

# **Constitution of the American Association of Drilling Engineers at the University of Wyoming**

RATIFIED: 09/18/2015

## **PREAMBLE**

- Section 1. The American Association of Drilling Engineers (hereafter referred to as “Association” or “AADE”) is a collective group of undergraduate and graduate students whose affirm their commitment to AADE’s mission.
- Sections 2. Furthermore, the Society is a national technical and professional society serving members engaged in the drilling segments of the oil, gas, and related industries. This Constitution provides guidance for governing the Association’s operations to deliver services to members in furtherance of AADE’s mission and principles.

## **ARTICLE I. NAME**

- Section 1. The name of this organization shall be the “American Association of Drilling Engineers” (AADE)

## **ARTICLE II. PURPOSE**

- Section 1. AADE is willing to be abide by all polices established by the University of Wyoming.
- Section 2. To collect, disseminate, and exchange technical knowledge concerning the drilling and development of oil and gas resources, and related technologies for the public benefit; and to provide opportunities for students to enhance their education and technical competence.
- Section 3. The purpose of the AADE shall be:
- a) To function as a student organization
  - b) Promote participation in events on and off campus
  - c) Encourage loyalty to the organization in educational and Professional realms
  - d) Create a desire for furthering ones education and technical capability

## **ARTICLE III. MEMBERSHIP AND DUES**

- Section 1. The AADE admits students without regard to their race, gender, religion, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief or any other applicable protected category and affords each member all the rights, privileges,

programs, and other activities generally accorded or made available to members of the organization.

Section 2. Memberships shall be maintained by the payment of dues, which are established by the Executive Committee. A member may remain in the organization without paying dues however they will only be allowed to University wide events sponsored by AADE.

Section 3. Membership in this organization shall be open to all University of Wyoming students.

#### **ARTICLE IV. OFFICERS**

Section 1. The Executive Officers of the organization shall consist of a President, a Vice-President, a Secretary, and a Treasurer.

- a) The duties of the President shall be to preside at all meetings, call special meetings, appoint committees, regularly checking and maintaining the chapter's email account, monitors and motivates student chapter officers and committee chairpersons, upon leaving office at the end of the academic year, the outgoing president should transfer all records necessary to the operation of the chapter to the incoming president.
- b) The duties of the Vice-President shall be to perform all duties of the President in her/his absence, chairs the program committee, may serve as chairperson of the publicity committee.
- c) The duties of the Secretary shall be to keep an accurate, permanent record of the organization, to take charge of all correspondence, to post information regarding meetings and activities, to make necessary reports, notifies AADE of significant events in the chapter for publication on the AADE website, informs AADE of the names of new officers immediately after elections, assists the president in communication with the faculty sponsor, the sponsoring section, and AADE.
- d) The duties of the Treasurer shall be to receive all money and pays all debts of the chapter authorized by the executive committee, makes necessary deposits and withdrawals from chapter bank accounts, prepared the academic- year budget for approval by the executive committee, collect and record all dues paid and owed, if any.

#### **ARTICLE V. ELECTIONS and TERMS**

Section 1. Following each selection or change of any officer/advisor, the Campus Activities Center will be notified.

Section 2.

- a) Officers shall be elected the second to last month of each spring semester for budget preparation, constitution revisions if needed, and prepare registration forms for the coming year.
- b) Officers are elected and activated each April for a period of one year.
- c) To hold office, an individual must be an undergraduate/graduate student with at least one more year of study at the university as an undergraduate/graduate and be a dues paying member.
- d) The candidate shall be nominated in the following manner: nominations from the floor.
- e) Voting shall be performed by ballot
- f) A majority of 2/3 of all votes cast shall be necessary for election
- g) In the event of a mid-term vacancy, a special election shall be held in accordance to regular election procedures and the position shall be filled until the next election period.

**ARTICLE VI. MEETINGS**

Section 1. AADE shall meet twice a month as decided by the organization. Special meeting may be called by any officer when necessary.

**ARTICLE VII. FINANCES**

Section 1. AADE is funded through ASUW, member dues, and outside contributions from companies and national organizations, and fundraising. In the event that the organization is dissolved, the funds will be dispersed accordingly.

**ARTICLE VIII. AMENDMENTS**

Section 1. After University recognition is granted, any proposed changes in the approved constitution or bylaws must be presented to the Campus Activities Center for approval, and such changes shall not be effective until approval is granted.

Section 2. Proposed amendments shall be submitted in writing and read at a regular meeting and shall be acted upon at the following meeting.

Section 3. This Constitution may be amended by a majority of 2/3 of those members at the meeting.

**ARTICLE IX. RATIFICATION**

Section 1. A 2/3 majority of those present at the first meeting of the newly formed organization will be necessary to ratify this Constitution.