

NATIONAL DESOTO CLUB, INC.  
MEMBER HANDBOOK  
III



(Incorporating changes up to 5-19-2008)

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**CLUB BY-LAWS**  
**Approved by NDC Board**  
**2008**

**ARTICLE I - GENERAL**

**SECTION 1. NAME**

The name of the organization shall be NATIONAL DeSOTO CLUB, INC., a non-profit organization. Hereafter referred to as "the organization".

**SECTION 2. PRINCIPAL OFFICE**

The place in Ohio where the principal offices of the Organization is to be located is in Miami County, at 1308 Clark Avenue, Piqua, OH 45356-3016

**SECTION 3. PURPOSE**

The purpose of the organization is to encourage the preservation, restoration and promotion of all DeSoto automobiles. as well as to promote fellowship and the exchange of knowledge among all fellow members. Furthermore, the study, compilation of data, summary of information , and preservation of literature related to De Soto automobiles is to be encouraged.

**SECTION 4. POWERS**

The Organization shall have such powers as are now or may hereafter be granted under the Non-Profit Organization Law of the State of Ohio. To the extent not inconsistent with the above, the Organization shall have the power to:

- a. Solicit, collect, receive, acquire, hold and invest money and property, both real and personal, received by gift, bequest, devise, grant, purchase, exchange, lease, transfer, judicial order or decree, or otherwise both real and personal, of whatever kind and description and wheresoever situate, absolutely or in trust, to carry out the purposes of the Organization as directed by the Board of Trustees.
- b. Invest and reinvest any assets of the Organization and collect income therefrom.
- c. Arbitrate, defend, enforce, release, compromise, or otherwise settle any claim of or against the Organization.
- d. Make any division or distribution of the assets or income of the organization in furtherance of its purpose as directed by the Board of Trustees.
- e. Control, maintain and improve, leave for any term, rent, exchange, sell, convey or transfer at public or private sale all or any part of the real or personal property of

the Organization.

f. Execute and deliver proper instruments of conveyance and transfer.

g. For proper organization purposes, borrow money and execute a note or notes or other instrument therefor and to secure the same by the assignment, pledge or mortgage of organization property, as directed by the Board of Trustees.

h. Execute and deliver proxies and powers of attorney and such other instruments as are incidental to the holding, controlling and voting of organization securities or the sale or exchange thereof.

i. Hold assets in the name of a nominee or in bearer form in its own name or as trustee.

j. Make divisions and distribution of corporate property in cash or in kind, or partially in cash and partially in kind from current income or from principal, as shall be directed by the Board of Trustees in pursuance of the Organization's purposes.

k. Periodically publish a magazine covering items of interest to the members of the Organization

l. Engage in any and all activities not prohibited by law or the Articles of Incorporation.

## **ARTICLE II - MEMBERS**

### **SECTION 1. MEMBERS**

Any person expressing an interest in DeSoto and meeting requirements as may be prescribed herein is eligible to become a member of the organization.

Annual dues will be set by majority vote of the Board of Trustees. The amount of dues will be sufficient to provide proper services for the membership, but will be in keeping with the organization's non-profit status. New members may join the club at any time. All dues paying persons shall be considered members of the Organization, provided said dues are paid in full to date. A membership is designated by the membership number and comes from the payment of one unit of dues. Membership privileges are granted to the primary member, the spouse of the primary member and all of their minor children (less than 21 years of age). All dues as established by the Board of Trustees shall be for a period of one year and shall be paid upon submission of an official application for membership in the Organization.

Only fully paid members of 30 days or longer shall have any voting rights in the Organization. Each membership shall have the right to cast only one vote in any Trustee election.

The Club reserves the right to expel or refuse membership based upon character, moral grounds, or engaging in fraudulent or slanderous activities toward other members. A minimum vote of 2/3 of the Board of Trustees shall expel or refuse an individual.

## **ARTICLE III - TRUSTEES**

### **SECTION 1. NUMBER**

The Board of Trustees shall consist of nine (9) members, each of whom shall be a member of the Organization and who shall serve without compensation. The number of Trustees may be increased by a minimum vote of 2/3 of the Trustees to a number not to exceed 18 Trustees.

### **SECTION 2. TERM**

The Trustees shall serve for staggered three (3) years terms with three (3) to be elected each year from the membership. During the initial period of this corporation three (3) Trustees shall serve for a one (1) year term, three (3) for a two (2) year term, and three (3) for a three (3) year term.

### **SECTION 3. ELECTION**

The Trustees shall be elected annually on the staggered terms as set forth herein, as set forth in the Election Guidelines.

### **SECTION 4. ELIGIBILITY**

In order to serve as a Trustee, a member must, at the time of their service, be:

- a) At least 21 years of age.
- b) A paid member in good standing.
- c) Not married to another Trustee.
- d) Not related (parent/child, brother/sister) to another Trustee.

### **SECTION 5. DUTIES**

The Board of Trustees shall be the governing body of the Organization and may exercise all powers and authorities and do all the lawful acts which advance the purpose of the Organization and which are not forbidden by the By laws and any provision thereof or law incorporated therein. Included in such powers and authorities is the power of the Board of Trustees to fill the unexpired terms created by vacancies in its membership and in any of the offices.

### **SECTION 6. COORDINATORS**

The Board of Trustees may appoint Coordinators, Chairpersons, and Editors. The Board of Trustees may delegate to each coordinator, chairperson, and Editors any of the authority of the Trustees. Each Coordinators, Chairpersons, and Editor shall service at the pleasure of the Board of Trustees and shall be subject to its control and direction. Any Committee Chair, Coordinator, or Editor may be dismissed from his/her duty by a minimum 2/3 vote of the Trustees.

### **SECTION 7. NOTICE OF MEETING**

Notice of annual Board meeting held at the convention shall be given to each Trustee at least 30 days before the date set for such meeting.

In addition to this annual meeting of the Board of Trustees, the Board of Trustees may at any time, with 24 hours notice to the members of the Board, convene an emergency board meeting, via phone, e mail, or video conferencing, to attend to club business.

### **SECTION 8. QUORUM**

At any meeting of the Board of Trustees, the presence of at least five (5) of the number of Trustees acting individually or by proxy shall constitute a quorum for the transaction of business. The business of the Organization shall be decided upon by a majority vote of the Trustees present or represented by proxy at a meeting at which a quorum is in attendance, except as herein below set forth in Article VII, Section 1.

### **SECTION 9. REMOVAL**

Any one or more of the Trustees may be removed with or without cause at any time by a minimum vote of 75% of the entire Board of Trustees.

### **Section 10. VACANCY**

In the event an elected trustee or officer cannot fulfill his term the Board of trustees will appoint a member to complete the remainder of the term.

## **ARTICLE IV - OFFICERS**

### **SECTION 1. ELECTIONS**

The Board of Trustees shall elect annually from among the Trustees, the officers of the Organization, consisting of a President, Vice President, Secretary, and Treasurer, all of which shall be Trustees. No Trustee is eligible to serve as President unless that trustee has served on the Board for the preceeding 12 months, or, from the time between the convention in which that trustee took office and the following year's convention, whichever is shorter.

### **SECTION 2. PRESIDENT**

The President shall perform the duties required of the Chief Executive Officer of the Organization and such additional duties as the Board of Trustees may, from time to time, require of her/him. The President also shall be the Chairperson of the Board of Trustees and shall preside at its meetings.

### **SECTION 3. VICE PRESIDENT**

The Vice President shall perform such duties as the Board of Trustees may require from time to time. In absence of the President, the Vice President shall assume the position of President for purposes of conducting any business or directing the meeting of the Organization

### **SECTION 4. SECRETARY**

The Secretary shall keep the minutes of the meetings of the Board of Trustees and shall record the same in the Organization's minute books. The Secretary shall keep the record of the Trustees of the Organization and shall mail all required notices to the Trustees.

#### **SECTION 5. TREASURER**

The Treasurer shall have the custody of the Organization's funds and securities and shall keep full and accurate accounts of receipts and disbursements. The Treasurer shall deposit all monies in the name and to the credit of the Organization as may be ordered by the Board of Trustees and shall report to the Trustees with respect thereto.

The Treasurer shall not disburse funds in excess of \$300 for any reimbursement, or payment of any original invoice, without the written authorization of the President. If the request is submitted by the President, written authorization will be required from the Vice President or other member of the board. This requirement will not apply to previously budgeted items. Any non-budgeted items over \$1000 will require consensus of the Board of Trustees.

### **ARTICLE V - CHAPTERS**

#### **SECTION 1. APPLICATION**

A group of 6 or more members may request Chapter Charter. Application for a Chapter Charter will be made to the organization's Chapter Coordinator, who will follow the Chapter Formation Guidelines and present the request to the board.

#### **SECTION 2. MEMBERSHIP**

All members of the Chapter must belong to the National organization. Chapters may set their own dues and have their own publication. Chapters will abide by all rules, guidelines, and by-laws of the National organization.

#### **SECTION 3 . KEEPING IN TOUCH WITH NATIONAL ORGANIZATION**

The National organization requests: that the Chapter Coordinator,-Historian, and Editor(s) receive a copy of the chapter newsletters. The Chapter Coordinator is to receive a copy of changes in Chapter by-laws, and an annual list of members. All activities should be planned far enough in advance to allow for publication to prevent conflicting dates.

#### **SECTION 4. MEETINGS**

At least two meetings are recommended for all chapters each year. One of these meetings may be in conjunction with the national convention when they are held within the local area.

#### **SECTION 5. WITHDRAWALS**

The right to withdraw Chapter Charters is held by the Board of Trustees. At the recommendation of any member of the Board of Trustees, and with good cause, a minimum vote of 2/3 of the Board shall dissolve any chapter.

## **SECTION 6. OFFICER TITLES**

To insure continuity and no misunderstanding of titles the recommended title for Chapter heads shall be Chapter Chairperson.

## **SECTION 7. DISSOLVING A CHAPTER**

Each chapter shall maintain its own financial solvency. In the event that a chapter dissolves, remaining funds in the chapter treasury shall be dispensed with as deemed by the last Chapter Board. Notice of the Chapter Board's decision is to be sent to the chapter membership and the NDC Chapter Coordinator.

## **ARTICLE VI - NATIONAL CONVENTION**

### **SECTION 1. NUMBER**

There shall be at least one major national convention each year. Each convention will be under the guidance of the Convention coordinator and will adhere to the Convention Guidelines

### **SECTION 2. HOST**

All National DeSoto Club, Inc. chapters and members-at-large are eligible to host the convention.

### **SECTION 3. GENERAL MEETING**

There shall be an open general meeting held at each convention. Notice of said meeting shall be published in the National Club magazine in the issue prior to the convention.

## **ARTICLE VII - AMENDMENTS**

### **SECTION 1. VOTE REQUIRED**

The By-laws may be amended or new by-laws may be adopted by a minimum vote of 2/3 of the entire Board of Trustees at a meeting called for such purpose or via a special Board Packet as the Board of Trustees deem necessary.

## **ARTICLE VIII - STANDING GUIDELINES**

### **SECTION 1. STANDING GUIDELINES AS GOVERNING POLICY**

The Standing Guidelines are part of the governing policy of National DeSoto Club., Inc. They may be changed at any time at the discretion of the Board of Trustees. The Board of Trustees may delete or add to the Standing Guidelines as they see fit by majority Board vote.



# STANDING GUIDELINES

The following Guidelines, procedures, etc. have been approved by the National DeSoto Club, Board of Trustees as part of Article VII Standing Guidelines section of the National DeSoto Club By-laws. As a reference to those interested members we are listing them below:

## A. OFFICERS JOB DESCRIPTIONS

Approved by NDC Board December, 2006

### President's Operational Guidelines:

NDC By - Laws, Article IV, Section 2:

The President shall perform the duties required of the Chief Executive Officer of the Organization and such additional duties as the Board of Trustees may, from time to time, require of the President. The President also shall be the Chairperson of the Board of Trustees and shall preside at its meetings.

As to more specific duties:

- 1) Write the President column for each issue of DeSoto Adventures that contains timely subjects including reporting of some of the major Board decisions.

#### **Deadlines for *DeSoto Adventures*:**

December 1 -- Jan/Feb

February 1 - March/April

April 1 - May/June

June 1 - July/August

August 1 - September/October

October 1 - November/December

#### **SUGGESTED TOPICS FOR PRESIDENT'S COLUMN**

(These topics are not mandatory; just a general suggestion list as a tool of assistance if needed.)

#### **JAN/FEB**

Mention Convention Bids needed if such is necessary; general encouragement of members to vote without any campaigning type remarks.

#### **MARCH/APRIL**

Mention getting together with local members and possibly forming a chapter; club booths at swap meets; club library. Mention date, time and location of Board and General Membership Meetings at the National Convention.

#### **MAY/JUNE**

Mention of Salvage Yard Coordinator, Technical Advisors, Parts Replacement Source Coordinator, Convention registration.

**JULY/AUGUST**

Mention Club Historian; Parts Reproduction Coordinator.

**SEPT/OCT.**

Thanks to convention hosts, mention sales items as Christmas Gifts.

Encourage members to run for Trustee

**NOV/DEC**

Holiday wishes from the Board of Trustees

- 2) Conduct the annual Board of Trustee meeting and General Membership Meeting at the national convention.
- 3) Act as spokesman for the Board of Trustees on matters of Club Policy to the membership unless delegated to another member of the Board.
- 4) Oversee, in a general sense, all Board of Trustee members and committees, taking care of any problems that may rise that can not, or are not, being handled by those responsible.
- 5.) Be responsible to coordinate the date, time and location of the Board and General Membership Meeting to be held at the NDC Convention each year. Publish this information in *DeSoto Adventures* issue that comes out 60 days prior to the convention.
- 6.) As per the Convention Guidelines, write a letter of appreciation to the Host Chapter each year.
- 7.) In the event that the Election Coordinator accepts a nomination to run for trustee and/or office, appoint another trustee not running to handle the election.

**Vice President's Operational Guidelines:**

NDC By-laws Article IV Section V

The Vice President shall perform such duties as the Board of Trustees may require of *her or him* from time to time. In absence of the President, the Vice President shall assume the position of President for purposes of conducting any business or directing the meeting of the Organization

\* \* \*

As to more specific duties:

- 1. Serves as Board liaison to the following coordinator/chairperson positions not held by a trustee: ie, Editor, Ads Editor, Membership Secretary, Chapter Coordinator, Technical Advisor Coordinator, Web Master, Librarian, Convention Coordinator; Junior Officer

Coordinator, Historian, Club Store, Parts Reproduction Chairperson, Parts Identifier, Parts Replacement Source Chairperson, Salvage Yard Chairperson, Technology & Automation Chairperson, Handbook Chairperson, Reference Manual Chairperson, and Club Inventory and Assets Record Keeper.

2. Notifies Committee Chairs/Coordinators of the date, time and location of the Board meeting in an e mail or regular letter, when requesting annual committee reports.

### **Secretary's Operational Guidelines:**

NDC By-laws Article IV Section 3

The Secretary shall keep the minutes of the meetings of the Board of Trustees and shall record the same in the Organization's minute books. The Secretary shall keep the record of the Trustees of the Organization and shall mail all required notices to the Trustees.

\* \* \* \* \*

As to more specific duties:

1. Take minutes of all General and Board Meetings and submit them for Board review and approval.
2. Prepare timely (usually once a month) Board Packet communications by regular or e mail, recording all votes, and over seeing the notification of appropriate parties of necessary information.
3. Provide assistance as necessary to the President and members of the Board of Trustees with Club correspondence.
4. Retain all original Board Packets in hard copy form until the Board Minute Summaries are published by the Trustee Reference Manual Chairperson for inclusion in the Trustee Reference Manual. Once this is accomplished, the original Board Packets are to be forwarded to the Club Historian.
5. Maintain a file of original correspondence forwarded to the Club Secretary for official record keeping.
6. Maintain documentation of Board action taken relating to members' complaints against fellow members.
7. Maintain a supply of Club stationary to be distributed as necessary for Trustee and Coordinator/Chairperson use.
8. Be Board Liaison to the Club Handbook Chairperson and the Club Reference Manual Chairpersons, if such persons are not a member of the Board of Trustees.

## **Treasurer's Operational Guidelines:**

### NDC By-laws ARTICLE IV, SECTION 4. TREASURER

The Treasurer shall have the custody of the Organization's funds and securities and shall keep full and accurate accounts of receipts and disbursements. The Treasurer shall deposit all monies in the name and to the credit of the Organization as may be ordered by the Board of Trustees and shall report to the Trustees with respect thereto.

The Treasurer shall not disburse funds in excess of \$300 for any reimbursement, or payment of any original invoice, without the written authorization of the President. If the request is submitted by the President, written authorization will be required from the Vice President or other member of the board. This requirement will not apply to previously budgeted items. Any non-budgeted items over \$1000 will require consensus of the Board of Trustees.

As to specific duties:

1. Will be responsible for maintaining adequate and accurate books of account (including paid receipts) for the club and in the event of possible audits.
2. Will have custody of the NDC's cash funds and securities ensuring that all income shall be deposited in a timely manner to the appropriate account in a recognized financial institution. Accounts will consist of checking, savings, and any other investments as directed by the Board of Trustees.
3. Will disburse funds for accounts payable invoices received and/or expenditures approved by the Board of Trustees in accordance with the above referenced by-laws.
4. Keep a record of all advances.
5. Will prepare a proposed budget for the following year which will be used to track expenditure spending.
6. Shall prepare a semi-annual Income & Expense Report for the Annual Board Meeting in addition to an annual Income & Expense Report to be published in the January/February issue of *DeSoto Adventures*
7. Will be responsible for ensuring that any required government filings are submitted in a timely manner. This includes, but is not limited to, Internal Revenue Service Form 990EZ.
8. Oversee proper insurance coverage for the club and authorize payment of premium.

9. Assist with obtaining "Certificates of Insurance" as proof of Club insurance for club events as needed upon request.

## **B. ELECTION GUIDELINES**

**Approved by NDC 1-2004**

### **TRUSTEE ELECTION GUIDELINES**

1. Election Coordinator is to be appointed by the Board of Trustees and be a member of the Board, but not the Club Secretary nor a Trustee running for re-election.
2. Election Coordinator will solicit nominations for office of Trustee in the Nov/Dec *DeSoto Adventures*
3. Election Coordinator will verify current membership standing of all candidates.
4. Nominees (not volunteers) will be sent a letter or e mail asking if they will accept the nomination for office.
5. All candidates shall write a short paragraph as to why they want to run for the office of trustee, including their qualifications and capabilities, as well as what their aspirations are for the club and shall submit it to Election Coordinator by January 10th.
6. Ballots will be printed alphabetically and reverse alphabetically on an equal number of ballots. The ballots will be on security paper and whatever other security measures are deemed necessary by the Club's Election Coordinator. The ballots will be inserted in the January/February issue of *DeSoto Adventures* along with a list of candidates and their statements.
7. Ballot deadline will be printed on all ballots and must be postmarked by that date and received within ten days after that date. Suggested Deadline date is February 15th
8. The Election Coordinator, upon completion of counting the ballots, will forward the physical ballots to the Club Secretary for verification of the results. If the Club Secretary is one of the individuals running for the election, then the ballots will be forwarded to the highest ranking officer of the club who is not running for election. After the results have been verified, the Club Secretary will retain the ballots for one year.
9. Election Coordinator will notify each candidate of the election results by letter and/or email as soon as possible after the ballots are counted.

10. Results will be printed in the March/April *DeSoto Adventures*.

### **GENERAL TRUSTEE ELECTION NOTES**

1. No copied nor more cleverly counterfeited ballots will be counted.
2. In the event that there are only three candidates for the three Trustee positions, they will automatically assume office and no election will be held.
3. Other than what appears in the statements in *DeSoto Adventures* it is requested that there be no further campaigning or other publicity on any candidates involved in the election.
4. In the event that the National Convention is to be held in June, the above procedures will start as soon as possible, hopefully accelerating all events by two months.

### **TRUSTEE OFFICERS ELECTION GUIDELINES**

1. Upon completion of the annual Trustee election, the election of Trustee Officers will take place.
2. Nominations for the Trustee Officers may be made by any Trustee, including those Trustees finishing their term in office, as well as newly elected Trustees that will be beginning their term in office at the annual Trustees' Meeting of that year. Voting will be limited to the nine Trustees that will be serving their term in office at the upcoming Trustees' Meeting.
3. Nominations for the Trustee Officers will be limited to those Trustees that will be serving their term in office for the upcoming period from the National Convention of the current year to the National Convention of the next year.
4. Any of the eligible Trustees may be nominated for any of the four Officer positions with the exception of President. In order for a Trustee to be eligible for President, that Trustee must have served on the Board for the preceding 12 months, or from the time between the convention in which that Trustee took office and the following year's convention, whichever is shorter.
5. Any Trustee nominated will be contacted by the Election Coordinator in order to verify that the Trustee accepts the nomination for that Office(s).
6. Nominations will be open for a minimum of two weeks. Nominations will be closed at the end of that time or when all Trustees have contacted the Election Coordinator with their nominations, whichever is less.
7. The election process will begin upon the conclusion of the nomination process and will run for one week. Each of the voting Trustees will contact the Election Coordinator by either phone, letter, or e-mail; and inform the Election Coordinator of that Trustee's



be put forward for final vote in the third mailing, providing that all questions have been answered (see policy vote below).

6) The voting results will be announced in the fourth mailing.

7) The Board Packet Coordinator will retain a hard copy of each packet until such a time as the Reference Manual Coordinator has completed and distributed to the Board a Board Packet Summary for quick historical reference.

## **BOARD POLICIES IN REGARD TO BOARD PACKETS**

A. It is the policy of the NDC BOARD OF TRUSTEES that all Board e-mail and phone discussions are to be confidential and only for the board's review. Due to the speed that e mails can be passed on to hundreds of people, Board e mails may not be forwarded to a general member or non member. If expertise is needed from a general member regarding a board issue, it should be done by phone only.

Approved by the NDC BOARD April, 2000.

B. It is the policy of the NDC BOARD OF TRUSTEES that questions are to be answered by the motion author before the motion goes to vote.

Approved by the NDC BOARD June, 2001

C. If, through electronic transmission, a response or vote is not received from a trustee by the Board Packet Chairman by deadline date, the vote or comment may not be deemed valid unless a copy of the entire original e mail including the date and time of original send is forwarded to the Board Packet Chairman.

Approved by the NDC Board, January, 2002.

D. In each Board Packet, after our confidential policy statement, the Board Packet Chairperson is to list the number (not names) of trustees that responded to the Board Packet and what is the quorum for the votes case in that packet. All nine trustee votes be presented for vote yes, no, or abstain before the motion may be decided. If any Board Member refuses to vote his/her refusal will be determined to be an abstention. Also, included shall be wording, please bear in mind that all trustees do not necessarily vote on all items, nor comment on all items.

Approved by the NDC Board July, 2007



## **D. PROCEDURES FOR FORMING A CHAPTER**

**Approved by NDC Board July, 1999**

The National DeSoto Club, Inc., encourages local DeSoto activity and the formation of local chapters. The Board of Trustees has kept rules and regulations to a minimum such that members need not be impeded when starting a chapter.

### **\*PLANNING THE CHAPTER**

In considering a new chapter, a member needs to decide the physical area the chapter will encompass, the structure of the chapter, and the activities of the chapter. The physical area of a chapter will be a balance of the distance between members and the number of members needed for an active chapter.

The structure of a chapter relates to its by-laws, officers, etc. The founders of the chapter –must decide what officers they will have, what duties the officers will have, and how and when the officers will be elected. All this information should be incorporated into the chapter by-laws. In the back of this packet you will find a suggested list of officers and a sample by-laws.

The planned activities of a chapter should be proposed as the chapter is forming. Chapters have a newsletter to keep the members informed of activities. Meetings should be held on a regular basis, whether it be monthly, bimonthly, quarterly, summer months only, etc. Other activities chapters should consider include swap meets, car shows, scenic drives, and seminars.

### **GETTING STARTED**

The very first step in starting a chapter is to contact the Chapter Coordinator. The Coordinator will supply you with an up-to-date list of members in your chapter area. Set a date for a first meeting, send out invitations to all the members in the area, and put a notice in *DeSoto Adventures* to remind members about the meeting. You may wish to visit or phone members in the area to stir up interest before the meeting.

Use the first meeting to gauge interest in the various proposed activities. It might be necessary to change the planned meeting schedules or the nature or location of some of the activities. Sign up a slate of temporary officers, decide on a chapter name, and set a schedule for the next meeting or two.

If the interest at the first meeting is strong, proceed by getting six signatures of National DeSoto Club, Inc. members on the enclosed Petition asking the National to issue a charter to your chapter. If the interest at the first meeting is not sufficient, you may wish to hold several more meetings to drum up more support before applying to the National for a charter. If there simply aren't enough people to support an active chapter, just continue on as an informal group. Get together once or twice a year to enjoy one another's interest in De Sotos.

### **OBTAINING YOUR CHARTER**

As mentioned above, when sufficient interest is shown to support a chapter on a continuing basis,

fill in the enclosed Petition and mail to the Chapter Coordinator. When the Petition is accepted, the new chapter is expected to submit their by-laws and a list of elected officers within six months. When the by-laws are approved, the chapter is granted a charter and becomes an official chapter of the National DeSoto Club, Inc..

Once the charter is granted, the chapter is eligible for reimbursement of up to \$100.00 of the cost of advertising, printing and mailing expenses of the chapter start-up. A form is enclosed for this purpose.

### **CHAPTER OBLIGATIONS AND PRIVILEGES**

Chapters are to mail a copy of their newsletter and other mailings to the Club's Historian, Chapter Coordinator and the Editor of The Forward Look column for *DeSoto Adventures*.

Chapters are to submit a list of members, their De Sotos, and a list of officers to the Chapter Coordinator once a year. Chapters may not accept members who are not members of the National DeSoto Club, Inc.

Chapters shall publish their own newsletter and have a minimum of two newsletters and two meetings per year. Chapters may charge their own dues.

Chapters are expected to abide by all by-laws and regulations of the National DeSoto Club, Inc. The right to revoke a charter, for any reason, including inactivity or refusal to abide by by-laws and regulations, is held by the Board of Trustees of the National DeSoto Club, Inc. which may revoke a charter on a minimum vote of 2/3.

### **SUGGESTED CHAPTER OFFICERS**

It is recommended that all chapters have the following six offices: Chairperson, Co-Chairperson, Secretary, Treasurer, Newsletter Editor, and Membership Secretary. It is often the case that one individual may assume more than one office. In addition, a chapter may wish to combine some offices on a permanent basis: e.g., the Secretary and Newsletter Editor offices could be combined, or the Membership Secretary office could be combined with either the Secretary office or Treasurer office.

#### ***Chairperson***

The Chairperson oversees the general operation of the chapter and conducts the meetings.

#### ***Co-Chairperson***

The Co-Chairperson conducts meetings in the absence of the Chairman.

#### ***Secretary***

The Secretary takes minutes of the meetings; handles general correspondence of the chapter, and

keeps a file of all official chapter papers.

### ***Treasurer***

The Treasurer is responsible for the banking of the chapter's treasury; paying bills and collecting debts; establishing a budget; and publishing Treasurer's Reports as required by the chapter by-laws.

### ***Newsletter Editor***

The Newsletter Editor is responsible for editing, preparing, and mailing the newsletter on a regular and timely basis. Newsletters should include upcoming chapter functions, car shows and swap meets in the area, advertisements, and various articles. Prospective members and new National club members are usually sent two complimentary copies of the chapter newsletter, along with membership applications, before their name is dropped from the chapter mailing list.

### ***Membership Secretary***

The Membership Secretary is responsible for maintaining the roster of members and DeSotos for the chapter. In addition to maintaining a list of current chapter members, the Membership Secretary should also maintain a list of prospective and National members who have chosen not to join the chapter.

## **ADDITIONAL OFFICERS**

In addition to the officers listed above, a chapter may wish to have additional officers as listed in this section.

### ***Historian***

The Historian maintains a file of chapter (and National) newsletters; a scrap book/photo album of chapter meets and activities, and chapter memorabilia. Generally the items in the scrapbook/photo album are donated by members, but some chapters may wish to have an official Chapter Photographer, with film and processing needs paid by the chapter treasury.

### ***Program Chairperson***

The Program Chairperson plans programs for chapter meetings. Possibilities include demonstrations on how to fix various automobile systems, literature collecting, DeSoto history; etc.

### ***Parts Locator/Librarian***

The Parts Locator keeps a list of parts dealers, cars for sale, junk yards, etc. The Parts Locator should be knowledgeable of where to get parts locally. The Librarian maintains and assists members in using a collection of parts books, interchange manuals, and literature. The material may be donated or lent by members; or purchased with chapter funds.

### ***Raffle Chairperson***

The Raffle Chairperson is in charge of occasional fund-raising raffles throughout the year. Raffle prizes may be cash from the sale of tickets or donated parts and literature. Older children and

family members can help sell tickets at meetings. Money raised by raffles may go to the treasury or to a specific project.

***Safety Chairperson***

The Safety Chairperson is responsible for overall safe operations during club events: eg., making sure that all cars have fire extinguishers, making sure that cars in a caravan have properly functioning lights and brakes; etc.

**SAMPLE CHAPTER BY-LAWS**

**Article I - Name and Purpose**

§ 1. The name of this organization shall be.....

§ 2. The purpose of this organization is to promote activities for National DeSoto Club, Inc. members residing in an area specified by the Chapter and to support the National DeSoto Club's policies and their purposes as stated in their By-laws.

**Article II - Membership**

§ 1. Membership in the National DeSoto Club, Inc. is a requirement for membership in the Chapter. Any person expressing an interest in DeSoto and meeting requirements as prescribed herein is eligible to become a member of the Chapter. The Club reserves the right to expel or refuse membership to the Club based on character, moral grounds, or if a member is engaged in fraudulent or slanderous activities toward other members.

§ 2. Annual dues shall be set by majority vote of the Chapter's membership. A member not paying chapter dues when requested becomes a non-member until dues are again in good standing. Chapter dues will be refunded on a pro-rata basis if National dues are not current.

§ 3. All driving members must be insured individually. The Club shall not be responsible for acts of members or members' vehicles and no action can be brought against the Club for any member's careless act for any reason.

**Article III - Government**

§ 1. The officers of the Chapter shall be: Chapter Chairperson, Chapter Co-Chairperson, Chapter Secretary, and Chapter Treasurer. The election of Chapter officers shall occur annually.

§2. The Chapter Executive Board of Directors shall consist of those who are:

- A. Chapter Chairperson
- B. Chapter Co-Chairperson
- C. Chapter Secretary
- D. Chapter Treasurer
- E. immediate Past Chapter Chairperson (if applicable)

§3. In the event of a vacancy in an office the remaining members of the Board of Directors shall appoint a member to take over those duties for the unexpired term.

§4. Any officer of the Chapter may be removed from office at any time by a minimum vote of 3/4 of the members of the Chapter -voting at a meeting called for this purpose.

#### **Article IV - Committees**

§1. Standing Committees may be the following: Newsletter Editor, Nominating , Librarian, Historian/Scrapbook, Membership Secretary, Publicity.

§2. The Chairperson of the Standing Committees shall be appointed by the Chapter Chairperson with the approval of the incoming Chapter Board of Directors.

§3. Not more than two standing committee positions may be chaired concurrently in the same household.

§4. Special Committees may be headed by the Chapter Chairperson or his designee with approval of the Chapter Board of Directors.

§5. Members of the Committees will be appointed by the Committee Chairperson from among the general membership.

§ 6. Committee projects shall be submitted to the Board of Directors for approval. Progress Reports will be made to the Chapter Chairperson and to the general membership at meetings. All funds expended by the committee must receive prior approval by the Chapter Board of Directors or no reimbursement can be made.

#### **Article V - Nominations and Elections**

§ 1. The Nominating Committee shall consist of three members, i.e., the present Chapter Co- Chairperson, and two members from the general membership.

§2. The Nominating Committee shall present a slate of officers at the second to last meeting of the fiscal year, or nominations from the floor can then be taken at that

meeting.

§3. Elections shall be by ballot, sent to the members no later than three(3)weeks prior to the last meeting of the fiscal year. Ballots returned shall be opened and counted at that meeting. The officers shall be elected by majority vote.

#### **Article VI - Fiscal Year**

§ 1. The fiscal year of the .... shall commence January 1, and end on December 31.

#### **Article VII - Duties and Powers of Officers and the Board of Directors**

§ 1. The executive power of the Chapter shall be vested in the Board of Directors who shall have the power and authority to do and perform all acts and functions in accordance with the by-laws.

§2. The Chapter Chairperson shall be the chief executive officer of the Club. The Chapter Chairperson shall preside at all meetings of the Board and general membership. The Chapter Chairperson shall be an ex-officio member of all committees except the Nominating Committee. The Chapter Chairperson shall appoint the Chairman of all Committees subject to the approval of the Chapter Board.

§3. The Chapter Co-Chairperson shall perform, in the absence of the Chapter Chairperson, all duties and exercise all powers of the Chapter Chairperson. In addition the Chapter Co-Chairperson shall perform such duties as may be delegated by the Chapter Chairperson or the Chapter Board of Directors. The Chapter Co-Chairperson will be Board Liaison for the following Standing Committees: Publicity and Newsletter Editor. The Chapter Co-Chairman shall also ensure Chapter by law adherence, as well as be Chairman of the Nominating Committee.

§4. The Chapter Secretary shall record all minutes of the Chapter Board of Directors and general membership meetings. The Chapter Secretary shall perform such other duties as may be delegated by the Chapter Chairperson, or the Chapter Board of Directors. The Chapter Secretary shall also be Board Liaison for Membership Secretary, Librarian, and Historian/Scrapbook Committees.

§5. The Chapter Treasurer shall keep, or cause to be kept, in suitable form, detailed accounts of the assets, liabilities, receipts and disbursements of the Chapter. The Chapter Treasurer shall collect and disburse the funds of the Chapter as may be authorized by the Chapter Chairperson or Board of Directors. The Chapter Treasurer shall render a financial report to be published quarterly and shall present an annual report in March of each year. The Chapter Treasurer shall prepare a budget for Chapter Board approval prior to the last meeting of the fiscal year.

#### **Article VIII - Personal Liability**

§ 1. As stated in the Non-Profit Corporation's Code, the officers of this organization will not be liable for damages caused by, or occurring to, any member.

**Article IX - Meetings**

§ 1. The Club shall have a minimum of two meetings a year, one of which shall be designated as the annual meeting, date to be decided upon by the Chapter Chairperson.

§ 2. Chapter board meetings shall be held at least two times during the fiscal year, and at other times at the discretion of the Board of Directors.

§3. Special meetings of the Board of Directors may be called by the Chapter Chairperson or by written request of three members of the Chapter Board, for a purpose to be stated.

§ 4. A quorum of the meeting of the Board of Directors will require a majority of the Board membership.

§ 5. Special meetings of the general membership may be called by Chapter Chairperson or a majority of the Board of Directors for the transaction of business.

**Article X - Amendments**

§ 1. These By-laws may be amended, repealed, or added to by mail ballot. A minimum vote of 3/4 of the returns is necessary for adoption.

ADOPTED BY THE \_\_\_\_\_ MEMBERSHIP: \_\_\_\_\_  
Name of Chapter Date

**NATIONAL DESOTO CLUB, INC.  
PETITION TO FORM A CHAPTER**

We, the undersigned members of the National DeSoto Club, Inc., do hereby petition the National DeSoto Club, Inc. to grant a charter for a new chapter which will be named:

---

The new chapter will cover the following area:

---

\_\_\_\_\_ (Sketch indicated area on map on reverse)

The temporary officers of the chapter will be:

Office Title

Member Name

---

---

---

---

We agree to abide by the by-laws and any other guidelines necessary in conforming with and supporting the National DeSoto Club, Inc.

Signature

Name (Print Clearly)

Membership No.

- |    |       |       |       |
|----|-------|-------|-------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ |

(Additional names may be listed on the reverse.)



**NATIONAL DESOTO CLUB, INC.**

**APPLICATION FOR REIMBURSEMENT  
FOR CHAPTER START-UP COSTS**

Please fill out the necessary information below and make a copy for your own records. Mail the original form and receipts for each item to the Chapter Coordinator.

Name of Chapter:

\_\_\_\_\_

**DATE OF EXPENSE    NATURE AND PURPOSE OF EXPENSE    AMOUNT SPENT**

**TOTAL**

submitted by: Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date: \_\_\_\_\_

## **E. CONVENTION GUIDELINES**

**Approved by NDC Board May 19, 2008**

### **Introduction**

The National DeSoto Club convention is the club's premier event; members and De Sotos attend from around the world. The National DeSoto Club Convention is often the first personal contact new members have with the club, and it the only time of year when the Board of Trustees meets in person. Moreover, the Convention is the prime opportunity for the public to discover De Soto and National DeSoto Club.

The club has prepared the following guidelines to assist applicants with their decision to submit proposals, and to facilitate the smooth command of the convention. These guidelines are offered in a spirit of cooperation and goodwill; providing the security of expectations and prior experience, while encouraging creativity with this all-important special event.

### **Host Eligibility**

1a. All National DeSoto Club chapters and members-at-large are eligible to host the convention.

### **Convention Dates, Duration, and Location**

2a. It is recommended that the convention be held during June, July or August in any location approved by the Board of Trustees. The convention may be held for no more than five days in succession and no fewer than three days in succession.

### **Submitting a Convention Proposal**

3a. A potential Convention Committee first notifies the Convention Coordinator that it is considering hosting a convention. The Coordinator will then supply the Committee with a copy of these guidelines and be available to advise the Committee. The Convention, Coordinator, a designated Trustee, is the primary liaison between the Convention Committee and the Board of Trustees. Convention Coordinator contact information can be found in *De Soto Adventures*.

3b. Before submitting a convention proposal, a Convention Committee must designate a chairperson and co-chairperson

3c. The proposal is formulated into a document for presentation to the Board of Trustees. This proposal document includes:

1. A preliminary list of convention volunteers including chairman and co chairman, treasurer, chief judge nominee, local publicity and any other coordinators such as registration, tour, swap meet, car show, etc. needed.
2. A projected budget showing no loss and or minimal profit. (See Money 6k for budget items.

3. A preliminary convention schedule that includes: a Friday General Membership Business Meeting and Social with automotive model show, a Saturday judged Car Show, a Saturday Awards Banquet, and a Sunday breakfast or brunch. Additional activities such as forums, tours, and live entertainment are welcome and encouraged.
4. A description of guest accommodations and cost.
5. The intended banquet dinner menu and cost to diners.

3d. The proposal document must be mailed electronically or by parcel post to the Convention Coordinator, who will check it for completeness and offer his suggestions, if any. The Coordinator must ensure that the proposal is delivered to all Board members at least six months prior to the annual Board Meeting held the year prior and as many as two years before the proposed convention opening day.

3e. A representative of the Convention Committee must attend the annual Board meeting when the convention Committee proposal is under consideration. This representative will make a presentation promoting the proposal, and field any questions the Board may have. This presentation may include: photographs, original video and other multimedia. The Convention Coordinator notifies applicants of the time and place.

### **How a Convention Proposal is Chosen**

4a. Immediately following the presentation of proposals at the annual Board Meeting, the Trustees discuss the proposals, then vote via secret ballot. The proposal that receives the most votes wins. The highest ranking National DeSoto Club officer present will announce the winner during the awards banquet. If a proposal has been made and approved two years in advance, it will be announced also at the banquet. If the Board of Trustees cannot reach a decision prior to the banquet, then a decision must be reached and announced no later than 30 days following the board meeting

### **Responsibility and Management Structure**

5a. The National DeSoto Club convention is a National DeSoto Club event. Finances and operation, unless otherwise specified, are entrusted to the Convention Committee and executed in accordance with these guidelines and the club's Code of Regulations.

5b. The Convention Chairman reports directly to the Convention Coordinator, who updates the Board on convention problems, progress, needs, etc. The Coordinator must keep the Convention Chairman informed of board business that may impact the convention.

5c. During the year leading up to the convention, the convention chairman is listed in the magazine and at the web site with national officers, trustees, and standing chairmen.

5d. The Convention Committee is responsible for the daily operation of the convention and special events. The committee decides event locations, and pricing for food, tours,

entertainment, decorations, favors, raffles, etc. The Convention Committee chooses the car show location and organizes the show cars. Trustees attending the convention may be asked to assist with convention events. Trustees cannot arbitrarily “take over” a convention activity unless dictated by dire circumstances (illness, gross negligence, etc.), and after consulting with the Convention Coordinator or highest ranking officer present at the convention.

5e. The Board of Trustees runs the business of the National DeSoto Club such as Board Meetings, General Business Meeting, National DeSoto Club Awards and Judging Policy.

5f. The Chief Judge is nominated by the Convention Committee prior to the convention and approved by the Board. If necessary, the Board will appoint a Chief Judge. The Chief Judge shall be responsible, or appoint someone to be responsible, to ensure that each DeSoto on the show field belongs to a NDC member and has a working fire extinguisher. The Chief Judge, or a designee, is also responsible to ensure that the fire extinguisher is displayed in front of the left-front tire while the DeSoto is parked on the show field.

5g. Tabulation of the judging forms is performed by volunteers recruited by the Chief Judge.

5h. The Club Store is run by the National DeSoto Club Store Chairperson or her/his designate(s).

5i. The convention staff shall wear a special colored ribbon behind the convention badge to help those in attendance recognize them more easily. The trustees must also wear a ribbon of a different color than the ones worn by the convention staff in order to identify Trustees more easily as well. The ribbon worn by the convention staff will be red in color and say on it “Convention Staff:” and the ribbons worn by the Trustees shall be blue in color and shall say “Trustee” on it. All ribbons will be paid for by National DeSoto Club.

5j. In the convention packets, the Convention Committee shall provide a list of members planning to attend and their De Soto(s) they plan to have at the convention. This list should be compiled as close as practical to the starting date of the convention to ensure completeness.

### **Money**

6a. For convenience and clarity, a separate convention checking account is created by the Convention Committee at a bank local to the committee. Consult with the Treasurer for tax ID information. Once the convention is over and the final accounting made, this account must be closed and its documents sent to the Treasurer for safekeeping. A suggested format for completion of the Financial Convention Report is attached to these guidelines.

6b. A convention is expected to pay for itself, neither generating great profit nor creating great debt. Activity fees and registration fees are not opportunities to raise extra funds for the National DeSoto Club.

6c. The Board of Trustees may vote to provide advance money for convention set up expenses such as deposits, printing and mailing. The money may be obtained in a lump sum and must be deposited by the committee in the convention account. This advance money must be covered by the various convention fees and returned to the National DeSoto Club treasury with no expenses deducted unless the Final Report shows a loss. It is suggested that the Chairman and Co-Chairman both be authorized to withdraw funds from the account.

6d. The Convention Committee establishes prices, collects registration money, and convention activity fees. The Club asks that the registration be affordable and reasonable, and that members bringing additional De Sotos are not charged additional registration fees. Discounts for early registration and penalties for late registration are acceptable.

6e. Ticket and registration money is collected in advance and receipts issued.

6f. Generally, the registration fee covers: dash plaques, name badges, all convention printed materials (registration forms for *DeSoto Adventures* are paid for by the National DeSoto Club), postage, hospitality room and refreshments, decorations, security, local publicity, and photography.

6g. The host chapter may hold local fund-raisers, such as T-shirt sales or raffles. Such fund-raisers are run through the chapter bank account, not the convention account. Local fund-raising must be labeled as such. Local fund raising by members-at-large convention hosts must be negotiated and approved by the Board of Trustees and all profits from such must remain with the National organization.

6h. National organization pays for Awards, Registration Forms that appear in *DeSoto Adventures*, Judging Forms, advertising in magazines, shipping expenses of convention supply material from one convention location to the next location. Everything else is expected to be covered through convention income.

6i. Unless otherwise specified by the donor, items donated to the Convention Committee become the property of the National DeSoto Club.

6j. If after paying all debts and covering the convention advance there is a profit equal or greater than \$200, then that profit will be shared 25% National De Soto Club, 75% chapter. Profit less than \$200 remains with the chapter. For conventions hosted by members-at-large, all profit goes to the National De Soto Club. Losses (convention

debts that cannot be paid from convention funds) not related to local efforts will be covered by the National DeSoto Club. A zero balance is ideal.

6k The convention committee is expected to provide a final accounting of all convention financial activities within 90 days of the convention closing. A suggested format for this accounting is available from the Convention Coordinator. The Financial Convention Report must be completed in actual dollars and cents rather than rounded off figures and cover items such as the following:

1. INCOME: registration fees, tours fees, meal fees, awards banquet fees, farewell breakfast fees, fund raising (if joint National DeSoto Club/local, or members-at-large), late registration fees, advance from National DeSoto Club.

2. EXPENSES: registration costs (postage, envelopes, etc.) meals cost, award banquet costs, farewell breakfast costs, dash plaque costs, security cost, hospitality room cost, ticket printing costs, publicity expense, name badges cost, misc. postage and printing expenses, decoration expenses, tour bus cost (including tip for driver), advance from National DeSoto Club, general & miscellaneous expenses.

The accounting will be sent to the Convention Coordinator, who will check it for completeness and accuracy before delivering it to the Board of Trustees for approval. The Convention Committee must save all records and receipts in the event of an audit.

### **Convention Venues**

7a. The Convention Committee provides locations for the following National DeSoto Club activities: Friday social and model show, car show, Saturday Banquet, club store, judges meeting, and board meeting.

1. The convention Committee decides the time, place, special activities and decoration of the Friday Social. Paid for from registration and/or ticket fees.
2. The Convention Committee decides the time, place and special activities of the Saturday car show paid from registration fees.
3. The chief judge decides the time and day of the judges meeting. The National DeSoto Club will provide judging supplies.
4. The Convention Committee decides the time, place, and special activities of the Saturday banquet, paid from registration and/or ticket fees.
5. The Club Store chairman, or designated person, decides the hours for the Club store.
6. The President decides the time and day of the board meeting.
7. The Board of Trustees may request additional locations for optional National DeSoto Club activities such as receptions. If necessary, the National DeSoto Club will cover the cost of the meeting room(s). The Board of Trustees may request manpower of the Convention Committee for all venues.

7b. At the minimum, the Convention committee should provide pre-arranged\* seating for the Board of Trustees and Greg Walters, as President Emeritus, during the Saturday Banquet. However, neither the National DeSoto Club nor the Convention Committee is obligated to pay for the officers banquet dinners. \*Note "Prearranged" does not dictate a single head table, but merely reserved seating.

7c. The Convention Committee chooses and organizes all convention tours, trips, etc., paid from ticket and/or registration fees.

### **Dash Plaques & Awards**

8a. Each conventioneer receives one dash plaque. If a member has two or more DeSotos shown at the same convention, then the member will received the same number of dash plaques as the numbers of DeSotos shown. The host group selects the design of the 4"x 6" dash plaque which contains at least one De Soto. Dash Plaque cost is covered by the registration fee.

8b. 1. Standard awards presented at each convention are one trophy per class, per place with Best of Class, First Place, Second Place, Third Place, Fourth Place, Best of Show, Winner's Circle; one first, second and third for scale models/toys ; a Diamond In the Rough award and the long distance awards (see paragraph 8c)

8b. 2. All award purchases will be on an annual basis and are the responsibility of the convention host, but paid for by National DeSoto Club. First, second, third and fourth place must be bowling trophies. Remaining awards are at the discretion of the convention host.

8b. 3. The following awards will be supplied by the National organization via the appropriate coordinator: Hernando De Soto Award, Special Achievement Awards and Meritorious Service Awards. The cost of these awards are not part of the convention expenses.

8b. 4. De Sotos may be placed into the Winner's Circle that have won, within the previous three years, either an NDC Best of Show, an NDC Best of Class, or an AACA 1<sup>st</sup> Place Junior National Award or higher. The owner of the De Soto requesting Winner's Circle placement should be able to provide proof of one of the above wins to the convention hosts, Chief Judge, and /or NDC trustees.

8c. The distance trophies are awarded as follows:

1. Unmodified pre war De Soto driven the longest distance
2. Unmodified post war De Soto driven the longest distance
3. Modified De Soto driven longest distance
4. DeSoto that has been trailered the longest distance
5. Member who has traveled the longest distance to the meet by any means

8d. Between the end of the early deadline for registration and the beginning of the

convention, if there are less than five cars to be judged in one or more of the judging classes, then the convention hosts may reduce the number of trophies for those classes. Should additional cars show up to be judged in those classes, the cars will be judged and appropriate trophies will be provided after the convention. ■■■

### **Complimentary Rooms & Meals**

9a. Complimentary hotel meeting rooms should be designated first for convention activities. Remaining complimentary meeting rooms may be used for the Board Meeting, Club Store, and Judges Meeting. Complimentary hotel guest rooms should be designated first for secure storage and hospitality. Remaining complimentary guest rooms may be used as the Convention Committee sees fit.

9b. Unless the Board of Trustees has voted otherwise, neither the National DeSoto Club nor the convention Committee is obligated to reimburse any member the cost of his travel, room, meals, or entertainment.

### **Publicity and Convention Coverage**

10a. Club Publicity for the convention appears in *DeSoto Adventures* and Homepage De Soto. The Convention Chairman writes a one to three page article in magazine format containing a convention schedule, hotel map, and descriptions of convention attractions. This article is submitted to the editor and the webmaster for inclusion in the November-December *De Soto Adventures* before the convention and at Homepage De Soto. The chairman provides follow-up articles for issues and web site updates leading up to the convention.

10b. The Editor(s) will designate a reporter to cover the convention for *DeSoto Adventures*. The Convention Committee is asked to suggest a local member to serve as reporter. In addition to documenting (written and pictorial) the event to *DeSoto Adventures*, the reporter will photograph registered show cars for the *DeSoto Adventures* show car gallery. The reporter should have an assistant, either to photograph or take notes when shooting the show cars. Consult with the Editor(s) for preferred photo format for publication.

10c. The Convention Committee must provide the reporter with an accurate list of members who attended the convention, and an accurate list members' De Sotos on the show field. The latter must include model year, model, color, prizes won, and owner's name. The list should be in chronological order by model year and alphabetical order by owners' names.

10d. The Convention Committee may budget convention funds for purchasing local publicity. The Convention Committee should also alert local media outlets (newspapers, TV-news), that the convention will be taking place.

### **Awards and Recognition to the Convention Committee**



11a. The President will express publicly the Club’s thanks to the Convention Committee during the banquet, through “From the President” in *DeSoto Adventures*, and in a letter to the convention chairman.

11b. The Board of Trustees may, but is not obligated to, give an award or awards beyond a standard “Award of Appreciation” to the Convention Committee.

### **Traditions**

12a. Ask past convention Chairmen and the Convention Coordinator about convention traditions, new and old. For instance, you may want to recognize conventioners who have attended all NDC conventions, or who have brought more than one DeSoto.

### **In Closing**

13a. The Convention Committee is encouraged to provide De Soto-related educational exhibits, guest speakers, and live entertainment during the convention. The convention is everyone’s opportunity to shine.

13b. Hosting a National DeSoto Club convention is an enormous undertaking. The National De Soto Club does its best to support and assist convention hosts. The Convention Committee should feel comfortable asking for help, making suggestions regarding convention procedures, and communicating with the Convention Coordinator.

### **Guideline Modification**

14a. These convention guidelines supercede all previous convention guidelines.

14b. These guidelines may be amended only by a majority vote of the Board of Trustees.

\_\_\_\_ ANNUAL NATIONAL DE SOTO CLUB CONVENTION  
FINAL CONVENTION FINANCIAL REPORT

**INCOME:**

<b>NUMBER</b>	<b>FUNCTION</b>	<b>AMOUNT</b>
	ADVANCE REGISTRATIONS @ \$_____ each	
	LATE REGISTRATION FEE @ \$_____ each	
	ON -SITE REGISTRATIONS @ \$_____ each	
	TOUR @ \$_____ each	
	BUS TOUR @ \$_____ each	
	AWARDS BANQUET @ \$_____ each	
	AWARDS BANQUET @ \$_____ each (children)	
	FAREWELL BREAKFAST @ \$_____ each	
	FAREWELL BREAKFAST @ \$_____ each (children)	
	VENDOR FEES COLLECTED	
	RAFFLE	
	OTHER INCOME (Please Itemize)	
	ADVANCE FROM NATIONAL	
	<b>TOTAL INCOME</b>	

**EXPENSES**

<b>NUMBER</b>	<b>FUNCTION</b>	<b>AMOUNT</b>
	REPAY ADVANCE FROM NATIONAL	
	COST OF TOUR	
	COST OF BUS TOUR	
	COST OF FRIDAY NIGHT SOCIAL	
	COST OF AWARDS BANQUET	
	COST OF AWARDS BANQUET (Children)	
	COST OF FAREWELL BREAKFAST	
	COST OF FAREWELL BREAKFAST (Children)	
	<u>COST OF HOTEL ROOMS USED</u> (Describe purpose of use of room)	
	COST OF DASH PLAQUES	
	COST OF SECURITY GUARD @ \$ Per Hour	
	POSTAGE	
	AWARD SHIPMENT EXPENSE	
	GRATUITY FOR BUS DRIVER	
	REFUNDS (if any, for emergency cancellations)	
	SIGNS, RENTALS, MISC. (Please Itemize)	
	<b>Deduct Total Expenses from Total Income to determine appropriate figure below:</b>	
	<b>NET PROFIT</b>	
	<b>NET LOSS</b>	

PAGE TWO OF TWO

## Photographer's Guidelines for Convention Photographs

Revised 2008

The following guidelines are intended to provide some insight and a base outline of what is required by the NDC for convention photographs.

1. The photographer is appointed or hired by the NDC Convention Chairperson. Any expenses incurred in conjunction with taking photographs including developing and/or the hire of the photographer will be paid for with by convention funds.
2. All photos to be used in the magazine MUST be taken in color .
3. The pictures will be considered the property of the-National De Soto Club, Inc. and will be sent to the Club Historian after the editors are done with them.

The following guidelines must be met for the photos of the cars entered in the show:

1

Photos must be taken from a driver's side front angle position, to include the grill, hood, and the driver's side of the car.

1

When possible, the Convention Chairman and Photographer will pick one particular site and arrange it so that each car proceeds to this site BEFORE parking. A line should be on the ground so that each car can stop at the same place for the photo shot. The photographer should have the camera mounted on a tripod at the desired distance from the cars so that all of the pictures will have the same background and distance from the camera. The entire car must fit in the picture. The car should not fill up the frame completely so as to leave room for proper proportioning when placing the photo in the magazine.

1

All of the doors, hood and trunk must be closed for the convention photo.

1

If film is used, then all photos must be developed as 4 x 6 prints.

b.

As the photo is taken, the photographer or his/her assistant must record the following information about each car.

1. If film is used, the roll number and frame (picture) number that is being used for that car.
  2. The owner's name.
  3. The year, model, color, class entered and the registration number.
  4. The state of origin for the car would be nice as well, but not mandatory.
- f. The recorded sheet and the disks and/or photos (along with the negatives if film is used) must be turned in to the Convention Chairperson within 10 days of the convention's end.
- g. If color prints are provided, the Convention Chairperson must write the owner's name and car information on envelope labels and attach them to the BACK of the corresponding photo... this is where you will have to refer to the sheet with the information mentioned above. Also, he/she must include on the label the class the car was entered in and what award, if any, the car won. This is to help the Editor with the information to be placed in the magazine. Digital photos should have this information provided within the file name of each photo.
- h. The Convention Chairperson must then send the disks and/ or photos to the editor within a minimum of two to three weeks of receiving them from the photographer. The photos should be in ORDER by class and award winners should be marked appropriately. Best of Show and Winner's Circle participants should also be clearly marked.

If there are any questions on these guidelines the photographer or Convention Chairperson should contact the Convention Coordinator or the Editor in charge of the convention issue.

<b>Disc Number</b>	<h1 style="margin: 0;">National DeSoto Club Convention</h1> <p style="margin: 5px 0 0 20px;">Year _____</p> <p style="margin: 10px 0 0 40px;"><i>Automobile Photographic Record</i></p>		
<b><i>File Name or Frame #</i></b>	<b><i>Year:</i></b>	<b><i>Model:</i></b>	<b><i>Color(s):</i></b>
	<b><i>Reg. #:</i></b>	<b><i>Owner:</i></b>	<b><i>State:</i></b>

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		<i>Class:</i>	<i>Placing:</i> of 60

<i>File Name or Frame #</i>	<i>Year:</i>	<i>Model:</i>	<i>Color(s):</i>
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	<b>Reg. #:</b>	<b>Owner:</b>	<b>State:</b>
		<b>Class:</b>	<b>Placing:</b>
<b>File Name or Frame #</b>	<b>Year:</b>	<b>Model:</b>	<b>Color(s):</b>
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		<b>Class:</b>	<b>Placing:</b>
<b>File Name or Frame #</b>	<b>Year:</b>	<b>Model:</b>	<b>Color(s):</b>
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<b>File Name or Frame #</b>	<b>Year:</b>	<b>Model:</b>	<b>Color(s):</b>
	<b>Reg. #:</b>	<b>Owner:</b>	<b>State:</b>
		<b>Class:</b>	<b>Placing:</b>



## **F. CONVENTION COORDINATOR GUIDELINES**

**Approved by the NDC Board April, 2002**

1. The Convention Coordinator, a designated member of the Board of Trustees, is the primary liaison between Convention Committee and the Board of trustees.
2. The primary function of the Convention Coordinator is to
  - a. Identify potential convention committees,
  - b. Supply copies of the Convention guidelines and financial report format at the beginning of the planning stages of the convention.
  - c. Advise convention candidates in the planning stages of a convention, being sure that the Convention Guidelines are being adhered to through out the planning process.
3. The Convention Coordinator shall review all convention proposals for accuracy and conformity with the convention guidelines. No proposal can be put forward for approval by the Board of Trustees until the convention guidelines have been met.
4. It is the responsibility of the Convention Coordinator to insure a copy of each proposal is delivered to all board members, via the Board Packet Chairperson, 30 days in advance of the annual Board meeting. Convention bids may be submitted up to two years in advance of the opening day of the convention.
5. It is the responsibility of the Convention Coordinator to notify all convention committee candidates of the time and location for presenting their proposal to the Board of Trustees at the annual board meeting.
6. The Convention Chairperson shall report directly to the Convention Coordinator.
7. The Convention Coordinator is not to agree to exceptions to the Convention Guidelines without approval of the NDC Board.
8. The Convention Coordinator, working with the Convention Chairperson, will review trophy requirements to insure that all necessary classes and special award trophies have been procured.
9. The Convention Coordinator, working with the Convention Chairperson, will be sure that all deadlines for DeSoto Adventures' articles and registration forms are met.
10. The Convention Coordinator, working with the Convention Chairperson, will insure that meeting space for the Club's General Meeting and Board Meetings have been arranged.
11. It is the responsibility of the Convention Coordinator to maintain at least monthly

contact with the Convention Chairperson, confirming conversations by letter or e mail so as to be clear to agreements reached or deadlines clarified.

12. It is the responsibility of the Convention Coordinator to update the Board of Trustees approximately every eight weeks regarding progress and/or problems which might arise.

13. It is the responsibility of the Convention Coordinator to review the closing convention financial report and check it for accuracy and completeness before delivering it to the Board Packet Chairman for approval by the Board of Trustees.

### **G. MEMBERSHIP SECRETARY GUIDELINES**

**Approved by the NDC Board 4-15-2008**

Three people are involved in the membership duties the Treasurer, the Membership Secretary, and the Assistant Membership Secretary. In the past, these duties have been performed by either one or two persons and could still be done that way. However, having three people work together as stated in the guidelines has several advantages divides workload, eliminates double handling of money, provides cross check of files accuracy, and assures that more than one person knows how the system works in case of emergency. Each person uses the same spread sheet format to enable seamless exchange and update of data.

#### **MEMBERSHIP SECRETARY**

1. Keep the master file records of all members and their cars, past and present.
2. Use the master file to produce the roster issue. (Format to be agreed with Board and Editor)
3. Send new member applications to people who request them.
4. Send a welcome letter, roster issue, and last issue of magazine to new members.
5. Answer email, phone calls and letters from members about their membership.
6. Receive electronic notification of new member applications, new member payments, and renewal payments through website.
7. Responsible for format of new member application, new member welcome letter, and renewal notice.
8. Work with webmaster to establish membership related functions and screens, and verify

that all such information is correct.

9. Work with Editor to establish all membership related boilerplate, and verify that all such information is correct.
10. Forward requests for parts and technical assistance to appropriate experts.
11. Publish a Welcome New Members report in each magazine. (Format to be agreed with Board and Editor)
12. Provide a membership report at the National Convention.
13. Process address change notices provided by the post office.
14. Notify the Club Secretary of the death of members.
15. Inform Coordinators when the volunteers drop out of the Club.
16. Keep the Vice President informed of open Club positions so that volunteers can be sought.

#### **ASSISTANT MEMBERSHIP SECRETARY**

1. Send renewal notices to members one month prior to their dues expiring.
2. Send final renewal notice to members one month after their dues have run out.
3. Drop members two months after their dues run out.
4. Reinstate old members who let their membership drop, but renew later. Keep same membership number. Send the latest magazine.
5. Receive new member and renewal information from Treasurer and update active member file.
6. Use active member file to produce mailing lists for the Club magazine. Separate list by First class mail, Third class mail, Mexico and Canada, and International Members. Send these lists to the publisher.
7. Keep list of people/organizations who receive free copies of the magazine.
8. Keep list of members who have summer/winter mailing addresses and update list to magazine publisher accordingly.

#### **TREASURER**

1. Receive new member applications via regular mail. Deposit checks and cash. Assign next

membership number and send new member information to Membership Secretary and Assistant Membership Secretary.

2. Receive renewals via regular mail. Deposit checks and cash. Send renewal information and changes to Membership Secretary and Assistant Membership Secretary.

3. Receive electronic notification of new member payments from PayPal through website. (The electronic applications go to the Membership Secretary) Verify deposits and transfer PayPal balances to bank account at least monthly. Send new member information to Membership Secretary and Assistant membership Secretary.

4. Receive electronic notification of renewal payments from PayPal through website. Verify deposits and transfer PayPal balances to bank account at least monthly. Send renewal information to Membership Secretary and Assistant Membership Secretary.

5. Forward classified ads on the renewal notices to the Ad Editor

## **H. EDITOR GUIDELINES**

**Approved by NDC Board of Trustees**

**August, 2006**

### **GENERAL OVER VIEW**

1. The editor(s) are responsible for publishing De Soto Adventures six (6) times per year. An ads editor assists the editors by handling all advertising related sections. Other staffing such as feature writers, technical contributions, etc., can be made as availability exists.

2. Board Liaison to the Editor(s) shall be the Club Vice President.

3. The Editor(s) shall have complete discretion over both the content and layout of *De Soto Adventures* subject to approval by a reviewing editor appointed by the Board of Trustees. A "blue line" copy of each issue shall be submitted to the reviewing editor prior to publication. The Reviewing Editor is not to be a member of the Board of Trustees. After review by the reviewing Editor, a copy of the "blue line" is to be submitted to the Club President prior to publication.

4. Letters to the Editor(s) will not be published unless they are signed, and a membership number, and a mailing address is indicated. This is necessary to permit the Editor to authenticate that a letter is written by the person signing. However, the letter writer can request that his/her name not appear in De Soto Adventures and "Name withheld upon request" would appear in such instances. If deemed necessary by the Board, a response can be printed simultaneously with the Letter to the Editor.

5. The deadline for editorial contribution is the first of every even numbered month immediately preceding the date of issue. (Example: August 1<sup>st</sup> would be the deadline for

submissions to the Sept/Oct. Issue.) *De Soto Adventures* will be mailed to the printer on or about the 20<sup>th</sup> of every odd month.

6. The Editor(s) periodically make a list of expenses, dates, etc., including authorization of the printer's billing. These bills are turned into the treasurer who submits payments to the appropriate parties. Annually, a budget is requested to project next year's costs. The Printers should be contacted for their best estimates and other editor costs reviewed.

7. If appropriate, mid month before deadline, it is helpful if the editor sends out an e mail reminder to those coordinators who are responsible to be submitting once a year Articles for the upcoming issue.

### **DE SOTO ADVENTURES CONTENTS**

Each issue shall have, as a minimum, the boiler plate and the following articles: President's Message; Editor's Message; Welcome New Members; and Technical Article. The boiler plate will list the club's officers and chapters on the odd-numbered issues; and the Model Year Coordinators on the even-numbered issues.

Paid Advertising for De Soto Adventures is to be accepted and solicited - one ad per issue. NDC and Airflow Club are to have reciprocal ads.

### **SUGGESTED MATERIAL TO BE PUBLISHED IN DE SOTO ADVENTURES**

NOTE: Time frames below are suggested only and serve as a reminder that sometime within a given year the following topics /items should be inserted. Editors need to work with appropriate coordinators, chairpersons, and officers to effect these topics or insertions.

#### **JAN/FEB**

Annual Treasurer's Report

Ballots on security paper containing candidates statements should be submitted by the Election Chairman.

#### **MARCH/APRIL**

Filler to remind members to send in meet registrations and to make motel reservations.

Insertion of registration form in center for National Convention.

Election Chairman should be announcing the election results.

Secretary's Report - summary of approved Board activities.

Article from Parts Replacement Source Coordinator

One Membership Application inserted loose in the center

Article from Chapter Coordinator encouraging the formation of new chapters

### **MAY/JUNE**

Filler to remind members to send in meet registrations and to make hotel reservations.

Insert Registration form for National Convention

Article from Technical Advisor Coordinator

Article from Parts Reproduction Coordinator

### **JULY/AUGUST**

Article from Club Historian re need for pictures, etc.

Article from Salvage Yard Coordinator

### **SEPT/OCT.**

National Convention article and pictures (if date of meet early enough so material can make deadline, if not, will publish in Nov/Dec issue).

Nominations for trustees article should be submitted by Election Chairman

Article from Sales Chairperson to push Christmas sales/new items

Secretary's Board Report

### **NOV/DEC**

Christmas Greeting from the Board of Trustees

Article from Club Librarian

## **SUGGESTED TOPICS FOR PRESIDENT'S COLUMN**

(These topics are not mandatory; just a general suggestion list as a tool of assistance if needed.)

**Approved by NDC Board 2-3-2002**

### **JAN/FEB**

Mention convention bids needed if such is necessary. Generally encouragement of members to vote without any campaigning type remarks.

### **MARCH/APRIL**

Mention getting together with local members and possibly forming a chapter; club booths at swapmeets; club library. Mention date, time and location of Board and General Membership Meetings at the National Convention.

### **MAY/JUNE**

Mention of Salvage Yard Coordinator, Technical Advisors, Parts Replacement Source Coordinator, Convention registration.

### **JULY/AUGUST**

Page 46 of 60

Mention Club Historian; Parts Reproduction Coordinator.

**SEPT/OCT.**

Thanks to convention hosts, mention Club Store items for Christmas Gifts.  
Encourage members to run for Trustee

**NOV/DEC**

Holiday wishes from the Board of Trustees

**ADS EDITOR**

**Approved by NDC Board of Trustees  
May, 2001**

1. The purpose of this position is to assist the editor in creation of the advertising section of De Soto Adventures. All advertising will be sent directly to ads editor. Ads editor will type and proof all material on computer. The material will then be transmitted to the printer. A modem may be used for this transmission if equipment is available.

2. Ads appear only once and must be resubmitted for each issue. The only exception to this rule applies to ads for these sections: Parts Suppliers and Reproducers, Literature Suppliers, Services Offered and Club/Region "For Sale"

3. Ads and leads only for cars and material related to De Sotos will be printed.

4. Ads received after the due date will be held for the following issue.

5. Multiple ads (such as For Sale or Wanted items) must be submitted on separate sheets of paper, on the official renewal form or via e mail. Except for e mail, only the first ad will be printed if more than one ad is submitted on a single sheet.

6. Members must put an asking price on all 'Cars for Sale, Parts for Sale, or Literature for Sale items. The only exception to this rule applies to cars being parted out.

7. Members must put their full name, mailing address, phone number with best times to call and fax number (if desired) their e mail address (if desired) and your NDC membership number in each ad submitted.

8. Telephone bills, mailing and other expenses are reimbursable. Receipts for all expenses should be kept and submitted to the treasurer for payment.

9. Annually, a budget for the following year is made. Estimates for the next year's operating costs should be projected.

10. The following disclaimer is to appear in the advertising instruction section of the club magazine: "The National DeSoto Club assumes no responsibility or liability for the fairness or accuracy of ads submitted by members and vendors. We remind all advertisers that it is their responsibility to accurately describe their products and to price them accordingly. It is suggested that members request that transactions be conditional upon examination of the product being purchased. "

## **I. CLUB STORE**

### **CHAIRPERSON GUIDELINES**

**Approved by NDC Board, July, 2000**

#### **A. Formation of Product Committee**

1. Composition-Consists of three people, one of which is the Store Chairperson. The two other members will be board members chosen by general agreement of the board and will be liaisons if and when the Club Store Chairperson leaves the board.

2. Responsibilities-The expenditure of club funds associated with the design, selection, and acquisition of new products as well as the changes to existing products including ordering quantities.

3. Decision Making-The committee will operate on a simple majority basis.

4. Introduction of Business-The committee will only consider business that is brought before it by the store chairperson.

5. Club Store Chairperson will notify all members of the board of new products before items are purchased.

#### **B. Store Chairperson**

##### **1. Responsibilities**

- a. Storage of inventory and filling of orders. No separate insurance coverage for the inventory for loss by fire, theft, flood or other means will be obtained. Any such insurance will be authorized and otherwise obtained by the board.

##### **b. Pricing**

- 1) Initial pricing of items will be cost plus an allowance for



shipping and other costs

2) The chairperson can set lower prices to accomplish reduction in inventory levels, the savings in mailing costs for items sold at shows, and overall prudent quantity discounts to make a sale deemed in the best interest of the club.

c. The design and layout of the club store catalog.

d. Authority to request the Editor of DeSoto Adventures to include or otherwise highlight the availability of store items at those times of the year associated with gift giving. These would include Christmas, Father's Day, and Mother's Day.

e. Checks and out of pocket expenses will be submitted to the Treasurer on a monthly basis. All cash is to be converted to check or money order.

f. Inventory is maintained on a monthly basis. Back up of data is submitted to Treasurer on an annual basis.

g. Annual reports containing sales comparisons and inventory balances are prepared for the board meeting at the Convention.

2. Tenure-The store chairperson serves at the pleasure of the board.

3. The lesser of \$300 or actual gas, tolls, and one night stay at host hotel will be reimbursed to the Club Store Coordinator to set up, display and repack store items at annual convention.

4. The Club Store Chairperson is authorized to spend a maximum of \$1,000 per order for reorders of existing, previously approved merchandise. The actual amount of the reorder will be at the discretion of the Chairperson based on demand.

## **J. WEBSITE GUIDELINES**

**Approved by the NDC Board May, 2006**

The Web master performs the day-to-day operation and programming of the web site. He/she will operate under the direction of, and be responsible to, the Board of Trustees through a designated Trustee acting as liaison to the Board.

Access to the ISP password will be restricted to the Webmaster and designated Board Liaison person.

The Webmaster will submit a written yearly activity report to the Board, preferably at the convention Board meeting, as well as a proposed annual operating budget for the Board's consideration.

New menu pages or other major content changes must have Board approval prior to implementation.

Website shall as a minimum contain the following:

1. Club membership information, with a printable membership application.
2. Club resources page listing Officers, Trustees, Service Coordinators, and Technical Advisors. E mail addresses will be provided if available.
3. Chapter Page
4. "Help Wanted" page when it is known that one or more club volunteer positions is unfilled. The Club Vice President is to supply information for this page as necessary.
5. DeSoto Technical Discussion
6. Administrative announcements (The Administrative announcement Section would be locked and would contain only announcements with no discussion intended. This section would be used for information updates such as when the magazine was mailed, discounts at the club store, change of time of a club event, etc.)
7. Car Shows
8. DeSotos Found in Salvage Yards
9. Classified ads as published in De Soto Adventures (Note: ads on the web site will always be from the issue previous to the current one, in order to ensure that our own members have "first shot" at them over any non-members using the website.)
10. A Convention Information page.
11. A Technical Information page.
12. Club Store page, with a printable order form.
13. General Information page.
14. Member Handbook
15. Trustees Reference Manual with only Minute Summaries being available to current membership.
16. Message Board The following policies are in effect with regard to the Message Board:
  - A. In pre-screening postings on the Message Board the Webmaster, (and/or Assistant Message Board Screeners,) shall not allow any posts that are in poor taste, that attack any of our members (former or present), or that are not directly DeSoto related. If a Trustee sees anything that is felt to be questionable, he/she is to alert one of the screeners to have the post removed.
  - B. Club Board of Trustee business is not to be discussed on the NDC Message Board. Messages relating to Board of Trustee business are to be referred to the Webmaster's Board Liaison for either direct response by the appropriate trustee or discussion of the topic by the full Board if necessary.

C. Negative comments about distributors on the Website are to be excluded.

16. Links to other applicable web sites.

17. Paid Advertising for Website is to be accepted and solicited

Hyperlinks should be provided to such persons as the President, Secretary, Membership Secretary, Technical Advisor (those who have e mail addresses), Club Librarian, and Club Store Coordinator etc., on those respective site pages, as deemed necessary.

If deemed appropriate by the NDC Board of Trustees at a future date, the Web master will maintain a current list of e mail addresses for active club members by working with the Club's Membership Secretary. It is understood that e mail addresses can not be kept confidential, nor restricted to active club membership use only.

## **K. TRUSTEES' REFERENCE MANUAL PROCEDURES**

**Approved by the NDC Board April, 2008**

1. The Reference Manual Chairperson is to receive a copy of all Board Packets as they are sent to the Board. He/she is to write up Board Packet Minutes of each Board Packet.

2. Board Packet Minutes would, much like meeting minutes, contain abbreviated information on items discussed (Such as Discussion Favorable; Discussion Unfavorable; Discussion Mixed. ) It would also contain the ENTIRE WORDING OF THE MOTIONS voted on and the voting results (listed as 5 yes 2 No 2 Abstain).

3. As Board Packet Minutes are prepared, they can be sent via DVD or CD in a format desired by the Webmaster a couple of times a year for inclusion in the "current members only" part of the Website.

4. The Reference Manual Chairperson is to maintain a complete duplicate set of all Board packets for reference in case there is a need for more detail on a particular subject.

5. The Trustees' Website Reference Manual shall have appropriate "tab" sections for the different officers and committee positions and will be placed on the Website in a section viewable by current Trustees only.

6. Until such time as the bulk of the Trustees Reference manual is available on the NDC website, Board Packet Minutes may be made available upon a written or e mail request to the Reference Manual Chairperson by any general NDC member who desires to know what business the board

has accomplished recently or in the past.

## **L. Hernando DeSoto Award Guidelines** **Approved by NDC Board January, 2001**

Since the early years of the Club, the Hernando DeSoto Award has been presented to the person or group who has done exceptional service to the Club, members, or De Soto marque for the previous year.

Starting with the year 2001 the Hernando DeSoto Award will be presented to the person or group who has done exceptional service to the Club, members, or De Soto marque without the limitation of it being for the previous year's service.

The Hernando De Soto Award can be presented to a Club member only once no matter how many years or variety of service performed.

This award will be supervised by Greg Walters.

1. In the March/April DeSoto Adventures, a joint article prepared by Greg Walters for the Hernando DeSoto Award and the Special Achievement Awards Coordinator will solicit nominations for both awards. Members will be referred to the appropriate pages of the Roster for a listing of previous award recipients. The article will specify that if a nomination is being made for Hernando DeSoto Award the nomination goes to Greg Walters; if for Special Achievement; it goes to Special Achievement Award Chairperson. The same person can be nominated for both awards. A deadline date for nominations will be included in the article.
2. If a previous recipient is nominated, Greg Walters has authority to delete the name from the list of nominees for the Hernando DeSoto Award. A letter (or e mail) will be sent to the member submitting the nomination explaining that the nominee is a previous recipient of this award.
3. May 15th Greg will prepare a ballot for the trustees to vote either by e mail or USPS mail. The ballot will contain the nominees name and a statement as to why the individual or group should get the award.
4. If the convention is being held in June, the process will start with the Jan/Feb *DeSoto Adventures* with deadlines moving up accordingly.
5. Greg will arrange for the HDA to arrive at the convention along with the permanent plaque that is to be returned to him by the recipient at the end of one year.

6. Greg Walters will be responsible for presenting the award at the National Convention Banquet. In instances where Greg will be absent, the Club President or highest ranking National officer attending will present the award.

### **LISTING OF HERNANDO DE SOTO AWARD RECIPIENTS**

This award is dated the year prior to the convention at which it was presented. In other words, Greg Walters received this award in 1987 for the work he accomplished for our club in 1986.

1986 Greg Walters	1997 Leslie Howard
1987 Alan Ralston	1998 Dennis David
1988 Connie Graeber	1999 Howard Waterworth
1989 Ed O'Leary	2000 George Sonneman
1990 John Gnorski	2001 Robert Brown
1991 Charles Schneider	2002 Lanette Peiffer
1992 Gordon & Lila Matthews	2003 Phil Rast
1993 Carmel & Janet Murray	2004 Jane & Wayne Newman
1994 Robert Terpak	2005 Barrett Taft
1995 Mark Kubancik	2006 Dennis David
1996 David Duricy	2007

### **M. SPECIAL ACHIEVEMENT AWARD GUIDELINES** **Approved by NDC Board 2008**

Special Achievement Awards are presented by the Club to members or groups who have done something unusual that benefits the Club, membership, or De Soto Marque. Possible nominee categories may be as follows, but is not limited to this list:

- a special project (for example Parts Reproduction)
- Embody the spirit of what De Soto/the Club is all about
- Exceptional service in a position less than ten years.
- Hosting a convention

The Board of Trustees will appoint an NDC member to be the Special Achievement Award Chairperson. The Board may replace the Special Achievement Award Chairperson with another member of their choice by a simple majority vote.

1. In the March/April DeSoto Adventures, a joint article prepared by Greg Walters for the Hernando DeSoto Award and the Special Achievement Awards Coordinator will solicit nominations for both awards. Members will be referred to the appropriate pages of the Roster for a listing of previous award recipients. A deadline date for nominations will be included. While the article should mention that the same person can be nominated for both awards, it will specify that if a nomination is being made for Hernando DeSoto Award the nomination goes to Greg Walters; if for Special Achievement, it goes to Special Achievement Award Chairperson.
2. The Trustees will also be sent a copy of the article requesting nominations via special E mail or letter.
3. If the convention is being held in June, the process will start with the Jan/Feb DeSoto Adventures with deadlines moving up accordingly.
4. If a nomination is received for someone who has already received the HDA award, the nominee will only be considered for the Special Achievement Award if it is for a different REASON than for which the HDA was awarded in the past.
5. If the nomination is received for someone who has already received a Special Achievement Award, then the new nomination must be for a different REASON than the previous award. If the purpose is not a new one, then the Special Achievement Awards Chairperson has the authority to decline the nomination with a letter of explanation going to the person presenting the nomination.
6. June 1st ballots for Special Achievement Awards will be sent by the chairperson to the Board of Trustees for vote. The ballot will contain the nominee's name and a statement as to why the individual or group should receive the award.
7. The Special Achievement Awards Coordinator will check with Greg to be sure there is not a conflict of winners (same person receiving HDA and a special achievement award). If such should occur it is the responsibility of the chairperson to remove that person from the list of Special Achievement Award recipients.
8. The Special Achievement Awards-Chairperson will notify the Board of Trustees of the voting results for this award at the club's annual board meeting.
9. Special Achievement Awards Chairperson will be responsible for ordering or arranging for the appropriate number of plaques for presentation. These plaques should have room on them for a 4"x 6" metal plate that includes the Club Logo, the wording "Special Achievement Award", person's name, and the year it is presented. They do not have to have a convention plaque on

them as the award rarely has anything to do with the current year's convention.

10. The Special Achievement Awards-Chairperson-will present the awards at the convention, or designate another trustee to do so in the event he/she cannot attend the convention.

11. No more than five special achievement awards are to be presented at any one convention.

12. The Special Achievement Awards Chairperson will maintain a list of both Hernando De Soto Award recipients and Special Achievement Awards recipients, adding new recipients to the list each year. After the convention each year, the Special Achievement Awards Chairperson will notify the Club's Historian and write a brief article for DeSoto Adventures of the names of new recipients and the purpose for which they received the award.

### LISTING OF SPECIAL ACHIEVEMENT AWARD RECIPIENTS

1987	<b>Michael Feingold</b> <b>J. Francis and Margaret Werneth</b>	1986 Convention Video Production 1986 NDC Convention Chair
1988	Michael Feingold Alan Ralston Charles Schneider	1987 NDC Convention Video Production 1987 NDC Convention Chair 1987 NDC Convention Video Production
1989	Marc Capralis Mike Feingold John Gnorski Ed O'Leary Charles Schneider	1988 NDC Convention Chair 1988 Convention Video Production 1941 Model Year Coordinator '55-'56 Hood Medallion Reproduction Project Club Store work
1990	Tom & Denise Atkins Galen Erb Mark Kubancik F. E. Schmitz J. Francis Werneth	1989 NDC Convention Chair All five conventions with same De Soto Club Treasurer Driving 1 <sup>st</sup> De Soto in Great American Race Extraordinary Membership Recruitment
1991	Betty Beabout Jeff Godshall Skip & Jane Keller Judii Noe Murllyn Schneider	Newport Hill Climb racer De Soto history research and articles Driving 2 <sup>nd</sup> De Soto in Great American Race Corresponding Secretary Club Store work

1992	Tim Fagan Jeff MacNelly Jack Moore Wagner Wilson	1991 NDC Convention Chair "Shoe" Comic Strip Sacramento Convention promotion Columbia River Chapter Formation
1993	William Fisher Connie Graeber Craig Lane Bob Terpak	Membership Secretary 1992 NDC Convention Chair De Soto Factory Brick Project Club President
1994	Scott Belville Lee Exline Mike Hooker Eugene Lehman Bill and Debbie Noble	Dash Plaque Artwork Donation to the Club Technical Service Assistance Ad Editor 1993 NDC Convention Chair
1995	Oliver Ehresman Alan Ralston George Sonneman John Thompson	Help repairing member's car Club Trophy Coordinator 1994 NDC Convention Chair Assistant Membership Secretary
1996	Tom Armstrong Dave Duricy Phil Rast Steve Thursby	Assisting members at conventions Created "De Soto Homepage" Web Site Carolinas Chapter formation Club Secretary and Club Store Coordinator
1997	Marlin Crider Leslie Howard Debbie Noble The Nor-Cal Chapter Phil Rast	De Soto Nameplate Reproduction Co-editor of "DeSoto Adventures" Assistant Corresponding Secretary 1996 NDC Convention Carolinas Chapter Newsletter Editor
1998	Richard & Betty Beabout and DeSoto Motor Cars of Illinois Dennis Pitchford Phil Rast Barrett Taft Howard Waterworth	1997 NDC Convention Trustee and Chief Model Year Coordinator Continuing work with Carolinas Chapter Trustee and Chapter Coordinator Assistant Treasurer
1999	Colonia Chapter Lee Exline Lanette Peiffer Charles and Murlyn Schneider Bob and Ruth Schroeder	1998 NDC Convention Parts Identifier and Club Magazine Articles Club Store work Many years of Club Store work Providing Hershey Hospitality Trailer



2000	Kathleen J. P. Cameron  Doug Dressler  Roger Graeber  Ed Katzenberger Paul and Tracy Kenwery Dean Mullinax & Carolinas Chapter Bruce Smith	Attended all 15 NDC Conventions and the 1929 Model Year Coordinator since the beginning of the Club. Club President and many contributions over the years 1956 Model Year Coordinator since the beginning of the Club Coronado Chapter leadership and Ad Editor Promoting the NDC in Australia 1999 NDC Convention Calendar Editor
2001	Tom Flanik Martin Lum Barrett Taft Larry Watt Larry Zappone	2000 NDC Convention Chair Chief Judge Club Library expansion Crossing the USA in a De Soto Vice President
2002	Rick Brinker Judith Kidder Lanette Peiffer Roderick Sergiades	NDC Web Site Co-Editor 2001 NDC Convention Chair Redoing the 2001 Convention Issue
2003	Lee Exline Alan Ralston Roderick Sergiades Rick Wood  Larry Zappone	2002 NDC Convention Chair Membership Secretary and President Maple Chapter work Donation of over 800 full-size magazine ads to the Club's Library Puget Sound Chapter work
2004	Doug Dressler Gil Evangelisto  Connie Graeber Judith Kidder Pam and Craig Lane Janet and Wayne Newman	De Sotos at "Chryslers at Carlisle" show Neon signs and use of his motor home for the Club Store Organizing the Club's Handbook Great Lakes Chapter work Counting and double-checking judging forms 2003 NDC Convention Chair

2005	<p>Jo and Rick Brinker Frank Peiffer George Hayes</p> <p>Janet and Ed Howle</p> <p>Jim Reese Barrett Taft</p>	<p>2004 NDC Convention Chair 2004 De Soto afghan For reaching out to members and non-members alike to help and discuss De Sotos, both stock and modified. For driving their beautiful 1932 SC Custom rumble-seat roadster in the 2005 Great Race Restore Club's Membership Files Club's library, providing help to our members requesting library material/information; having been a trustee and Vice President</p>
2006	<p>Debbie and Bob Brown Joy and Leon Haddix; and John Nosol (2 awards) Dennis Pitchford Mark Waite</p>	<p>2005 NDC Convention Chair Hosting 3-D picnic since 2000  For unraveling the membership deposits For accepting the position of Assistant Membership Secretary</p>
2007	<p>Micky and Ed Katzenberger and Coronado Chapter Jennie and Chad Caldwell</p> <p>Ray Reis</p> <p>Tom Kenney</p> <p>Nancy and George Wuszke</p> <p>Nicole Furia</p>	<p>2006 NDC Convention hosts  Driving 1958 Firesweep Convertible in 2005 and 2006 Great Races 1942 Model Year Coordinator's extra efforts helping a Swedish member Having his 1955 Firedome Special part of the Tulsa, OK 57 Plymouth Belvedere Celebration Having his 1957 Adventurer part of the Tulsa, OK '57 Plymouth Belvedere Celebration; winning Best '57 New Club's Magazine Editor</p>

**N. DE SOTO DELEGATE AWARD  
(Meritorious Service Award)  
Approved by NDC Board August 2006**

The purpose of this award is to provide special recognition to those members whose service and contributions to the national club continues for an extended length of time.

1. The award will be presented after ten years of service to the club. A new award will be presented in increments of five years as the member's service continues. Due to the time requirement this will not be an annual award. Some years there may be more than one recipient, other years there may be none.
2. The member must have demonstrated a continued dedication and commitment to the positions held during the required years of service.
3. The service must be in any one or combination of the following positions:
  - Board of Trustees
  - DeSoto Adventures* Editor
  - Ads Editor
  - Librarian
  - Membership Secretary
  - Parts Replacement Source Chairperson
  - Parts Reproduction Chairperson
  - Salvage Yard Chairperson
  - Magazine Publicity Chairperson
  - Club Sales Chairperson
  - Historian
  - Technical Advisor Coordinator
  - Awards Coordinator
  - Hernando De Soto Award Chairperson
  - Special Achievement Award Chairperson
  - Calendar Chairpeson
  - Parts Identifier
  - Webmaster
  - Convention Coordinator
  - Handbook Chairperson
  - Reference Manual Chairperson
4. Upon completion of the time requirement, the individual will be eligible for board consideration to receive the award.
5. Only one year of service is given for each year the member serves the club no matter how many positions held within that same year.
6. The Club Historian will maintain a file of member service information. Once a year the Club Historian will research the file and determine who is qualified to receive the award.
7. Two months prior to the convention, The Club Historian will send the list of nominees

and their qualifications to the Club Secretary for inclusion in a board packet. The Board of Trustees will review the qualifications as presented in the board packet and vote on the nominations presented. Majority board vote decides who receives the award.

8. The award will be presented by the club President, or highest ranking officer present at the National Convention. The recipient will receive a Service Award plaque. A photo of the recipient and an article will appear in the next issue of *DeSoto Adventures*. The names of the recipients will also be listed in the Club Handbook.