

Helpful Hints for Desk and Derrick Clubs Guidelines

General Hints

1. Keep your Club Certificate of Affiliation or Charter framed or sealed in plastic to protect it.
2. Keep a list of your Club's Charter and active members at time of chartering.
3. Keep interim organization correspondence prior to chartering.
4. Obtain SS-4 and apply for Tax I.D. number. Retain for future reference.
5. Execute Form 1024 when necessary information becomes available and file with IRS to obtain tax exempt status for Club. The Association is tax exempt under Code 501 (c) (6) as a Business League, and does not qualify for state sales and use tax exemption. Contact the Regional Director or ADDC Tax Exemption Committee if assistance is required. **IMPORTANT: Retain IRS Tax Exemption letter permanently! Maintain financial records in accordance with the IRS requirements in your state. If in Canada, records should be kept in compliance with governmental regulations.**
6. Furnish a copy of the Bylaws to each member.
7. Keep a member data (activity) page. This information will be invaluable in selecting future committee chairmen, club officers and candidates for Regional Director or Association Officer.
8. Do not print financial information in club bulletins.
9. Do not release the club roster to anyone other than club members.
10. Maintain a club scrapbook or historical files.
11. Contact Program Chairman for program speakers and ideas.
12. Delegate! Only by having other members handle various tasks during the year will they learn how the Club and Association function. Each year should be a training ground for members who may be interested in a chairmanship or officer position the next year.
13. Encourage questions from the membership. If unsure of the answer, seek assistance within the Association through the Regional Director.
14. Keep the membership informed on what is happening with the Local Club, Region, and Association.
15. Proper communications should be in writing and should begin with the Regional Director on the Association level.

16. Keep Everything – Copy Everything – Share Everything! At least for the first two years; by that time, officers and members will feel comfortable with Regional and Association requirements and will be better able to distinguish what belongs in the clubs permanent files and what can be discarded.
17. Be flexible. Don't get into a rut. Growing is a learning experience and you can only learn by keeping an open mind.
18. Extensive Ways and Means projects are discouraged.
19. Workshop and joint meetings for outgoing and incoming officers and committee chairmen will provide continuity.
20. Transfer at least two years of records to the successor in each club office and committee and arrangements should be made for the permanent retention of important and historical material.

What a Club Can Expect on the Regional Level

1. January orientation newsletter to Club Presidents from Regional Director.
2. Monthly ADDC Regional Director's Newsletter.
3. Assistance from Regional Director on any matter.
4. Periodic information from ADDC Committee Regional Representatives.
5. To be kept fully informed on Regional matters to promote understanding and participation.
6. Annual Regional Meeting held in the Spring to learn about the petroleum and allied industries, other clubs' activities, and to discuss ADDC rules, amendments and other pre-convention matters.

What is Expected from a Club on the Regional Level

1. Club to be represented at Regional Meeting.
2. Club President or Delegate to give club activity report at Regional Meeting.
3. Send copies of New Officer List to ADO, Regional Director and others as instructed, promptly after election.
4. Send copy of ADDC Membership List to Regional Director and others as instructed.
5. Submit Regional Fund dues if applicable.

6. Advise Regional Director of any changes in club officers or board members and regular meeting date during the year.
7. Complete IRS Form 990 by May 15 with copy to Regional Director.
8. Cooperate with all ADDC Committee Regional Representatives by furnishing information at the time and in the form requested. All correspondence to ADDC Committee Regional Representatives should be copied to the Regional Director.
9. Keep club members fully informed of Regional matters to promote understanding and participation.
10. Encourage attendance at Regional Meeting.
11. Host a Regional Meeting.

What a Club Can Expect on the Association Level

1. Monthly ADDC President's Newsletter.
2. ADDC official publication, *The Desk and Derrick Journal* and *The Insight*, to dues paying members.
3. Excerpts of minutes of the ADDC Board's Budget & Planning and Pre-Convention Board Meeting and Convention.
4. Periodic Newsletters from ADDC Committees.
5. Scholarship information for members and non-members studying for degrees in the industry.
6. To be kept fully informed on Association matters to prompt understanding and participation.
7. To be kept updated on changes in Association Bylaws, policies and procedures.
8. Association Membership Cards for members upon written request to ADO.
9. Membership addresses available on the ADDC Web site.
10. Communication/Leadership Training tools available on the ADDC Web site.

What is Expected from a Club on the Association Level

1. Forward Association Membership Transmittal List and Membership Applications for payment of dues to ADO and ADDC Treasurer before February 1 deadline and monthly thereafter, with copies to Regional Director and others as instructed.

2. Forward New Officer Form to ADO immediately after election with copies to Regional Director and others as instructed.
3. Send Club Tax Exempt number to ADDC Treasurer, Regional Director and Tax Exempt Committee Chairman.
4. Send Program Report to the ADDC Program Committee Regional Representative after presentation, as instructed, with a copy to the Regional Director.
5. Club to be represented at Convention.
6. Orient applicants and members as to the purpose of Desk and Derrick.
7. Keep club members fully informed on Association matters to promote understanding and participation.
8. Amend Club Bylaws as necessary so as not to conflict with ADDC Bylaws and Standing Rules.
9. Obtain ADDC Board approval through the Regional Director for any items using any ADDC logo or trade stamp, whether it is a sales item or a giveaway item.
10. Encourage attendance at Convention.
11. Consider hosting an ADDC Convention.

Suggested List of Important Files – Club Level

1. Club Bylaws and other club documents affecting club rules, policies and procedures.
2. Interim organizational correspondence prior to chartering.
3. Minutes of Club Board Meetings.
4. Minutes of Club Meetings.
5. Club financial statements and budgets.
6. Membership Lists.
7. Membership Dues Transmittal and Applications.
8. Membership Activity Data Sheets.
9. Pertinent Club Committee reports.
10. Recent issues of your Club Bulletin.
11. Master index of Club files and file retention schedule.

12. ADDC Guidelines – Leadership Guidelines for Club Officers, Bulletin Guidelines, Education Guidelines, Program Guidelines and Public Relations Guidelines. President should keep original guides together and provide copies to respective committees.
13. Excerpts of ADDC Board Meetings and condensed Convention Minutes.
14. Current Newsletters of ADDC Regional Director and Association President.
15. Pertinent ADDC Committee report and general information.
16. Association Bylaws and Standing Rules.
17. Master index of ADDC and Regional files and file retention schedule.

Purpose

The purpose of the Association shall be to promote the education and professional development of individuals employed in or affiliated with the petroleum, energy, and allied industries and to educate the general public about these industries.

Motto

Greater Knowledge – Greater Service

Association Distribution Office

The Association Distribution Office (ADO) is the permanent office of the Association of Desk and Derrick Clubs. This office is administered by the Association Board of Directors and its employee reports directly to the ADDC President. The office is located at:

5014 FM 1500
Paris, TX 75460
(405) 543-3464 Office

Email: ado@addc.org
Website: www.addc.org