

BY-LAWS FOR THE SOCIETY OF CORE ANALYSTS

A Chapter-at-Large of the Society of Petrophysicists and Well Log Analysts

November 2019

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PREAMBLE

The name of this organization is the Society of Core Analysts (SCA).

The purpose of the Society of Core Analysts (SCA), a Chapter-at-Large of the Society of Petrophysicists and Well Log Analysts (SPWLA) is, in general, the same as stated in Article IV of the SPWLA Amended Articles of Incorporation, and specifically to advance the science of formation evaluation and to serve the interests of all persons who use or obtain reservoir evaluation information from rock and core samples. The Society of Core Analysts is responsible to, and subject to, the Amended Articles and by-laws of the parent SPWLA. In keeping with this declaration, and to guide and regulate the Society of Core Analysts, the following by-laws stand approved and adopted:

ARTICLE I - OFFICERS AND DUTIES

Section 1

The Officers of the Society shall be: President, Vice President-Technology, Vice President-Membership, Vice President-Arrangements, Vice President-Marketing, Vice President-Publications, Vice President-Young Professionals, Secretary/Treasurer, President-Elect, Past-President, and Vice President-Past Arrangements. The President, President-Elect and Vice President-Technology must be members of the parent SPWLA.

Section 2

The term of office for all positions excluding those noted below shall be from one end of the Annual Meeting to the end of the next Annual Meeting. To promote continuity on the Board, the following positions shall have a two-year or three-year term of office:

- VP Marketing (Three-Year term)
- VP Young Professionals (Two-Year term)
- VP Publications (Three-Year term)
- VP Membership (Two-Year term)
- Secretary/Treasurer (Three-Year Term)
- Industrial Liaison (Two-Year Term)

Section 3

An election for Officers will be held annually for positions that are at the end of their terms. Officer elections are held as described in Article XI except for the office of President, President-Elect, Past-President, and VP-Past Arrangements. The office of President is filled according to the following progression: previous VP-Technology becomes President-Elect; previous President-Elect becomes President; previous President becomes Past President. The office of VP-Arrangements is elected annually and the outgoing VP-Arrangements becomes VP-Past Arrangements.

If the office of President is vacated during the first-half of the term of office, the President Elect shall succeed to the office of President. In the following term, the previous President Elect who became President shall become the Past President; the previous VP Technology shall become President; and the VP Membership, or other Director that the Board nominates, shall become President Elect.

If the office of President is vacated during the second-half of the term of office, the President Elect shall succeed to the office of President. In the following term, the previous President Elect, who became President, will continue to serve as President; and the order of succession will otherwise proceed as normal. If any other office is vacated, the Board of Directors shall appoint a qualified Member to that office for the balance of the term.

Section 4

The President shall preside at all meetings of the Society and the Board of Directors and shall be an ex officio member of all Society committees. The President shall appoint all Standing Committees and shall perform duties that pertain to the direction of the Society.

Section 5

The Vice President-Technology shall be responsible for the technical programs of the Society and shall be chairman of the Technical Committee. The President-Elect shall preside in the absence of the President.

Section 6

The Vice President-Membership shall be responsible for the approval of applicants for membership in the Society, and shall be chairman of the Membership Committee. The Past-President shall preside in the absence of the President-Elect and the President.

Section 7

The Vice President-Arrangements shall be responsible for all public relations and arrangements associated with the Annual Meeting. The Vice President-Arrangements shall be chairman of the Public Relations and Arrangements Committees.

Section 8

The Vice President-Marketing shall be responsible for communication and public relations with the aim to maintain, build and advance the interest in the Society.

Section 9

The Vice President-Publications shall co-ordinate the publication functions of the Society and shall be chairman of the Publications Committee.

Section 10

The Vice President-Young Professionals shall be responsible for the arrangement of any young professional events and shall promote the Society among young professionals.

Section 11

The Secretary/Treasurer shall be responsible for the recording of the minutes of all Board of Directors meetings. The Secretary/Treasurer shall obtain regular financial reports as directed by the Board of Directors and shall obtain an annual audit of the Society's receipts, disbursements, and assets. The fiscal year of the Society shall be from January 1 through December 31.

Section 12

The President Elect shall participate in Board meetings, coordinate activities to identify best papers/presentations from the previous annual Symposium, assist the President as requested, and at the discretion of the President, act as liaison with the SPWLA with regard to cooperative efforts such as joint workshops.

Section 13

The immediate Past President shall be chairman of the Awards Committee and the Nominating Committee and shall handle other duties assigned by the President. If the Past President cannot fulfill such duties, the Board shall appoint a qualified individual to fulfill these duties for the balance of the term.

Section 14

The immediate Past VP-Arrangements will act as an advisor to the VP-Arrangements in the organization of the annual meeting and may handle associated duties instead of the VP-Arrangements. If the Past VP-Arrangements cannot fulfill the duties, the Board shall appoint a qualified individual from previous meetings.

Section 15

The Industrial Liaison shall act as an advisor between the Vendors and the Board of Directors. If the Industrial Liaison cannot fulfill the duties, the Board shall appoint a qualified individual.

ARTICLE II - BOARD OF DIRECTORS

Section 1

The Board of Directors shall be comprised of the Officers in Article I, one or more Regional Director from each designated regional area and any other positions that the Board of Directors may deem necessary.

Section 2

The Board of Directors may make changes to Officer positions and responsibilities from time to time, as they deem necessary for the effective operation of the Society provided that the positions of President, President-Elect, Past-President, VP-Technology, and Secretary/Treasurer are always maintained.

Section 3

The regional areas will be designated by the Board of Directors.

Section 4

The duties of the Officers are as stated in Article I.

Section 5

The Regional Directors shall be comprised of one or more from each designated regional area. The Regional Directors shall assist in the holding of local meetings and act as liaison between the regional areas and the Board of Directors. They shall coordinate local meetings and handle other duties assigned by the President.

Section 6

The Board of Directors is empowered to design, adopt, issue, and regulate the use of Society logos, emblems, certificates and awards.

ARTICLE III - MEETINGS

Section 1

The Society as a whole shall hold one Annual Meeting and may hold one or more Technical Conferences each year at times and places designated by the Board of Directors. The Society shall conduct its business and consider such matters that may be of concern to the membership at the Annual Meeting.

Section 2

The President shall call Board of Directors meetings as needed but at least 4 per year to conduct the business of the Society.

Section 3

One half (1/2) of the Board members constitutes a quorum. There must be approval of two-thirds of a quorum in order for decisions to be made.

ARTICLE IV – MEMBERSHIP

Section 1

Membership shall be established upon payment of dues.

Section 2

Membership classification shall include three classifications: Lifetime Member, Member, and Student Member. Lifetime Member status may be attained by paying the Lifetime membership fee or through award by the Society of Core Analysts. The only practical distinction between Lifetime Member and Member is that Lifetime Members are not required to pay annual dues.

Section 3

Basic qualifications for membership are an interest in core analysis and a desire to participate within the organization. Members and Lifetime Members shall be qualified to vote in the Society and to hold Society offices, with the provision that Vice President-Technology, President Elect, and President must also hold membership in the SPWLA.

Student members may not serve as Officers but are otherwise entitled to the same rights and obligations as Members.

Section 4

Membership of the Society may be established and renewed via electronic means or through written correspondence.

The Board reserves the right to sanction a member or revoke membership for unprofessional conduct or actions that are detrimental to the aims and good standing of the organization.

ARTICLE V - DUES AND FEES

Section 1

All members of the Society, Lifetime Members excluded, shall pay annual dues. The amount of the dues shall be established by the Board of Directors.

Section 2

Dues shall be paid by January 1st or upon election to membership. Statements shall be mailed or emailed by November 1st preceding the due date. Any person delinquent in dues more than one month after January 1st shall be classified as a non-voting Inactive Member, eligible only to receive SCA correspondence and meeting notices. A six month's grace period shall be granted after which the member is removed from the roster unless dues have been paid. Supplemental notices will be emailed/mailed to Members delinquent in payment.

Section 3

Should the Society be dissolved for any reason, any remaining funds and assets will be donated to the SPWLA Foundation to be used for educational purposes.

ARTICLE VI – LOCAL MEETINGS

Section 1

Local meetings of the SCA may be held primarily to provide a forum for the exchange of technology and to foster the growth of The Society.

Section 2

The President may appoint or approve Regional Coordinators who have responsibility for organizing local SCA meetings.

Section 3

All Regional coordinators are responsible to, and subject to, the rules and regulations of The Society. All financial matters shall be coordinated/handled with the Society Secretary/Treasurer with approval of the Board of Directors. All such financial matters shall be included in the annual audit.

Section 4

The President is encouraged to participate in at least one regional area meeting each year.

ARTICLE VII - AMENDMENTS

Amendments to these By-Laws must be approved by the Board of Directors of the SPWLA. Amendments to these By-Laws may be proposed by a committee appointed by the President of the Society or by the Executive Committee, or by petition in writing by ten members of the Society. Proposed amendments shall be published on the SCA website prior to being submitted to the voting membership by mail or electronic mail within one year of the date of receipt. A two-thirds majority of the votes cast shall be required for submission of the amendment to the SPWLA Board of Directors. Any proposed amendment obtaining a two-thirds majority vote will be sent by the Society President to the SPWLA Board of Directors for approval, with a letter of petition explaining the need for the amendment.

ARTICLE VIII - BUSINESS OFFICE

The Society office shall be established and maintained in a location selected by the Board of Directors. The Board has the responsibility of providing for suitable accommodations, personnel and cost of items incidental to the efficient and prudent operation of the business of the Society. The Society of Core Analysts has an employment policy document that is not part of the by-laws. Employee relations shall be governed by the employment document.

ARTICLE IX – STANDING COMMITTEES

Section 1

Appointments to all Standing Committees shall be made by the President upon recommendation of the specific committee chairmen.

Section 2

Technical Committee: The Vice President – Technology shall be chairman of the Technical Committee. The committee shall be composed of the chairman and members selected by the Vice President – Technology. A new technical committee is formed annually by the incoming Vice President – Technology. However, it is expected that most members will be selected from the previous year's committee, thus ensuring long- term stability and a high experience level.

The committee shall have the following responsibilities:

- Provide the Vice President – Technology with ratings of the abstracts submitted for the annual symposium, to aid in selection of papers and posters to be presented.

- Review the manuscripts submitted for the symposium and provide feedback to the authors, thus contributing to a high-quality technical program.
- Serve as chairs for the technical sessions at the symposium.
- Constitute a pool of technical expertise, to be called upon by the SCA Officers as the Society's needs require.

Section 3

Membership Committee: The Vice President-Membership shall be chairman of the Membership Committee. The committee shall be composed of the chairman, who may appoint up to three other members who each represent a designated regional area. The Membership Committee shall have the following responsibilities:

- Stimulate membership in the Society.
- Make recommendations to the Board of Directors with regard to membership issues.

Section 4

Public Relations Committee: The Vice President-Marketing shall be chairman of the Public Relations Committee. The committee shall be composed of the chairman, who may appoint up to four members with a focus on representation of designated regional areas. The Public Relations Committee shall have the following responsibilities:

- Provide publicity concerning the Society and membership to newspapers, trade journals and technical corporations.
- Supervise publicity for the Annual Meeting/Technical Conference including the preparation of material and distribution of announcements.
- Supervise publicity for speakers at the Annual Meeting, Technical Conference and local meetings.

Section 5

Arrangements Committee: The Vice President-Arrangements shall be chairman of the Arrangements Committee. The Arrangements Committee shall be composed of the chairman and members from regional areas. The Arrangements Committee shall have the following responsibilities:

- Coordinate meeting sites for the Annual Meeting, Technical Conference(s) and local meetings.
- Coordinate housing accommodations when required.
- Coordinate catering functions when required.

Section 6

Publications Committee: The Vice President-Publications shall be chairman of the Publications Committee. The Committee shall be composed of the chairman, who may appoint up to an additional four members including one Regional Director. The Publications Committee shall have the following responsibilities:

- Supervise the preparation and publication of all Society technical publications.
- Edit all technical and non-technical material that may be published under the auspices of the Society.

Section 7

Awards Committee: The immediate Past President shall be the chairman of the Awards Committee. The Awards Committee shall be composed of the chairman, who may appoint up to three additional members, and is responsible for recommending to the Board of Directors the Awards of the Society.

ARTICLE X - TEMPORARY COMMITTEES

Nominating Committee: The Nominating Committee is a temporary committee. The immediate Past President shall be chairman of the Nominating Committee. Tenure of the Nominating Committee terminates at the end of the Annual Meeting. The responsibilities of the Nominating Committee are as follows:

- If possible, submit a minimum of two qualified candidates for each of the Society offices to the Board of Directors.
- If possible, submit a minimum of two qualified candidates from each region for the position of Regional Director to the Board of Directors.

The Nominating Committee will make reasonable efforts to have a diverse slate of nominees and shall not discriminate based on age, race, religion, gender, professional background, sexual orientation or geographical origin.

ARTICLE XI - ELECTION OF OFFICERS

Section 1

Election of Officers is held by electronic or other means as deemed appropriate by the Board of Directors. Voting shall begin a minimum of one month before and the results shall be received at least two weeks prior to the Annual Meeting/Technical Conference.

Section 2

A notice containing the slate of nominees as provided by the Nominating Committee shall be mailed or electronically mailed to all Society members no later than two weeks prior to the start of the election. Additional nominations of any qualified candidate can be made provided that the nominator has prior consent of the candidate.

Section 3

Elections shall be cast by secret ballot. In lieu of electronic means, a member may vote by written correspondence. Each member in good standing shall be allowed one vote for each office. The candidate receiving a majority of votes shall be elected to each Office.

ARTICLE XII – SECURITY OF INFORMATION

None of the information arising from the technical meetings and discussions can be considered confidential. It is the responsibility of each person to contribute or withhold information according to the authorization delegated to him by his company or institution. The statements and opinions expressed by a contributor should not be construed as an official action or opinion of the Society of Core Analysts or the Society of Petrophysicists and Well Log Analysts, Inc.