

National Service, Transmission, Exploration and Production Network Charter and Bylaws

Vision: Incident-Free Operations

Mission: The National STEPS Network promotes incident free operations through safety and health improvements, and the protection of the environment in the onshore Oil and Gas Exploration, Production, and Transmission Industry. The Network provides opportunities for the sharing of best practices, continuing education, and networking opportunities for organizations and individuals.

Article I – Name:

The name of the organization shall be the National Service, Transmission, Exploration and Production Safety Network, commonly known as the National STEPS Network, and as set forth in the National STEPS Network Charter. The National STEPS Network name is controlled by the National STEPS Network Executive Committee and may be used only in accordance with these bylaws as approved by the Executive Committee.

Article II – Scope:

Onshore Oil and Gas Exploration and Production industry in the Americas. The National Service Transmission Exploration and Production Safety Network commonly known as STEPS network is an all-volunteer organization. Officers and advisors serve with no compensation or expectation thereof.

Article III – Purpose

1. Meet periodically as a national network to promote incident free operations through safety and health improvements, and the protection of the environment in the onshore oil and gas exploration and production industry.
2. Establish focus groups to address specific issues.
3. Provide support, guidance and mentoring for new and existing networks, and approval of charter, bylaws and proposed changes.
4. Authorize use of National and Regional STEPS networks names and logos.

Article IV – Membership/ Affiliation

The National STEPS Network is comprised of those organizations directly engaged in or supporting the onshore Oil and Gas Exploration, Production or Transmission and Service Industry as follows:

Membership:

Regional STEPS Networks: Independent Regional STEPS Network that operates under the direction of their own Charter and Bylaws which have been reviewed and is invited as a member by the National STEPS Network Executive Committee.

Affiliate Membership:

Industry Associations and Organizations: An industry association or organization that directly interacts with and is in support of the onshore Oil and Gas Exploration, Production, and Transmission Industry and is invited as an affiliate member by the National STEPS Network Executive Committee. Industry association employees have neither voting nor elective office privileges.

Governmental and/or Regulatory Organizations: A governmental and/or regulatory organization that directly interacts with or has jurisdiction over the onshore Oil and Gas Exploration, Production, and Transmission Industry and is invited as an affiliate member by the National STEPS Network executive committee. Governmental and/or regulatory organization employees have neither voting nor elective office privileges.

Educational Institutions: Institutions that directly interact with or support the onshore Oil and Gas Exploration, Production, and Transmission Industry and is invited as an affiliate member by the National

STEPS Network executive committee. Educational Institution organization employees have neither voting nor elective office privileges.

Article V – National STEPS Network Organization

Executive Committee:

1. Officers shall include at a minimum, a Chairperson, Immediate Past Chairperson, Vice Chairperson, and Secretary. National STEPS Network Officers shall be directly engaged in the oil and gas industry.
2. Regional co-chairs as appointed by the Executive Committee.
3. President/Chairperson or designee of each of the regional networks.
4. Advisory Council of designated Affiliate Members as appointed by the National STEPS Network Officers.

Article VI - Duties of the National STEPS Network Officers

The Chairperson shall:

1. Preside at regular and special National STEPS Network meetings.
2. Call and lead meetings of the Executive Committee.
3. Provide leadership for focus groups, committees and initiatives during his/her term of office.
4. Ensure representation of the National STEPS Network at meetings of other organizations as appropriate.
5. Establish communication with others who have an interest in Safety, Health and Environment in the industry.
6. Chair the Nominating Committee for the next year.

The Vice-Chairperson shall:

1. Assume and carry out the duties of the Chairperson if the Chairperson is unable to serve.
2. Assume duties as assigned by the Chairperson.
3. Maintain all past records and files of the National STEPS Network in an organized manner.

The Secretary shall:

1. Record minutes of the National STEPS Network and Executive Committee meetings and arrange for duplication and distribution to members.
2. Maintain National STEPS Network membership and participation records.
3. Prepare and distribute notices of regular and special meetings of the National STEPS Network and Executive Committee to members.
4. Prepare National STEPS Network correspondence with the exception of correspondence to acquire speakers.
5. Prepare meeting agendas with the assistance of the Executive Committee.

The Executive Committee shall:

1. Meet at least 45 days before the beginning of each calendar year to plan the National STEPS Network program.
2. This will include the establishment of necessary sub-committees, types of programs and meetings.
3. Review subjects for discussion at regular meetings including suggested focus groups and initiatives.
4. Meet periodically to ensure activities are being conducted as planned.
5. Appoint committees and sub-committees for specified purposes as warranted throughout the year.
6. Appoint Active Members to fill vacancies on the Executive Committee until the next scheduled election.
7. Network Executive Committee Chairperson or designee may expel individuals that do not adhere to Article VI.

The Regional Co-Chairs Shall:

1. Be appointed by the National STEPS Network Chairperson.

2. Support the Regional STEPS Networks as in the assigned region through presence and communication.
3. Serve on the National STEPS Network Executive Committee.

The Advisory Council Shall:

1. Be invited to serve by the National STEPS Network Officers.
2. Support and advise the National STEPS Network Officers and Executive Committee.

The Nominating Committee shall:

1. Be chaired by the National STEPS Network Chairperson.
2. Consist of at least two active members appointed by the Executive Committee.
3. Provide an opportunity for all Active Members to make nominations.
4. Report to the Secretary, in writing, accepted nominations.
5. Create and distribute a ballot to active members to allow for a vote.
6. Make provision for write-in names on the ballot.
7. Count votes and announce election results at the next regular meeting.

Article VII – Meetings

1. Executive Committee meetings shall be held as determined by the Executive Committee.
2. Meetings are to be conducted in accordance with Robert's Rules of Order Revised.
3. Meeting leaders, speakers and attendees will work to foster a meeting environment based upon mutual respect and trust.

Article VIII - Regional STEPS Network Expectations:

1. All volunteer organization.
2. Operate in accordance with their charter and bylaws as approved by National STEPS.
3. Variance from or changes to the charter and bylaws must be forwarded to the National STEPS Network executive committee for your review and approval.
4. Officers shall be elected as a majority of vote of members and as per their charter and bylaws and shall serve without compensation.
5. Meeting attendance is open to all.
6. Membership is open to all those directly involved in and in support of the onshore Oil and Gas industry with a focus on onshore exploration and production.
7. No fees for attending meetings.
8. Vendor's participation is welcome but not a venue for sales pitch.
9. Discussions and interactions are limited to posted agenda of meeting.
10. Attendee lists shall not be shared.
11. Involvement of OSHA representative shall be encouraged and supported.
12. Perceived conflicts of interest shall be reported to the National STEPS Network Executive Committee.

Article IX- Procedures:

Robert's Rules of Order Revised is the parliamentary authority in all matters of procedure not specifically covered in the Bylaws.

Article X– Amendments to Bylaws

Proposed amendments to these bylaws shall be submitted to the President in writing and reviewed by the Executive Committee before consideration by the general membership. Prior to becoming effective, amendments shall be approved by a majority vote of active members.