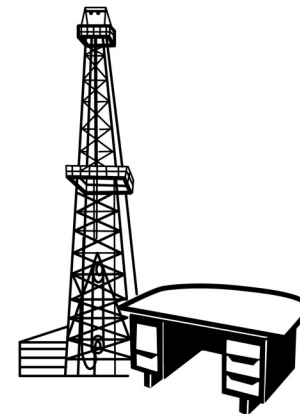


**ASSOCIATION
OF
DESK AND DERRICK CLUBS**

MEMBER HANDBOOK



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DESK AND DERRICK
CLUBS**

Published 1956

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**Association of Desk and Derrick Clubs
Member Handbook**

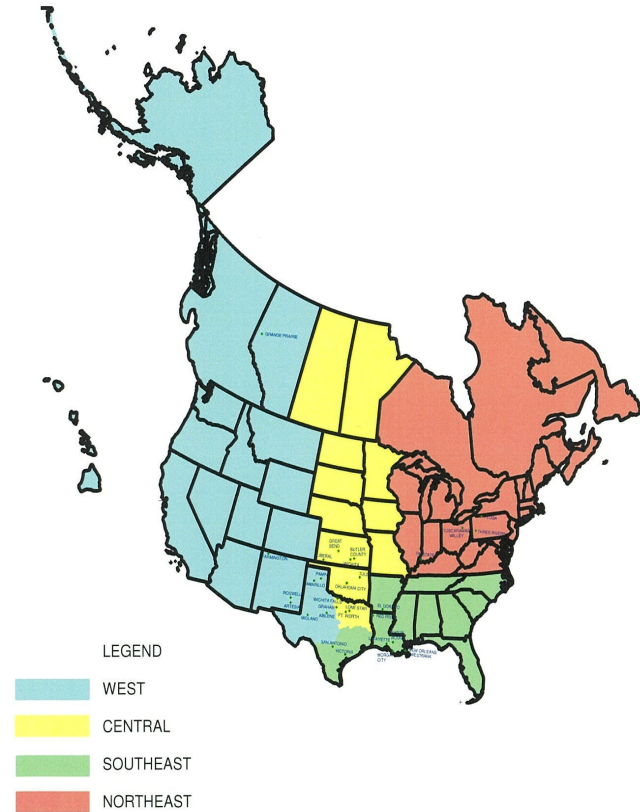
GREATER KNOWLEDGE—GREATER SERVICE

FOREWORD

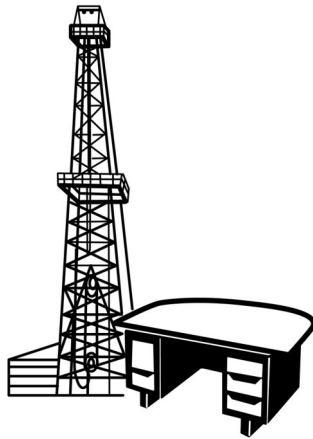
This handbook of the Association of Desk and Derrick Clubs (ADDC) includes the history and general information about ADDC. Its objective is to provide Desk and Derrick members a reference tool which they may consult for information about the Association. Additional information and details regarding membership benefits, officer and committee responsibilities, and educational opportunities can be found on the ADDC website: www.addc.org.

Association Distribution Office
5014 FM 1500
Paris, Texas 75460

Phone: 405-453-3464
E-mail: ado@addc.org
Web site: www.addc.org



OFFICIAL EMBLEM—1951



OFFICIAL LOGO—2008



OFFICIAL TRADE STAMP FOR MARKETING PURPOSES—2014



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BRIEF HISTORY

In March 1949, Inez Awty Schaeffer, along with twelve other New Orleans women employed in the petroleum industry, decided to establish a local group. News of this successful endeavor was published in trade magazines which sparked the interest of other women in the oil centers of North America. In June 1949, a club was founded in Jackson, Mississippi, followed by Los Angeles, California and Houston, Texas. These four clubs formed the Association of Desk and Derrick Clubs of North America by signing the following ARTICLES OF ASSOCIATION in July 1951:

"KNOW ALL MEN BY THESE PRESENT: The Desk and Derrick Club of Houston, the Desk and Derrick Club of Jackson, the Desk and Derrick Club of Los Angeles and the Desk and Derrick Club of New Orleans, acting through their duly authorized officers, do hereby associate themselves into a group to be designated as the ASSOCIATION OF DESK AND DERRICK CLUBS OF NORTH AMERICA and do hereby agree upon the following By-laws to govern the conduct of the affairs of the Association."

The Bylaws thus adopted were ratified at the first Association Convention in 1952 and have been amended and revised as voted by the Clubs at the Annual Association Conventions. At the 1977 convention in Denver, Colorado, the Association name was changed to ASSOCIATION OF DESK AND DERRICK CLUBS.

CLUBS BY REGION

Central Region

Club	Affiliated	Meeting Date	
Butler County	02-10-54	3rd	Tuesday
Fort Worth	02-21-52	3rd	Thursday
Graham	05-26-53	2nd	Tuesday
Great Bend	06-10-96	1st	Thursday
Liberal	07-06-54	2nd	Monday
Lone Star Club of Dallas	07-28-14	3rd	Monday
Oklahoma City	06-30-52	4th	Wednesday
Tulsa	02-06-52	2nd	Wednesday
Wichita	09-16-77	2nd	Wednesday
Wichita Falls	10-03-51	3rd	Wednesday

Northeast Region

Club	Affiliated	Meeting Date	
Penn-York	07-06-72	3rd	Wednesday
Three Rivers	06-17-10	3rd	Wednesday
Tri-State	06-21-12	3rd	Thursday
Tuscarawas Valley	04-13-82	2nd	Tuesday

Southeast Region

Club	Affiliated	Meeting Date	
Baton Rouge	12-01-51	3rd	Thursday
El Dorado, Arkansas	06-16-53	1st	Monday
Lafayette	09-11-51	3rd	Wednesday
Morgan City	08-02-66	2nd	Thursday
New Orleans	06-01-51	2nd	Wednesday
Red River	03-10-82	4th	Tuesday
San Antonio	03-20-52	4th	Tuesday
Victoria	07-15-75	2nd	Thursday
Westbank	04-26-76	3rd	Wednesday

West Region

Club	Affiliated	Meeting Date	
Abilene	06-30-52	2nd	Thursday
Amarillo	03-25-52	1st	Tuesday
Artesia	02-18-57	2nd	Tuesday
Farmington	06-28-57	3rd	Thursday
Grande Prairie	03-12-82	1st	Tuesday
Midland	11-15-51	2nd	Thursday
Pampa	07-28-55	4th	Tuesday
Roswell	06-02-52	2nd	Tuesday

CHRONOLOGY

provide guidance to members only and is not intended to provide a basis for civil liability.

IV. Specific Clauses

Club members shall:

- A. Conduct their official affairs in such a manner so as to give the clear impression they cannot be improperly influenced in the performance of their official duties.
- B. Recognize that their membership requires them to provide leadership by example, to include adherence to all Bylaws and Standing Rules and other written directives, as applicable.
- C. Pledge themselves to protect and promote the interests of the membership and the industry. This obligation is primary but does not relieve the club members' obligation to act in an ethical manner.
- D. Not be a party to any plan or agreement to discriminate against a person or persons on the basis of race, creed, sex or country of national origin.
- E. Guard against not only the fact but also the appearance of impropriety. In the performance of any duty, club members shall maintain objectivity and integrity, shall be free from conflicts of interests, and shall not knowingly misrepresent facts or subordinate their judgement to others.
- F. Avoid business activities that may conflict with the interest of their employers or the membership of this organization or result in the unauthorized disclosure or misuse of confidential information.
- G. Not participate in conduct which causes them to be convicted, adjudged or otherwise recorded as guilty by any court of competent jurisdiction of any felony, any offense involving fraud as an essential element, or any other serious crime.

1952 The first convention was held at the Shamrock Hotel, Houston, Texas in September 1952. Lee Wilson Hoover from New Orleans, Louisiana was the President. The Association consisted of forty-six (46) member clubs with a total membership of 4782. Forty (40) clubs were represented at the convention with a total of 994 registrants. The first honorary member was Inez Awty Schaeffer, Founder of the Association. Association Bylaws and Policy Code were adopted. The first *Oil and Gas Journal* was published in 1952. On March 7, 1952, the Desk and Derrick Club of Edmonton, Alberta, Canada joined the Association. This was the Association's first club outside the continental boundaries of the United States.

1953 The second convention was held in the Cosmopolitan Hotel in Denver, Colorado in September 1953. There were 905 members present representing 70 clubs. Richard Nixon, Vice President of the United States, was a surprise visitor at the convention. The first award was given for Best Feature Story Pertaining To The Petroleum Industry, which appeared in a club bulletin.

1954 The first international convention was held at the Banff Springs Hotel, Banff, Alberta, Canada, in September 1954. The Association was redistricted to include eight regions. A temporary Distribution Office was established in Tulsa, Oklahoma.

An honorary membership was presented to Lee Wilson Hoover, First Association President. She and Inez Awty Schaeffer are the only two honorary members of the Association.

1956 A permanent Association Distribution Office was established in Tulsa, Oklahoma. The first Handbook of the Association was published. In February, the Trademark "Desk and Derrick" was accepted for registration by the U.S. Patent Office.

CODE OF ETHICS

- 1957** The permanent Motto “Greater Knowledge-Greater Service” was adopted.
- 1958** At the 1958 convention, permission was granted for Hawaii to form a club. The club, if established, would not become a voting member of the Association until the by-laws were amended to include clubs outside North America.
- 1959** In January, the Association Board requested that the Rules Committee determine the feasibility of allowing the establishment of clubs outside North America. A bylaws amendment was made at the convention which would allow the territory of Hawaii to become part of the Association. Hawaii became a state in August of that year. The position of an Association Corresponding Secretary was approved on a temporary basis.
- 1960** The name and trademark “Desk and Derrick” was accepted for registration in Canada.
- Note: In April 1960, a group of ladies in Maracaibo, Venezuela formed the Maracaibo Petroleum Girls Club, which was called the Petrolettes. Its charter membership totaled thirteen (13). By the end of the year, the club had seventeen (17) members representing sixteen (16) companies including Core Laboratories, Sun Oil, Atlantic Refining, Brown & Root, Signal Oil and Gas, and U. S. Salvage. Even though its format appeared to be similar to the Association’s, it was never a part of ADDC.
- 1963** A Foreign Affiliation Investigation Committee was appointed to further study the possibility of permitting affiliation of organized clubs outside the United States and Canada. The committee later reported that at this time it was not feasible for ADDC to take on the responsibility of foreign affiliation.

I. Mission Statement

The club members of the Association of Desk and Derrick Clubs collectively adhere to the principle that a standard of professional conduct for its membership is desirable and that, through strong adherence to these standards, the professionalism and performance of club members will be enhanced.

II. Definitions

Webster defines ETHICS as “the discipline dealing with what is good and bad with moral duty and obligation; a set of moral principles or values”. ETHICAL is defined as “conforming to accepted professional standards of conduct”. He defines CODE as “a system of principles or rules”. Thus we can infer that a CODE OF ETHICS is a set of rules of moral conduct for an organization.

Integrity is an element of character fundamental to professional recognition. It is the quality from which trust derives and the benchmark against which a club member must ultimately test all decisions. Integrity requires a club member to be, among other things, honest and candid. Integrity is measured in terms of what is right and just. Integrity requires a club member to observe both the form and the spirit of technical and ethical standards. Integrity also requires a club member to observe the principles of objectivity and independence and of due care.

III. Scope

This Code of Ethics (“Code”) depends primarily upon voluntary compliance by members of the Association and, secondarily, upon reinforcement by peers. The specific clauses of this Code are not exhaustive of the ethical obligations of members. However, conduct or activities in contravention of this Code should not give rise to legal cause of action against the Association, or any member of the Association, nor create any presumption that any legal duty has been breached. This Code is intended to

EDUCATIONAL TRUST

The Association of Desk and Derrick Clubs created the Desk and Derrick Educational Trust in 1982 for the purpose of awarding scholarship grants to full time students with definite financial need pursuing a degree in a major field of study related to the petroleum, energy or allied industries with the objective of qualifying for full time employment in the sector. The scholarship grants are made through accredited colleges and universities offering degrees in subjects within the scope of the organization's purpose. Additional scholarship awards are made to Desk and Derrick members who are part-time students furthering their education. Detailed requirements and the scholarship application form are available at www.theeducationaltrust.org. The annual deadline for applications is April 1.

DESK AND DERRICK FOUNDATION

The Association of Desk and Derrick Clubs Foundation (aka ADDC Foundation) was established in 1987 to assist the Association, its members, and others in the petroleum, energy, and allied industries to publish or produce educational material; conduct research; and hold seminars and classes. Since its inception, the Foundation has supported numerous symposia, seminars, certification programs and outreach projects. Additional information can be found at www.addcfoundation.org.

GENERAL INFORMATION

Insignia (Emblem)

The official insignia (emblem) of ADDC is a derrick with a stylized desk at the lower right as registered in the United States and Canada.

Official Colors

The official colors of ADDC are black and gold.

- 1968** Mr. L. W. Moore, President of American Oil Company, was the banquet speaker at the convention held in Chicago, Illinois. His presentation, "Using the Power of Womanpower", was read in its entirety into the September 24, 1968 Congressional Record by Senator Everett M. Dirksen.
- 1969** At the 1969 convention, which was held in Calgary, Alberta, Canada, it was announced that two Desk and Derrick members, Irene Cox Wischer, 1954 ADDC President, and Maxine Hacke, 1958 ADDC President, had been appointed to President Nixon's Citizens' Advisory Council on the Status of Women.
- 1976** The initial presentation of the Magic Suitcase program was made.
- 1977** The Regional Award of Merit and the Association's Award of Excellence were established. Both awards, recognized as AIMEE (Achievement in Maintaining Energy Excellence), are presented at Regional Meetings and Convention in a variety of categories related to bulletins and programs.
- 1983** Southam Energy Group presented the first annual award to a Canadian member who had made an outstanding contribution to the Canadian oil industry. Polly Holden, 1981 ADDC President, was the recipient of the Canadian Oil Woman of the Year Award. (The title of this award was later changed to omit "Woman" and insert "Person".) Nickle's Energy Group sponsored this award until 2010.
- 1987** Equitable Membership was approved.
- 1989** Southam Energy Group presented the first annual United States Energy Woman of the Year Award to Bettye Miller, 1984 ADDC President. (The title of this award also was later changed to omit "Woman" and insert "Person".) Nickle's Energy Group sponsored this award until 2010.

- 2002** Curriculum was established for a Certification Program to be given at the annual ADDC Convention. The program covers the following subjects: Geology, Land and Leasing, Drilling, Completion and Production, Marketing, and Accounting. Convention registrants who complete and pass a comprehensive examination for all six subjects are given a Petroleum Technician Certificate of Completion.
- 2004** The Energy Activity Book, “Bit of Fun with PetroMolly™ and PetroMack™” (aka EAB) was first published.
- 2005** The EAB was published as metric version and the first Spanish version was approved.
- 2007** Development of Series II of the Energy Activity Book (EAB) was approved.
- 2008** The first seven Petroleum Technician Certificates were awarded.
- 2009** A teaching guide for the Energy Activity Book was approved
- 2014** The ADDC values statement was adopted. The ADDC Trade Stamp was approved for marketing purposes.
- 2019** The ADDC was realigned from seven (7) regions to four (4) and renamed as Central Region, Northeast Region, South-east Region, and West Region.
- 2022** Membership of degree-seeking college individuals was approved and designated as “Student Membership”.

PURPOSE

The original purpose of the Association was to “promote among the women employed in the petroleum and allied industries through informative and educational programs, a clearer understanding of the industry which they serve...”

At the Association convention held in Oklahoma City in 1987, male membership was adopted when delegates voted to

Fundamentals of Petroleum was developed from an idea of a Desk and Derrick member and is published by the Petroleum Extension Service, University of Texas Austin (PETEX). It is used as a reference or textbook for special study courses.

Land and Leasing, published by PETEX, which ADDC helped in the development process, is a book that takes a layperson’s approach to the legal aspects of land-ownership, transfer, and leasing.

Practical Petroleum Geology, published by PETEX, which ADDC helped in the development process, is a unique presentation of the scope and content of the field of petroleum geology from the standpoint of the practicing petroleum geologist.

The *Illustrated Petroleum Reference Dictionary* published by PennWell Books lists over 3,500 clear-cut definitions on everything from lease acquisitions and exploration to refining and marketing. The dictionary also includes Universal Conversion Factors and the *D & D Abbreviator*.

Members in the Fort Worth Club dreamed of a resourceful tool to which children could relate and the “*Bit of Fun*” *Energy Activity Book (EAB)* was born. PetroMolly™ and PetroMack™ were created to explain how hydrocarbons and their byproducts are used to make modern products we use every day. They also perform chemical experiments that further reveal how important petroleum is to our lives. We currently have two versions available: U.S. Imperial and Canadian Metric.

Regional Meetings

The clubs within each region hold an annual meeting to discuss the affairs of the Association, disseminate information and promote the purpose of the Association. This meeting is under the supervision of a Regional Director.

Voting items include:

1. election of Regional Director
2. future meeting site and date
3. all Regional matters included on the meeting agenda and any business presented

Report of ADDC committees can be given during the meeting.

Club Meetings

Each club shall schedule a minimum of five (5) educational program presentations a year, four (4) of which must be directly related to these industries. The remaining program presentations may be on Desk and Derrick orientation, Bylaws, socio-economic responsibilities or professional self-development.

PUBLICATIONS

The Association publications and other ADDC Sources are direct links between club members and the Association, acquainting them with news of the Association, other clubs, policies and plans.

The *D&D Standard Oil & Gas Abbreviator* was compiled by members of the Association. This book contains abbreviations used in the petroleum industry, indexed alphabetically and by meaning, logging abbreviations, map symbols, and miscellaneous useful information. (It is currently in its sixth edition.)

change the word “women” to “individuals” under “Membership”.

The purpose remained unchanged until 1989 when delegates voted to amend it by adding “employed in or affiliated with the petroleum, energy and allied industries”.

The purpose was changed in 2009 giving it a more in-depth meaning to our purpose.

The purpose currently reads: “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.”

MISSION STATEMENT

“To enhance and foster a positive image to the global community by promoting the contribution of the petroleum, energy and allied industries through education by using all resources available.”

VALUES STATEMENT

- Integrity/Accountability
 - I walk my talk; I do what I say I will do
 - I keep and follow through on my commitments
 - I am honest and respectful
 - I own my mistakes as well as my successes
- Leadership
 - I am a positive servant mentor
 - I am approachable by membership
 - I delegate appropriately
 - I listen to what others say
- Professionalism
 - I attack problems, not people
 - I speak with respect to others
 - I dress appropriately
 - I am prepared and pay attention to detail
- Teamwork
 - I cooperate and collaborate
 - I demonstrate open-mindedness
 - I communicate proactively and frequently
 - I present a united front

ORGANIZATION

The Association was formed to protect the name “Desk and Derrick”; to provide a medium for the exchange of ideas; to implement our purpose of providing industry educational programs for employees of the petroleum, energy, and allied industries; and to ensure the non-shareholding, noncommercial, nonprofit, nonpartisan and non-bargaining structure.

For more than sixty years, industry leaders have recognized the value of Desk and Derrick’s educational opportunities, and contributed to the success of our organization. Through onsite field trips, seminars, workshops, and vital membership networking, employees can increase their professional and personal development.

STRUCTURE

Association

The Association consists of four (4) regions. The demographics of each region are outlined in Article III, Section 2 of the Association’s Bylaws.

- (a) Clubs formed inside the United States and Canada shall be a part of the geographical regions as set forth in Section 2 of this article.
- (b) Clubs formed outside the United States and Canada shall be assigned to the active region in the closest geographic proximity.

The officers of the Association include a President, President-Elect, Secretary, Treasurer, Immediate Past President, and a Director from each region. These officers constitute the Board of Directors. Duties of these officers are outlined in Article X of the Association Bylaws.

The Standing Committees of the Association shall be the following: Club Bylaws Review, Education/Certification, Finance Review, Guidelines Review, Membership, Program, Public Relations, Rules, and Tax Exempt. Special committees may be created from time to time as deemed necessary by the Board of Directors.

Regional

Regions are composed of clubs consisting of individuals employed in or affiliated with the petroleum, energy, and allied industries. A Regional Director for each region is nominated and elected as stipulated in Article IX, Section 3 of the Association’s Bylaws.

Club

Membership in a Desk and Derrick Club is open to those employed in or affiliated with or retired from the petroleum, energy, and allied industries; individuals who are enrolled in an accredited course of study with a declared major in the petroleum, energy, and allied industries; and to individuals interested in increasing their knowledge about these industries, who can benefit from broad-based, cross functional training.

MEETINGS

Convention

The Association holds an annual convention at which time club delegates cast the vote of the club on the following:

1. election of Association Officers
2. proposed amendments to the Association Bylaws and Standing Rules
3. all Association matters on the convention agenda and any other business presented
4. date and site of future conventions

Annual reports of ADDC committees may be given during the convention. Any reports not verbally presented shall be provided to the delegates for distribution to all clubs.