

SOCIETY OF PETROLEUM ENGINEERS

SECTION OPERATIONS MANUAL

TABLE OF CONTENTS

1. SPE Overview
2. Governing Statements
3. Chairperson
4. Programs
5. Continuing Education
6. Membership
7. Secretary
8. Treasurer
9. Scholarships
10. Energy Education
11. University Students
12. Young Professionals
13. Communications
14. Awards
15. Formation of Sections
16. National and Regional Councils
17. Regional / Topical Meetings
18. Intersociety Cooperation
19. Resources
20. Policies and Guidelines
 - a. Conflict of Interest Statement
 - b. Editorial and Advertising Policy
 - c. Email Guidelines for Sections and Student Chapters
 - d. Graphic Standards Guide

- e. Guide for Professional Conduct
- f. Guidelines for Section Publications
- g. Guidelines for Section Websites
- h. One SPE Guiding Principles
- i. Guidelines for Papers Presented at Section Events for Inclusion in SPE eLibrary
- j. Policy for the Use of SPE-Copyrighted Material
- k. Policy on the Use of the SPE Name and Logo
- l. Policy for Purchase and Use of SPE Mailing Lists
- m. Statement of Antitrust Compliance Policy
- n. US ONLY - Not-for-Profit Organization Professional Liability Insurance

21. Forms

- a. Award Nomination–SPE International Awards
- b. Award Nomination–SPE Regional Awards
- c. Award Nomination–SPE Regional Corporate Award
- d. Award Nomination–Outstanding YP Program Award Nomination
- e. Award Order Form–Past Section Chairperson
- f. Award Order Form–Section Service
- g. Distinguished Lecturer Confirmation Form
- h. Distinguished Lecturer Evaluation Form
- i. Distinguished Lecturer Nomination Form
- j. Financial Statement Sample Form
- k. Mailing Label Request Form
- l. Meeting Request Form
- m. Officer Roster Form
- n. Petition to Form an SPE Section
- o. Provisional Officer Roster Form
- p. Request for SPE Section Scholarship and Student Support Funds
- q. Section Annual Report Form
- r. Section Jurisdiction Release Form
- s. Section Scholarship and Student Support Program Report Form
- t. Section Stationery Order Form
- u. Student Chapter Faculty Nomination Form
- v. Student Chapter Officer Report Form
- w. Student Chapter Formation Petition
- x. Study Group Position Nomination Form