

PE Student Board Bylaws

Table of Contents

Article I – Operations 1

Article II – Board Members 1

Article III – Board Member Duties 1

Article IV – Elections 2

Article V – Committees 3

Article VI – Impeachment, Removal, and Replacement 3

Article VII – Approval, Amendment, and Suspension 4

Bylaws of the PE Student Board

Adopted 13 November 2017

Article I - Operations

All Councils in the Petroleum Engineering (PE) Department at the Colorado School of Mines (Mines) shall function under Robert's Rules of Order, except where otherwise specified within these Bylaws, or where a standing exception is granted by a two-thirds (2/3) affirmative votes of the PE Student Board members present and voting.

Article II - Board Members

The PE Student Board shall be composed of Class Representatives, Club Representatives, Board President, and Board President Emeritus.

- A. Class Representatives
 - a. Class representatives include representatives for the Junior, Senior, and Graduate student classes. These representatives are elected by popular vote.
- B. Club Representatives
 - a. Club representatives include the Presidents of the American Association of Drilling Engineers (AADE), American Rock Mechanics Association (ARMA), Pi Epsilon Tau (PET), and the Society of Petroleum Engineers (SPE). These positions are filled by the current President of their respective club.
- C. Board President
 - a. The Board President is elected by a popular vote among the current board members.
- D. Board President Emeritus
 - a. The Board President Emeritus is an appointed position assumed by the Board President of the previous session.

Article III - Board Member Duties

- A. Meetings
 - a. Meetings with the PE Department shall be held no less frequently than once every calendar month during the fall and spring semesters. Such meetings will be established by the PE Department's Program Manager.
 - b. Board meetings shall be held no less frequently than every three weeks during the fall and spring semester. These meetings shall be held before meetings with the PE Department in order to prepare. Representation
- B. Individual Duties
 - a. PE Student Board members shall act as a liaison between students and other officials within the Board Member's representative area-of-concern.
 - i. For Club Representatives, this will be the organization they represent.
 - ii. For Class Representatives, this will be the student class they represent; either Junior, Senior, or Graduate.

- iii. For the Board President, this will be the collective decision(s) of the board and shall not possess any votes or influence beyond their respective position as a Club or Class Representative.
 - b. The Board President Emeritus will remain on the Board for one session in order to aid in knowledge transfer and continuity between Board sessions. This position is strictly an advisory role and shall not vote in any board decision or election.
- C. Education of Members
 - a. Each newly elected/appointed Board Member, under guidance of the current session's Board President, shall fulfill the following requirements before the beginning of the next session:
 - i. Meet with the current Board President who shall explain Board procedures, functions, and parliamentary procedure.
 - ii. Attend the final Board meeting of the current session.
 - iii. Meet with the Petroleum Engineering Department Head and Petroleum Engineering Program Manager.
 - b. During the full academic week following the finalization of the elections, formal education of the new members shall take place. This education shall take place while the current session is still in progress under the supervision of the President. New Board members shall be sworn-in the following week.
 - c. The Board President shall inform the newly-elected/appointed Board members how to access the Bylaws, website, shared drive, and any other materials and/or sources of information needed to carry out their respective roles.
 - d. It is the expectation that all board members will be aware of the reporting mechanisms across campus, Title IX, Speak Up@Mines and CARE and understand that any complaints that are filed with the board under these umbrellas must be immediately reported to the department.
 - i. A training with the Title IX Coordinator must be scheduled with the new board before new electees can officially take their title. This will be coordinated through the Program Manager of the Department.
- D. Attendance
 - a. Board members are required to attend at least 75% of board meetings.

Article IV - Elections

- A. Elections shall be organized primarily by, but not limited to, the current session's Board President.
- B. Any Petroleum Engineering fee-paying student shall be entitled to vote. Students meeting this criteria may only vote for their respective Class Representative.
- C. The candidate receiving the greatest number of votes for the PE Student Board will be elected. In the event of a tie, a runoff election will take place one week later.
- D. Class Representatives
 - a. Elections for Class Representatives will be held the second Monday following Spring Break, as defined by the Colorado School of Mines academic calendar.

- b. Any student paying Petroleum Engineering fees and will be considered Junior, Senior, or Graduate in the fall semester following the elections is eligible for to run for the Class Representative positions.
 - c. Class representatives must be members of the class year for which they are running.
- E. Club Representatives
 - a. Club representatives are elected through their own election process according to the bylaws of their respective club.
- F. Board President
 - a. A Board President shall be elected to act as a representative of the Board's opinions and concerns.
 - b. The Board President shall be elected by the Board during the first meeting of session by popular vote among the current session's Board members; whereby, a session is defined as a single academic semester.

Article V - Committees

Committees may be created and dismissed as needed by the Board members to address specific tasks.

Article VI - Impeachment, Removal, and Replacement

- A. Impeachment Actions
 - a. An impeachment action may be initiated by a majority vote of the entire PE Student Board.
 - b. Affirmative conclusion of an impeachment action, resulting in immediate dismissal from office, requires a two-thirds (2/3) vote of the entire PE Student Board.
- B. Removal Actions
 - a. Removals actions by the PE Student Board, shall follow the same rules on impeachments.
 - b. Removals are effective immediately following an affirmative conclusion of a removal action.
- C. Resignation Procedures
 - a. All members of the PE Student Board who hold office shall retain the right to resign at any time.
 - b. A resignation notice containing the resigning member's full name, office, signature, and effective registration date must be filed, signed, and dated by the PE Program Manager and the PE Student Board President to be valid. In the event that the member resigning is the PE Student Board President, the next ranking member shall sign in lieu.
- D. Replacement Actions
 - a. When any official of the PE Student Board is replaced during his/her term, the interim official shall fill out the balance of the term, with all powers and responsibilities of the former member.

- b. In the event of resignation, board members will be replaced by the same election process outlined in **Article V**. The interim Board member will finish the remaining term period of the Board member that was replaced.

Article VII - Approval, Amendment, and Suspension

A two-thirds (2/3) vote of the entire PE Student Board shall be required for approval and/or amendment to these Bylaws.