7: COUNCIL TERMS OF OFFICE

The term of office for all council positions shall commence May 1<sup>st</sup> and end on April 30<sup>th</sup> of the following academic year.

## ARTICLE 8: COUNCIL ELECTIONS

**Council Applications.** Candidates applying for incoming President or Co-President and council positions must meet the following requirements:

- a) Presidential selection process:
  - i. Must be an active member in good standing of the Schulich School of Engineering
  - ii. Must have previously served on PES council (in any type of role)
  - iii. Outgoing senior council pre-screens all Presidential applications and selects top two based on:
    - i. Previous PES Experience—50%
    - ii. Leadership Experience—30%
    - iii. Vision for Club—20%
- b) Applicants must meet criteria to pass pre-screen process
- c) Submitted applications forms for Presidential candidates must include at least the following:
  - i. Identification and contact information
  - ii. First and second choice of council position
  - iii. Personal resume



- iv. Cover letter describing Club vision for the upcoming academic year
- d) Submitted application forms for council positions must include at least the following:
  - i. Identification and contact information
  - ii. First and second choice of council position
  - iii. Extra-curricular activities and related skills
- e) Must attend Annual General Meeting and Presidential election
- f) Incoming President or Co-Presidents must meet with outgoing senior council within one week of election to select the remainder of the incoming council.

## Council Elections

- a) The election of a new club President or Co-Presidents must take place at the Annual General Meeting (AGM).
- b) The AGM shall take place no later than the end of the third week of March.
- c) The selection of club Council must be complete no later than March 31<sup>st</sup>.
- d) Prior to the AGM, the Council shall appoint a Chief Election Officer (CEO) for the upcoming election. The CEO must be a person who is not running in the upcoming election and can be:
  - i. A member of the Advisory Council
  - ii. An University of Calgary Faculty Member
- e) The CEO shall not vote in the upcoming election.
- f) The Senior Council shall be responsible for all duties associated with the upcoming election and shall provide a minimum of two weeks' notice to all club members of the upcoming election.
- g) In the event of a tie the following criteria will be used to select the Incoming President:
  - i. The Outgoing Executive Council will have a majority vote, any Executive currently running in the Election is not eligible to vote
  - ii. In the case of a further tie the CEO shall be given a vote
- h) Following the election, the incoming President or Co-Presidents will meet with the outgoing senior council to elect incoming senior council. Vice President selection will be evaluated between the incoming President or Co-Presidents and outgoing senior council. Final decision will be given to the incoming President or Co-Presidents with guidance from the outgoing senior council.
- i) Director and auxiliary council selection will be completed by the incoming Senior Council, with guidance from the outgoing council if requested.





## ARTICLE 9: COUNCIL TRANSITION

- a) During the period from the end of the second week of April until the first day of May, when the new Council will assume office, it is the responsibility of the departing Council to orient the newly elected council officers to their roles. This includes teaching the incoming executive about club and Student Union policies and procedures, transitioning custodianship of club records and materials (including office and mailbox keys, locker combinations and all passwords to all club email accounts), and preparing the new Council to be effective in their roles for the next year's work.
- b) It is the responsibility of the departing President or Co-Presidents to ensure that all club requirements to the Student Union, including submission of a complete annual report and the removal of all club records and materials from the club office and locker, have been fulfilled before the incoming Council assumes office.
- c) It is the responsibility of the departing President or Co-Presidents and VP Finance to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club. In addition, the outgoing VP Finance must arrange with the respective incoming Council for the transition of the club bank accounts into the incoming VP Finance and VP Internal Relations names. These tasks are to be completed and their outputs delivered to the new Council no later than the last day of April.
- d) It is the responsibility of the incoming Council to assume custody of all club records and materials and accountability for all financial activities of the club and for all club requirements to the Student Union commencing with the first day of May.
- e) In a situation where the outgoing council has approved an event or trip to take place in the May immediately following transition and has communicated the details and budget to the incoming council, the outgoing President or Co-Presidents and council must maintain communication on event details and budget with the incoming senior council. Any logistical changes are subject to the discretion of both councils.



## CLUB CONSTITUTION 2021-2022

### ARTICLE 10: MEETINGS

The President or Co-Presidents may call a Council meeting at any time, on at least 24 hours notice. There shall be at least one Council meeting every two weeks during the academic year (September to April). It is recommended that weekly meetings be held and all senior council attend. It is also recommended to have a meeting in April coinciding with the Council transition.

### ARTICLE 11: EXTERNAL RELATIONS

**Sponsors and Donors.** A corporate sponsorship package should be used as a guideline for all sponsorship activities. At minimum, the following sections must be included in the corporate sponsorship package:

- a) The mandate for the Petroleum and Energy Society
- b) A corporate investment table that clearly indicates the different levels of sponsorship and their associated benefits
- c) Past partners for the previous academic year

**University of Calgary.** As ambassadors of the University of Calgary, all PES council are responsible for conducting themselves ethically and responsibly in all facets of the Club's operations. In addition, policies governing the University of Calgary and the Schulich School of Engineering must also be adhered to regarding sponsorship activities.

### ARTICLE 12: MARKETING AND COMMUNICATIONS

**Brand Management.** All communications and marketing material should reflect the core vision of PES (as seen in Article 2): Professional, Connections, Opportunities, FUN. If changes are made to the vision of PES as seen in Article 2, communications and marketing material should reflect the revised vision.

## ARTICLE 13: FINANCIAL LIMITS OF AUTHORITY

- a) All expenditures must be made ethically for the benefit of PES. Expenditures must not be made to benefit an individual(s).
- b) All expenditures derived from sponsorships or University funds must reflect the proposals made within the Corporate Sponsorship Package and University funding applications.
- c) All funds dispersed from the account require approval from two of the three signatories on file. i.e. President or Co-Presidents, VP Internal, VP Finance.
- d) All cheques must be signed by two of the three signatories on file. i.e. President or CoPresidents, VP Internal, VP Finance.
- e) All sources of income acquired by the society must be documented by the VP Finance, and overseen by the President or Co-Presidents.
- f) It is the responsibility of the President or Co-Presidents and VP Finance to produce a working financial model prior to entering the academic year. The model shall include at least a club budget and cash-flow analysis.
- g) It is the responsibility of the VP Finance to keep accurate and up to date records of club transactions, actual budget, and an actual cash-flow analysis.

## ARTICLE 14: CONSTITUTIONAL AMENDMENTS

This constitution shall comprise the operating basis of the Petroleum and Energy Society. All amendments to this document must be ratified by a majority vote of senior council members. A copy of the amended constitution must be included in the Student Union Annual Report.

- a) Changes to the constitution shall only be made based upon majority senior council vote and may occur up to twice per academic year, whereby the academic year begins May 1<sup>st</sup> and concludes April 30<sup>th</sup>.
- b) Mission Statement
  - i. Changes to the mandate, metrics and vision can be done only in accordance with changes to the constitution.
  - ii. The mandate of PES should always reflect the enhancement of knowledge, experience and networks of club members.
- c) Office and Duties
  - i. Changes to the organizational structure can be done only in accordance with changes to the constitution. Exceptions apply for 'representative' or 'consultant' titled positions, which can be added or subtracted on a yearly basis at the discretion of the President or Co-Presidents. Additional Director positions may also be created on a yearly basis provided they are approved by the majority of the senior council.



## CLUB CONSTITUTION

*2021-2022*

- ii. All amendments made to the organizational structure must be decided by majority vote of senior council members.