

SECRETARY

RECORD MINUTES

As the section secretary, you are responsible for recording the official business of the section through the writing, retention, and distribution of minutes. Minutes should be taken for all meetings of the section executive committee and the board of directors.

At each meeting, the minutes of the previous meeting should be read (if they were not printed and distributed earlier), so that the group can approve or revise them.

Because minutes often resolve misunderstandings, they should be accurate, complete, and clear. Avoid subjective adjectives and adverbs such as these: "Mr. Jones, *esteemed* chairperson of the committee, read the *extremely comprehensive* committee report." Minutes should be objective and impartial.

When writing minutes, make memory-jogging notes during the meeting and then expand them with the appropriate detail immediately after the meeting. If you want to record the meeting on an audio tape, be sure to get approval from the group prior to recording.

Minutes of meetings should contain the following:

- Name of the organization or committee
 - Place and date of the meeting
 - Kind of meeting that is being reported; that is, a regular meeting or a special meeting to discuss a specific subject or problem
 - Names of members present; meetings of the section at large should include names of officers and number of other meeting attendees
 - Whether the chairperson and the secretary were present; if either of these officers are absent, the name of the substitute should be recorded in the minutes
 - The statement that the minutes of the previous meeting were amended or approved, or the statement that the reading of the minutes was dispensed with
 - A list of reports that were presented and accepted
 - All the main motions that were made, with statements as to whether they were carried or lost
 - Resolutions that were adopted, recorded in full; if a resolution was rejected, a simple statement to that effect is adequate
 - A record of all ballots, complete with the number of ballots cast "for" and "against"
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MAINTAIN SECTION OFFICER ROSTER

You are responsible for maintaining a roster of section officers' names, addresses, telephone numbers, facsimile numbers, and email addresses, as well as for reporting to SPE any changes in the roster. Changes should be sent to sections@spe.org as soon as possible to ensure appropriate communications with the section. All officers must be members of the section and SPE members in good standing. Affiliate members are not eligible to hold office unless the section wishes to change its operating procedures to permit this practice. You should also send a roster of new section officers to sections@spe.org before your term as secretary expires.

REVIEW MONTHLY MEMBERSHIP ROSTERS

In many sections, the membership chairperson is responsible for the section membership roster. However, in some sections, we recognize that this duty is handled by the secretary. Please contact sections@spe.org if rosters and monthly updates need to be sent to you as well as or instead of the membership chairperson.

After the end of each month, you and/or the membership chairperson will receive a notice that the section's roster files are available for download from a secured site. The member roster lists all section members on record with SPE.

REQUEST MEMBERS UPDATE THEIR MAILING INFORMATION

SPE can only supply you with accurate mailing information if your members keep us informed. Encourage your members to advise SPE of a change of address whenever they move or change careers. We encourage you to ask at all section activities if anyone has changed addresses since the last meeting or is planning to move. Members can easily change their address or other contact information online or provide their new information via email to service@spe.org.

COORDINATE SECTION MAILINGS

You should coordinate mailings done by the section. Such mailings may include meeting notices, newsletters, special announcements, and letter ballots. Your section may send the communications through postal mail, electronically, by fax, or by posting on the section website. Be sure to also send a copy of your newsletter to your regional director and the SPE sections manager. Please refer to the Email Guidelines for Sections and Student Chapters.

Section Mail and Email List Requests

It is your responsibility to order a label file from SPE. You are encouraged to order a new label file for each mailing to ensure that all current members receive the section's communications. To order labels, complete the Mailing Label Request Form. SPE will provide you an Excel file that includes the

preferred mailing and email addresses for current section members. This is done at no charge to the section. Please note that section member information may be used only for SPE purposes. To use SPE mailing lists for business other than official section business, please refer to the Policy for the Purchase and Use of SPE Mailing Lists.

Bulk-Mail Postal Rates

The society's 501(c)(3), tax-exempt status with the US Internal Revenue Service qualifies SPE sections in the US for bulk-mail postal rates. Each section must apply individually for a permit through its local post office. Contact sections@spe.org for the necessary postal permit application documents.

MAINTAIN SECTION CHARTER, JURISDICTION, AND BYLAWS OR OPERATION PROCEDURES

At the end of the section year, present copies of the section's charter and bylaws or operating procedures to the incoming secretary. Sections are not required to maintain bylaws or submit bylaw revisions to the SPE Board of Directors for approval. However, some sections will need bylaws to satisfy local laws, and others will wish to keep them as operating documents. Even if your section does not choose to maintain bylaws, it is suggested that you have some written operating procedures to address issues such as how and when officers will be elected, what officer positions exist, the terms of officers, etc. Please send copies of any revisions to your bylaws or operating documents to sections@spe.org. For sample operating procedures, see the chapter "Formation of Sections."

The SPE Board of Directors must approve section jurisdiction changes. If any changes to the geographic area served by the section are desired, the proposed revisions must be forwarded to the SPE sections manager for approval by the SPE Board of Directors.

ORDER SECTION SUPPLIES

You should maintain supplies of all necessary materials that are printed with your section name.

Section Logo

Sections can order an electronic SPE logo file at no charge for newsletters, stationery, or other printed materials disbursed or used by the section. The section name must be used with the logo. Please refer to the Policy on Use of the SPE Logo and the SPE Graphics Standards Guide for more information.

Podium Sign

SPE provides a section podium sign when the section is first established. Additional signs are available for section or study-group meetings for USD 10

plus shipping. The sign is an 11- x 14-in. (28- x 35.5-cm) white form-core board with black lettering. It can be displayed on a table or hung from a podium. To order a podium sign, email sections@spe.org.

SPE Banners

Printed with the SPE logo and the name of your section, these nylon banners are 5 ft wide by 2 ft high. Banners are approximately USD 175 plus shipping. To order a banner, email sections@spe.org.

Stationery

Newly formed SPE sections are provided 250 sheets of stationery and envelopes at no charge. SPE will provide additional stationery and envelopes imprinted with the section name and logo upon request. The cost is dependent on the quantity of the order.

REFERENCES

- Email Guidelines for Sections and Student Chapters
- Graphic Standards Guide
- Policy for the Purchase and Use of SPE Mailing Lists
- Mailing Label Request Form
- Officer Roster Form
- Section Annual Report Form
- Section Stationary Order Form

For more information, contact

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