



**Clan Douglas Society
of North America**

Regents Guidebook

2018-2021

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Ceud Maile Failte - Welcome!

First of all, please accept our thanks for your willingness to represent Clan Douglas as a Regent. For many of our members and the public, you **ARE** Clan Douglas, and we wish you good luck and great fun at games, parades, festivals and all manner of Scottish events.

By agreeing to accept an appointment as a Regent you are agreeing to set up a tent or otherwise represent us at a highland game, Scottish festival, parade or other event where you can educate the public about Clan Douglas and try to recruit new members. We expect that you will represent us at one such event per year. You may find it easy to do more, *but pace yersel', Clansman*, one will do for a start.

A few things you should know about this Guidebook...

This Guidebook has been thoroughly researched and prepared using the most traditional Scottish Border methods available ... that is, most of this has been *reived* from the original CDSNA Regent's Handbook created by CDSNA Secretary (then CDSNA VP) Jim Morton in the 1990s. The current CDSNA Regent's Guidebook updated and expanded the 1990s Handbook and was created by CDSNA Asst VP (East) Harold Edington in 2013. As such, it is **free** to anyone who finds it worthwhile. If you have a great idea you believe should be included in a future Guidebook, send your idea to your Regional Asst. VP.

This is a Guidebook and not a Bible. This Guidebook doesn't include everything you need to know but it does include enough to get you started. You are not obligated to do anything presented in this Guidebook exactly as it is written. There are many ways to operate a tent at Scottish events and these insights are offered to you as an assist. Feel free to improvise and adapt this advice to fit your special needs and requirements. If you are an experienced "Tent Sitter" it can serve as a source of useful ideas that may help you improve your tent. Your own experiences will be a better guidebook.

Believe it or not, this Guidebook probably contains a mistake or two. You can help us by emailing a note with any suggested corrections to the Clan Vice President, Clan Secretary, or your Regional Asst. VP.

And if you ever need help ... do not hesitate to contact your Regional Asst. VP.

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About CDSNA

Clan Douglas Society of North America, Ltd., CDSNA, is a 501(c) **charitable non-profit organization** of Scottish descendants of the septs and allied families of the Family/Clan Douglas whose purpose is to foster and promote understanding and good fellowship among other Scottish descendants, to study and learn about our Scottish heritage, and to promote and increase our friendships with those of similar mind now residing in Scotland and the world.

Clan Douglas Society of North America was organized in 1975 at the *Grandfather Mountain Highland Games and Gathering of Scottish Clans* in Linville, North Carolina and duly incorporated July 21, 1977. CDSNA is a tax-exempt organization recognized as a charitable historical organization by the IRS and all donations to CDSNA are tax deductible.

CDSNA is totally independent of any associations in Scotland, where the Chief of the Clan is said to be “dormant”. CDSNA is neutral on any and all claims or movements to establish a claim for a Chief of the House of Douglas. If an active Chief of the House of Douglas should be named, it will become incumbent on active CDSNA members to make application to such Chief or chief’s organization and establish personal claim of right to affiliation with them.

CDSNA works to maintain a cordial relationship with the office of The Lord Lyon, The Duke of Hamilton, The Duke of Buccleuch and Queensberry, The Earl of Hume, The Earl of Morton, and others within the historical House of Douglas. We ask all such persons to advise us on any matter to assure cordial and diplomatic relationships and to maintain historical accuracy. CDSNA recognizes the ignorance of most Americans on these matters of peerage and apologizes to our cousins abroad for any trespasses in such matters. Society members are encouraged to preserve our Douglas and Scottish heritage and support the Douglas Heritage Museum in Douglas, Scotland by becoming a “friend of Douglas Heritage.”

CDSNA is primarily an independent American and Canadian organization although we do extend the privilege of affiliation with our Society to persons worldwide having the surname of Douglas or one of the many surnames of families traditionally and/or historically allied to the House of Douglas or with spouses of such lineage. CDSNA currently has members in several foreign countries.

The primary unifying efforts of the Society are

-) its quarterly newsletter, **Dubh Ghlas** (*Gaelic* for Black Water), available in a full-color, digital format via email and a B&W format printed format for those not having email
-) a clan website (www.ClanDouglasSociety.org)
-) **Facebook** (<http://www.facebook.com/pages/Clan-Douglas-Society-of-North-America/178933414125>).
-) Sponsored Clan tents at selected Celtic/Scottish events coast to coast

Clan Douglas Society of North America has representatives and affiliates in the United States, Canada, the BENELUX, Spain and Australia promoting Douglas history, heritage and fellowship at many Scottish Festivals, Highland Games and related events.

CDSNA has its Annual General Members' Business Meeting, AGM, concurrent in a location hosting a Scottish game or festival sponsored by a clan Regent. Announcements informing membership of any AGM arrangements will be publicized at least six months in advance of the AGM in **Dabh Ghlase**, the official newsletter of the Clan Douglas Society of North America, and also on the clan website. Any change of AGM time or place or any special meetings may be designated by the President, with approval of the Board. Any change requires 30 days written notice to all members. Announcements informing membership of any AGM arrangements and/or changes will be published in the newsletter and on the website.

Where do our Membership dues go?

-) A quarterly Clan newsletter – **DUBH GHLASE**- with articles on Douglas family history and Clan Douglas activities across North America
-) Clan Douglas tent sponsorships at the numerous Scottish Games and Festivals throughout the United States
-) Support for Scotland's Douglas Museum
-) Clan Douglas Society of North America, Ltd. scholarships (up to four a year in the amount of \$250.00 each) to selected applicants dedicated to continuing their instruction and furthering their education in the field of Scottish art, piping, drumming, dancing, Scottish related languages or general Scottish studies

Who can join Clan Douglas?

Membership in Clan Douglas Society of North America is open to anyone descended from, connected by marriage to or adopted by a Douglas, a *Sept* of Douglas, or a *Family Allied* with Douglas.

~ Recognized Septs & Allied Families ~

Agnew	Cavers	Foster	Kirkpatrick	Rutherford
Bell	Cleland	Galbraith	Lockerby	Sandilands
Blackadder	Clendenon	Gilpatric	Lockery	Sandlin
Blackett	Crockett	Glendenning	Lockhart	Simms
Blacklock	Dalyell	Glenn	MacGuffey	Soule
Blackstock	Dalzell	Hamilton	MacGuffock	Sterrett
Blackwood	Deal	Harkness	McKittrick	Syme
Blaylock	Dick	Home	Maxwell	Symington
Breckinridge	Dickey	Hume	Moffat	Troup
Brown	Dickson	Inglis	Morton	Turnbull
Brownlee	Dixon	Kirkconnell	Pringle	Weir
Carmichael	Drysdale	Kilgore	Rowell	Young
Carruthers	Forest	Kirkland	Rowle	Younger
Cavan	Forrester	Kilpatrick	Rule	

Various spellings of the above are also recognized. These recognitions and relationships make no pretense to establish a line of peage or confirm any genealogical relationship.

Membership is also open to any person, at least eighteen (18) years of age, who is a direct lineal descendant of a Scot who does not descend from the DOUGLAS Clan or one of its Septs and Allied Families (as Voting Affiliate Member) and to friends of the Society who desire to become a part of the Society but have no available record of Scottish Ancestry (as Non-Voting Affiliate Members). See **BYLAWS** for more information.

A Concise History of the House of Douglas

by Harold Edington, CDSNA Asst VP

Four principle stems of the Douglas family wrote their great and often noble deeds into more than seven hundred years of turbulent Scottish history. The branches of the House of Douglas were: the Douglas of Douglasdale (the Black Douglasses) who gained fame with Bruce; the Angus "Red Douglasses" who played a significant part in the Scottish/English conflict between the mid-15th and early 18th centuries; the line of Morton, closely aligned with the fortunes of Mary, Queen of Scots; and the Drumlanrig and Queensbury Douglasses who reached their zenith with the "Union of Crowns" in the early 18th century. Other, though no less important, branches of the Douglasses were those of Annandale, Moray, Ormond, Forfar, Dalkeith, Mains, the Dukes of Touraine, Buccleuch, and Hamilton, and the Earls of Home, and the Sandilands Lords Torphichen.

The Black Douglasses

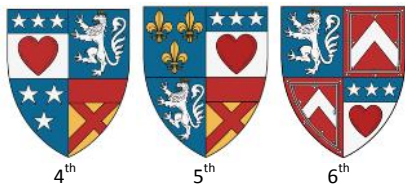
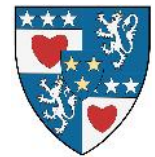
Sir William "le Hardy" Douglas, was the first person of note to join William Wallace in his revolt against England. He was Constable of Berwick Castle in 1297 and a witness to the sacking of Berwick by Edward I "Longshanks" of England. Captured during Wallace's revolt, William Douglas was taken to the Tower of London, where he died in 1298.

Sir William's son ("the Good" Sir James or "the Black Douglas") was the foremost captain of Robert Bruce during and after the Scottish "Wars for Independence." Sir James was given the task of taking King Robert's heart to the Crusades. He fell in battle against the Moors near Teba, Spain in 1330. His son, Sir William, inherited the family estates but fell in battle against the English at Halidon Hill in 1333. Sir William's heir and uncle, Sir Archibald, was killed within an hour during the same battle.



Sir Archibald's son, Sir William, became the first Earl of Douglas and later succeeded to the Earldom of Mar. The 2nd Earl, Sir James Douglas, fell fighting against Percy at the Battle of Otterburn in 1388.

Sir Archibald "the Grim", the 3rd Earl, was the natural son of "The Good" Sir James. He is known to have fought against the English at Poitiers in 1356 and is credited with the restoration of many church properties. Archibald subdued Galloway for the Scottish Crown and built Threave Castle soon after.



The 4th Earl, another Archibald, fought against Henry IV of England at the Battle of Shrewsbury in 1403, where he was taken prisoner. He became a general in Joan of Arc's army, continuing to fight against the English. For his efforts, he was awarded the Duchy of Touraine. The 4th Earl was killed at the Battle of Verneuil. Sir Archibald Douglas, 5th Earl, died from a fever in Restalrig, Midlothian, and was buried at Douglas. Sir William, 6th Earl, and his brother David were murdered, on trumped up charges, in the presence of the young King James II in the so-called *Black Dinner*.



Sir James Douglas, 7th Earl of Douglas, called "the Gross", was also created Earl of Avondale in 1437. He was the great-uncle of the murdered Douglas lords and likely had something to do with it to obtain greater political power.

William Douglas, 8th Earl of Douglas was the eldest son of James Douglas, 7th Earl. In 1452 King James II sent one of Douglas' friends with an invitation to Douglas to come to Stirling Castle under a safe-conduct. There James demanded the dissolution of a league into which Douglas had entered with two other powerful lords. Upon Douglas' refusal, the king murdered him with his own hands, stabbing him 26 times, and had the earl's body thrown out of a window. James Douglas, 9th Earl of Douglas, was the last of the 'Black' earls of Douglas. He succeeded to the earldom on the murder of his brother William. He denounced his brother's murderers and took up arms against the king. This rebellion culminated in the Battle of Arkinholm in 1455 where the power and fortunes of the Black Douglasses were forever broken.



The Red Douglasses

The "Red Douglas" line of Angus Earls originated through an illegitimate child of William, 1st Earl of Douglas. George, 4th Earl of Angus, was a third cousin of James, 9th Earl of Douglas but was more closely aligned to his Stewart cousins. As a result, the "Red Douglasses" sided with King James II at Arkinholm and contributed greatly to the fall of the "Black Douglasses." It is speculated that, had Angus sided with Douglas, a Douglas would have been seated as King of Scotland.



4th Earl of Angus



Earl of Angus

The 5th Earl of Angus, Sir Archibald "Bell the Cat", was involved in the conspiracy by a clique of nobles to remove the king's favorite, Cochrane. When the tale of the mice tying a bell around the cat's neck was related to the nobles, Sir Archibald stepped forward proclaiming, "I will bell the cat!" The nobles then captured Cochrane and hung him from Lauder Bridge in front of King James III. The two elder sons of "Bell the Cat" fell at the Battle of Flodden Field in 1513.



'Bell the Cat'
5th Earl of Angus

The 11th Earl of Angus was created Marquess of Douglas and his grandson Archibald Douglas was created Duke of Douglas. After the death in 1761 of the Duke of Douglas (last accepted Chief of the House of Douglas), a dispute arose – called *The Douglas Cause* - concerning his legal heir. With his death, the dukedom of Douglas became extinct.



Duke of Douglas



Duke of Hamilton

Some of the duke's titles and estates passed to the Duke of Hamilton, (Marquess of Douglas, Earl of Angus)...

while other titles and estates passed to the Earl of Home, (Baron Douglas of Douglas).



12th Earl of Home



Present/15th Earl of Home

The Sandilands, the Lords Torphichen



The name Sandilands comes from lands by that name in Clydesdale. The Sandilands are considered heirs-general of the house of Douglas from the marriage of Sir James Sandilands to Eleanor Douglas, only daughter of Sir Archibald Douglas, younger brother of 'the Good Sir James' Douglas. Through this connection, the Sandilands are also considered a sept of Douglas even though they have their own clan chief, Lord Torphichen.

Douglasses of Drumlanrig/Queensberry & Kelhead



Duke of Buccleuch

William Douglas, the illegitimate son of James Douglas, 2nd Earl of Douglas and Mar, was given the barony of Drumlanrig by his father. Sir William Douglas, 10th of Drumlanrig, was created Viscount of Drumlanrig and, a few years later in 1633, Earl of Queensberry. Another William Douglas, 3rd Earl of Queensberry, was created Marquess of Queensberry in 1682 and Duke of Queensberry in 1684. Yet another William Douglas, second son of the 1st Duke, was created Earl of March in 1697. His grandson, also William Douglas, 3rd Earl of March succeeded his cousin in 1778 as 4th Duke of Queensberry. The 4th Duke was known as "Old Q." Upon the death of "Old Q", the dukedom of Queensberry devolved on Henry Scott, 3rd Duke of Buccleuch ... and the marquessate of Queensberry devolved on Charles Douglas, 5th Baronet of Kelhead as 5th Marquess of Queensberry.



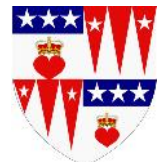
Marquess of Queensberry

Douglasses of Morton



Douglas of Dalkeith & Hermiston

Andrew Douglas of Hermiston, younger son of Archibald I, Lord of Douglas and uncle of William "le Hardy" was the progenitor of the Douglasses of Dalkeith, the Earls of Morton, and the Douglasses of Mains. The 4th Lord Dalkeith succeeded to his estates upon the resignation of his father and was raised to the peerage as Earl of Morton prior to his marriage to Joanna, the deaf and dumb daughter of King James I. Sir James Douglas, 4th Earl of Morton, played an important role in the affairs of Mary, Queen of Scots. He became Regent of Scotland in 1572, for the infant James VI (and I.) However, once James VI reached the age of majority, Morton was implicated in the murder of James' father, Henry Stuart, Lord Darnley (in 1567), and was executed in 1581. Darnley was the second but eldest surviving son of Matthew Stewart, 4th Earl of Lennox, and his wife, Lady



Earl of Morton

Margaret Douglas. Darnley's maternal grandparents were Archibald Douglas, sixth Earl of Angus, and Margaret Tudor, daughter of Henry VII of England and widow of James IV, king of Scots. Darnley was a first cousin of Mary, Queen of Scots.

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Because the nature of Scottish law and how it pertains to titles and estates is convoluted and, because the House of Douglas has a number of individuals potentially deserving of the title Chief of the House of Douglas, it is unclear who the apparent Chief of Douglas might be today. The House of Douglas, therefore, is considered an 'armigerous clan' without a chief.  
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House or Clan?

Many will make much ado about whether or not it is appropriate for our organization to call itself "CLAN DOUGLAS" rather than "HOUSE of DOUGLAS". They will argue Douglas was a Lowland family and 'Clan' is a distinctive of Highland families only. It must be noted, we are **CLAN** Douglas through an act of legal incorporation. However, **HOUSE** of Douglas does make more sense when one considers the power of the Douglas family was greatly enhanced by all those other families not having the name of Douglas but who still supported the Douglasses. Our list of Septs & Allied Families does have a number of names and History may yet reveal the names of other families that should be added. The families, though not "blood relatives" nevertheless were willing to mingle their lives' blood in the struggles of the Douglasses and there would have been little to tell about the Douglas family without the support of all the families under the banner of the **HOUSE** of Douglas.

Understanding “Sept” and “Allied Family”

by Harold Edington, CDSNA Asst VP

What was and is a Sept?

The Wikipedia article [<http://en.wikipedia.org/wiki/Sept>] states ...

in the context of Scottish clans, septs are families that followed another family's chief. These smaller septs would then comprise, and be part of, the chief's larger clan. A sept might follow another chief if two families were linked through marriage; or, if a family lived on the land of a powerful laird, they would follow him whether they were related or not. Bonds of manrent were sometimes used to bind lesser chiefs and his followers to more powerful chiefs.

And again, in Scotclan.com’s “What’s A Sept?” [http://www.scotclans.com/my_clan_shop/whats_a_sept.html]

These were large and powerful families within a Clan. They did not share the native surname but in some cases their heads could be as powerful as the Chief himself. Smaller Clans could also bond together for protection, forming a larger confederation. The Clan Chattan, made up from several smaller member Clans was an example of this.

Dr. Phillip D. Smith, Jr. (FSA Scot), author of *Tartan for Me!* and several tartan books makes the case that “sept”, a borrowed term from Irish culture and “roughly synonymous” with Scottish “clan”, should be avoided in our modern usage stating it is better to “simply describe these names as what they are – surnames of a family and of allied or dependent families.” Dr. Smith suggests “it is preferable to speak of ‘The names and families of Clan X’ rather than to call a name ‘a sept of Clan X’.

Dr. Smith’s suggestion is noted. In many ways, calling a name ‘a sept of Clan X’ places that name in a diminutive position to the larger, more important clan name and gives the impression, perhaps, that these allied families were less important. However, history and the politics of the day would indicate that the family of the chiefly name was able to gain power and prominence only with the assistance of its allied families. This is a lesson many of us moderns need to take to heart since it tempers the purpose of adding any allied family names to a particular clan. With a family as powerful as the Douglas family, several non-related families would have been supportive in exchange for favor and/or protection. These *allied families* may have intermarried into the House of Douglas several times but they truly could not be called septs. It makes much more sense, under these circumstances, to consider the list of names associated with the House of Douglas as a list of **septs and allied families** to acknowledge the historical and familial connections between these names and Douglas without ascribing any particular subordinate classification or attenuation to any name in the list.

Looking through a more modern lens, septs are a recruitment tool for modern Clan Societies and the means to an end for Scottish industries ... although this view does not and should not diminish the sense of belonging one has to a particular House or Clan; the sentiments and passions expressed in belonging are very real. What such a view, sentiments, and passions do provide is a simple explanation for the controversies sure to arise as more and more surnames form their own Clan Societies. But how did all these Clan Societies come about?

Septs and modern clan societies

In the aftermath of the [Jacobite](#) Rising of 1745, the pro-Hanoverian Parliament of Great Britain passed the [Act of Proscription](#) and other measures to assimilate the Highlands and crush the strong regional and familial connections of the clan system. Among the measures enacted were the disarming of the clans, the refutation of feudal authority of the clan chief, and the prohibition of wearing “[Highland dress](#)” (i.e., tartan). **The Dress Act** [*Abolition and Proscription of the Highland Dress 19 George II, Chap. 39, Sec. 17, 1746*], part of the **Act of Proscription**, declared,

That from and after the first day of August, One thousand, seven hundred and forty-six, no man or boy within that part of Britain called Scotland, other than such as shall be employed as Officers and Soldiers in His Majesty's Forces, shall, on any pretext whatever, wear or put on the clothes commonly called Highland clothes (that is to say) the [Plaid](#), Philabeg, or little Kilt, Trowse, Shoulder-belts, or any part whatever of what peculiarly belongs to the Highland Garb; and that no tartan or party-coloured plaid of stuff shall be used for Great Coats or upper coats, and if any such person shall presume after the said first day of August, to wear or put on the aforesaid garment or any part of them, every such person so offending ... For the first offence, shall be liable to be imprisoned for 6 months, and on the second offence, to be transported to any of His Majesty's plantations beyond the seas, there to remain for the space of seven years.

From August 1, 1746 until July 1, 1782, these harsh measures were in effect and all but extinguished the Highland culture. In this time, "Highland dress" was superseded by other fashion and was no longer considered every day wear. Within a few years of the lifting of these acts, Highland aristocrats were setting up Highland Clan Societies "with aims including promoting 'the general use of the ancient Highland dress'. This would lead to the Highland pageant of the visit of King George IV to Scotland turning what had been seen as the uncivilized outfits of mountain thieves into national dress claimed by the whole of Scotland."

[http://en.wikipedia.org/wiki/Dress_Act_1746]

The success of Sir Walter Scott's historical novels and [the visit of King George IV to Scotland](#) in 1822 renewed enthusiasm for clans. This enthusiasm was fostered by both the tartan manufacturers and the Clan Societies (for their own reasons), resulting in attributing as many names as possible to particular clans as septs - too often with stretched and/or preposterous results.

Examples claiming relation by virtue of sharing a region (of Lanarkshire) or town ("de Moffat", for example) where anyone coming from the same place might use the descriptive, related or not, are untenable. Similarly, it is absurd to think that all Bowmakers and Fletchers should belong to Clan Macgregor or all Taylors and Clerks should belong to Clan Cameron or all Millers and Weavers to Clan Macfarlane when it is clear these were work or trade names found in almost every part of Scotland.

The same enthusiasm triggered attaching as many names as possible to well-known clans -- often without real justification (and sometimes based on lively imagination and wishful thinking) or on a single recorded instance (ex: "Angus Wooler was a tenant of the Earl of Douglas, 1389") -- so that all holders of the name without a clan name of their own could connect to a Scottish clan and thus feel "entitled" to its tartan. In this way, Clan Societies gained members and prestige and the tartan manufacturers gained product sales.

Most people looking for a possible Clan affiliation will do a websearch of their last name. Or maybe, a person has been told "you belong to Clan X" and they look it up online. Any such search will likely present you with a number of sites listing "recognized" or "official" "septs" of Clan X.

The problem with most "sept" lists is that nothing is included with the list providing any documentation about why these names were considered septs. And few, if any, lists of names distinguish between "septs" and "allied families". Our own Douglas list of septs and allied families is by no means perfect. It is quite likely some names included on our list were based more on 19th century renewal enthusiasm than on historical accuracy and it is just as likely that the surnames of many loyal followers of the Douglas Chiefs have not been included.

For someone looking online to find their clan affiliation, undocumented and likely erroneous lists of names can be problematic at best and deceitful at worst. But where is such documentation found? Sadly, the answer is "on the internet."

Information is easy to find in this age of internet and the simplicity of Wikipedia. But many fail to realize Wikipedia is an “open source” webpage that can be added to or edited by anyone. As a result, many Wikipedia topic pages are filled with speculation and half-truths. While one should not hold much stock in Wikipedia and similar web-info services, they can be useful in gleaning other sources to research. And sometimes, even Wikipedia gets it right. However, more authoritative sources do exist. Volumes of Scottish history and other Clan related books, now mostly out of print for over a century, have been converted to PDF format and placed on the internet.

Who decides whether a surname belongs to Clan X?

Determining which surnames are septs or allied families of a clan is one of the prerogatives of the clan chief. Clan Douglas, while an armigerous (arms-bearing) family recognized as a clan by the Lord Lyon of Scotland, currently has no standing chief.

Without a standing chief, CDSNA has selected certain guidelines in determining the surnames it accepts as Septs and Allied Families of our Clan Douglas organization. The criteria used for determining what surnames are (or can be) Septs and Allied Families of Clan Douglas (as published in the August 2005 Dubh Ghlase) are as follows:

[A] Those of the surname of Douglas, in all of its many and varied forms, are not Septs: they are FAMILY and are to be treated as such.

[B] Those families whose surname was originally Douglas but have suffered a change of name due to the conditions prevailing at some point in history; i.e. Drysdale.

[C] Those families who were known to be followers of the Douglas family in the past.

[D] Those families who are known to have served the Douglas family in times past as either estate managers, farm workers, men-at-arms, scribes, chancellors; i.e. Bell, Symington, Young, etc.

[E] Those descendants of a female line of the Douglas family who are able to prove their descent and do not owe allegiance to any other family or clan.

[F] Those descendants whose families originated within the known Douglas territories but were too small to have a family status and have no allegiance to any other family or clan.

[G] Those descendants of families who are known to have broken away from their accepted group and are also known to have re-settled within the Douglas territories.

The criteria presented here for ***Sept and Allied Families*** names are not listed in the CDSNA Bylaws. At this time, no “official” criteria exist but this list provides a reasonable basis for surname inclusions. It should also be noted that IF the day comes when Clan Douglas does have a standing chief, the Chief of Douglas will have the sole right to create a list of Septs and Allied Families of Clan Douglas and such list may or may not include many names CDSNA and other Douglas associations have accepted as septs and allied families.

Each one of the names on our Douglas Septs and Allied Families list has been researched and documented. That documentation can be found on our clan website (under the tab of “Septs & Allied Families). Any Regent interested in a printable copy of the research for displaying in your tent can contact Asst VP (East) Harold Edington for his most recent updates.

Chapter 1 - Getting Started

According to the 2015 CDSNA Bylaw...

“Regents are appointed by the Vice President/Coordinator of Regents to supervise members and activities in specific geographical areas. Duties of Regents include public relations, promotion of Clan Douglas activities and recruitment of members. Represent the Society at Games within the area and maintain contact with members.”

A goal of CDSNA is to have a regent in every state and province. However, some Regents have accepted responsibility for more than one state or province where membership is low until other Regents can be appointed. Some states or provinces have more than one Regent due to the number of games and events and/or number of members. As a Regent, you can be as active as your time and interest permits. How you execute these responsibilities is entirely left to your imagination and level of commitment. Hopefully, this Guidebook will give you enough information and ideas to find your own way and create your own formula for success.

The two most important items you must bring to a Scottish Festival...

Now that you have made the decision to serve Clan Douglas as a Regent you will want to begin to assemble all the things you will need to fit out a tent and represent us. Do not feel that you must have a set-up similar to the longest standing or most award-winning clan at your particular games. If you remember your first visit to a clan tent (ours or anyone's), the things you remember are how you were treated and if you learned something new. These things don't cost much except in terms of your time and effort. The two most important items you must bring to a Scottish event are your enthusiasm for people and some knowledge of Clan Douglas. In summary, if you show up at your tent site at a typical Highland Games/Festival with nothing but a sunny smile and a handful of membership applications, you are ready for your first games as a Regent. Even so ... read on for more details on how to improve your presence a wee bit.

Ask for help from those who know how.

The clan Vice President and Regional Assistant Vice Presidents are available to help answer your questions. Their contact information can be found in our newsletter or on our clan website. Regents in neighboring areas will be willing to help you and may be willing to loan you equipment. You may get an experienced Regent to help you with your first games. If there is enough time before your games you may visit some other event prior to yours and sit-in on a Clan Douglas tent to observe and assist. If there is no Regent nearby to help you, talk to the game organizer's clan's representative. Ask if they can introduce you to someone from another clan that you could talk to on the phone and can check in on you at set-up time at the games. Although the Scottish folk have not been famous for this, make friends with your neighbors at the games and talk to them. You can learn a lot by observation and asking questions.

Try to find out as much as you can about the upcoming games or event.

Most games now will have a web page plus material they will mail out to clans that register for the next event. You should ask to get a copy of last year's program. Most games follow the pattern of the previous year with incremental changes for the current year only as necessary. This will give you a layout of the field, schedule of events, vendors, entertainment, parking, space restrictions, competitions, and special events.

Don't expect to 'have it all' for your first event.

You will find a listing of suggested equipment in **Appendix A - Equipment Checklist** and a list of reference books in **Appendix B – Reference Books** that will help organize your thoughts. Make due with things you already have around the house (folding chairs) and then get essentials in your list of priorities. Focus on the Clan Douglas unique items first and then get the general-purpose things later. Remember: **“People are more important than Things!” and those *two most important items* can and will make up for most property deficits.**

Create a budget for two things: time and money.

Lay out a planning calendar leading up to your first big event and plan backward from there. While most games are willing to take last minute registrations, with a little planning you should be able to reduce that stress by registering early. **Chapter 2 – Planning Sequence**, will guide you through the planning process of preparing for a typical Highland Games/Festival. While you may be full of enthusiasm, your day still has only 24 hours so don't overload yourself with self-imposed requirements. As for money, you have to strike a balance with your household budget and what you want to do for the clan. You must also balance between outfitting yourself and your tent! Few of us have the funds to do it all at once and no one in Clan Douglas expects you to do so.

A few responsibilities and rewards of being a Regent.

As a Regent, memberships (new and renewing) are important for you and for the organization. Memberships provide you with a reason to represent CDSNA at your local event. Building a local following at each event you sponsor for CDSNA can greatly increase the fun and joy of your tent experience. Keeping in touch with members outside of events is just as important. Try to contact each member at least once a quarter to keep up interest and build friendships. You can also contact former members in your state/area to invite them back to Clan Douglas and to help CDSNA update its member list. A database of members in your state/province (and adjoining states/provinces) can be obtained from the Secretary.

Representing Clan Douglas does have its costs and oftentimes you will have a number of out-of-pocket expenses. It is good to know that Clan Douglas will reimburse Regents up to \$75 per authorized game or event. And any unreimbursed out-of-pocket expenses incurred in the pursuit of official Society businesses are tax deductible (since CDSNA is a tax-exempt charitable organization.) Usually, if you are representing Clan Douglas to the public at a recognized Scottish/Celtic event, you are authorized. A Regent can also earn a 10% commission on the sale of Clan Douglas Store Goods.

According to the CDSNA Bylaws Article VIII, Section 3, “Only Members as defined in Article III and current in their annual dues are eligible to be a Regent ... As a Regent or Co-Regent of CDSNA, it is vital that you set the example for membership by being a current member of CDSNA in good standing. Should you falter in maintaining current dues, the CDSNA Secretary will contact you regarding membership. Failure to respond and update membership will result in being removed from the Regent list.

One way to guarantee that you are never removed due to a lapsed membership is to become a Life Member of CDSNA. Arrange with the Secretary to have your \$75 per event reimbursement applied to your Life Membership status.

Chapter 2 - Planning Sequence (before, during, and after Game-Day)

-) **G-Day – 120**
 Contact the event Organizing Committee to inquire about sponsoring a tent at the selected event.
 -) **G-Day – 90**
 Check your equipment for completeness and serviceability. Any upgrades or additions should be ordered now to get them in time. If you will be selling clan Store Goods, order these from the Clan Storekeeper.
 -) **G-Day - 75**
 Mail in -- or web register, if the event allows it -- your event application form and fees. This should be enough advance notification to get Clan Douglas mentioned in the event program and listed on the event website.
 -) **G-Day – 60**
 Check the event website to see if Clan Douglas is listed. If not, contact the event organizers with a polite reminder.

 Draft an email letter and Facebook post to all local and area clan members informing them that you will be hosting a tent at the Festival X on date Y.
 -) **G-Day – 45**
 Begin packing your gear boxes. Use a checklist. Make copies of your clan handouts.
 -) **G-Day - 30**
 Set up your tent and check for a quality check (mildew, holes, missing lines and stakes).
 -) **G-Day - 25**
 Send out your email and Facebook announcements. Also, post the announcement on our clan website.
 -) **G-Day - 15**
 Check your clothing items to be sure they are clean, serviceable, mended and pressed. Double check that you have clean and comfortable footwear.
 -) **G-Day - 10**
 Make sure you have received your Sponsor packet from the games committee. If not, call the Clan and Society committee chairman right away.
 -) **G-Day - 7**
 Plan your time and route to the event, especially if this is your first time there.
 -) **G-Day - 3**
 Pack your gear in easy-to-carry equipment boxes. Don't forget your Store Goods (if any).
 -) **G-Day - 1**
 Load all your equipment in your vehicle the night before. Lay out your clothing.
 -) **G-Hour -2**
 Get to the event parking lot as early as possible so you unload your gear as soon as possible. Usually, 2 hours before Gate opening is recommended. Some events allow clan vehicles to drive to Clan Row and unload. Most events require all vehicles to be cleared from the field at least 30 min before Gates open.
 -) **G-Hour-1.5**
 Set the tent up first and get everything under it just in case. Banners and flags up. Tables up and covered with cloth. Table displays set up, and sign-in book ready. Park vehicle (as required).
 -) **G-Hour -0.5**
 Visit the hospitality tent, and introduce yourself to your neighbors.
 -) **G-Hour !!!**
 Gates open, greet your first visitors, and have fun!
- - - After the event, ***Manners and Paper Work!!!*** (See Chap 9) - - -

Chapter 3 - Tent Organization

You will need a tent to protect yourself and your things from the elements.

Your tent site will serve several purposes. It is your home base. It is where you can display Clan Douglas insignia and information. It is where you can greet the public, recruit new members, and where you can entertain guests, friends, and clan members. The way you organize your tent and assigned space will affect how well you can accomplish these duties.

To get started you can frequently rent a tent or the games organizers will require using the tents they provide. Most festivals have a tent rental option. In fact, renting a tent is mandatory at quite a few larger festivals. Tables and folding chairs can also be rented. The benefits of renting equipment that you don't have to carry to and from your vehicle can sometimes offset the costs of the rentals and save wear and tear on your equipment and your body.

If you choose to purchase a tent, look for one that is 10 ft by 10 ft. since most festival clan spaces are divided into 10x10 sections. Look for festival-style tents in a large sporting goods store or at Wal-Mart. Many festival-style tents are commercially available. A good tent can be used for things other than Scottish festivals.

If you choose to purchase a tent, don't feel you need to buy an EZ-Up tent for \$500. A lightweight lawn shade type tent can be had for far less. Look for one that is 10 ft by 10 ft. since most festival clan spaces are divided into 10x10 sections. Look for festival-style tents in a large sporting goods store or (occasionally) at Wal-Mart. Many festival-style tents are commercially available.

You should strive to make your tent eye-catching, welcoming and appealing.

Some clans seem to go overboard trying to make the thing look like a castle! They frequently will have to set up the day before and haul a trailer behind a truck to bring, in all their paraphernalia. You don't need to go that far, and should be able to set up all your things in 45 minutes with a little practice.

You will need a table and some folding chairs plus whatever display materials or visitor handouts you choose to bring. Transporting tables can be tricky in smaller vehicles. Look for smaller (4-foot and 6-foot) folding tables at your local Lowes, Home Depot, Wal-Mart, Sam's Club or Costco. These are sturdy but lightweight tables (meaning you won't tire yourself or any helpers lugging the thing to your tent from your vehicle and vice versa). Folding lawn chairs make great tent seating.

Tidy your tent periodically.

Your display items, hand outs, and books will be touched and moved all day. Tidy your tent to maximize appeal.

Tent Layout

There are two basic layouts that all other designs are based on.

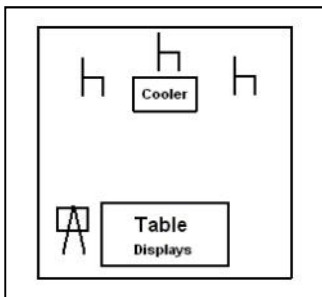
- You can arrange your setup on the assumption that you want visitors to enter your tent and look around on their own
- OR
- you can arrange your setup to keep the casual passerby on the other side of your table until you invite him/her into your personal space. The

The most common set-up is to move the front of the tent to the front edge of your assigned space and set up the table at the front edge of the tent. This helps you display your material front and center. The disadvantage is that it sets up a barrier between you and the public. This is not necessarily bad, but something to consider.

Another layout is to use two tables and place clan information on one side of the tent and hospitality items on the table on the other side. The chairs and visiting area goes toward the rear of the tent. This draws visitors into your tent to see your Clan Douglas wares.

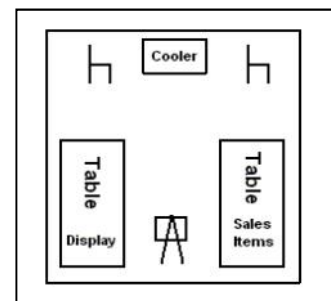
A third layout is to use two tables in an "L" shape with a table in front and one down the side. Recruiting, materials go in front and hospitality and sales items can go on the side. Either way, move the front table to one side to allow easy access for your invited visitors to come in to the visiting area. Many clans will set up a second tent or tarp up in back of the tent and offer lavish entertainment. This is probably in conjunction with their clan's annual general meeting.

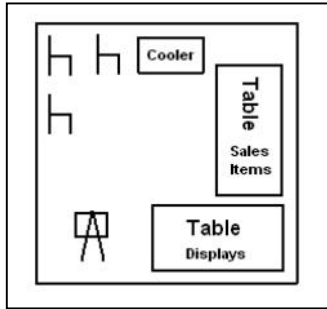
Layout diagrams can be seen below.



This layout can be useful for making people feel welcomed and honored. However, you will need to keep a closer eye on who is stopping by. Potential members who are shy may stop by quietly and then move on if you do not acknowledge them.

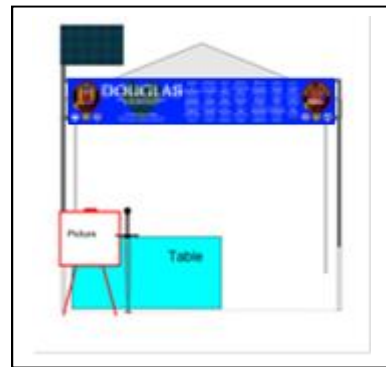
This is a simple layout based on a 10ft by 10ft tent. The front of the tent is at the bottom. One table is shown for holding display items. An easel is used to hold a map of Scotland or a print of Threave Castle, etc. Anything eye-catching. Arrange your chairs around the cooler and you have a cozy area for chatting with friends and cousins. The table set up front and center acts as a buffer between you and the passersby.





This layout invites people in under the front of your tent while still keeping a semi-private area at the back of tent. A second table is shown which will hold T-shirts or anything else that you are selling. This could be a good setup in inclement weather, giving visitors someplace to get out of the rain. This setup also invites people into your tent. The seating area is merged with the browsing area allowing the greatest mingling between yourself and the visitors. If you have a ton of items to display, this may allow the greatest visibility. Flat items may also be hung from the roof of the tent along the side wall, above the second table.

The illustration shows a 1.5 ft by 9 ft banner (with Clan and Allied Families names) mounted on the front of the tent (with a tartan flag flying above.) Any Regent interested in a free jpeg file of the banner illustrated can contact CDSNA Regional Asst. VP (East) Harold Edington. With the file, you should be able to have a 108 in by 18 in (9 ft by 1.5 ft) banner printed. Plans for a PVC banner frame thingy can be found below.



Cover your tables with a table cloth, our tartan, or a combination of both.

A covered table has a finished and appealing look. A cotton or poly-cotton fabric is recommended for a general cover since these materials can be washed and dried easily. Tartan cloth, usually wool but increasingly becoming more common in polyviscose, is a wonderful addition to any table. Since most of us cannot afford to have tablecloths of wool tartan, a solid white, black or deep blue table cover, clipped to the table in back and draping almost to the ground in the front of the table, is preferred. Any tablecloth can be 'detailed' with a runner of tartan later. Having a covered table also allows you to have a covered storage place under your table for miscellaneous items.

Displays attract visitors and should tell about our Clan's history.

Strive for color and variety. Maps to show from where we came, coat of arms, and histories of our septs and allied families are all good display items. Get as many things off the table and up to eye level as possible by hanging maps and charts from the tent framework. Visual/picture books and books related to Clan history are always popular. Suggested books can be found below in **Reference Books**. Start with a few things and add more each game (as you are able) to improve each year. More display item suggestion can be found in **Displays**.

Signage is very important and the best way to let people know from a distance that Clan Douglas is here.

Visitors will frequently stroll down the line of clan tents and happen upon you by surprise. Use every opportunity to get the name of our clan name in front of them. I strongly recommend a banner across the front of your tent, as high as is practical, with big, bold letters saying **DOUGLAS** or **CLAN DOUGLAS**.

People should be able to see you in a crowded clan area at a distance. A **DOUGLAS** banner with the **Sept and Allied Families** names listed is the greatest asset a tent can have. It stands out in a crowd of other tents. When people see it from a distance and note that there are other names on it, they are drawn to the tent to search for their family name.

My personal banner preference is a banner 108 inches long by 18 inches tall containing the clan name and a list of all our septs and allied families. Since most festival tents are either nine or ten feet wide, my banner can be attached to the tent legs via a PVC frame. **PVCbannerframethingy** explains how to build a PVC banner frame.

You can also have a smaller banner draped across the front of your table or one hanging in the back of your tent visible when people get up close. This smaller banner can double as a parade identifier.

Fly a tartan flag.

You should strive to display our tartan flags prominently in front of the tent either by attaching the poles to the tent legs or by pounding flag holder stakes in the ground. Flags are commonly found in two sizes: 3ft x 5ft and 2ft x 3ft. A 2ft x 3ft flag is smaller and lighter and, thus, more able to catch a breeze. A smaller flag attached to the tent leg and flying atop the tent banner will also create less tent drag in windier conditions. Larger flags are good for parades.

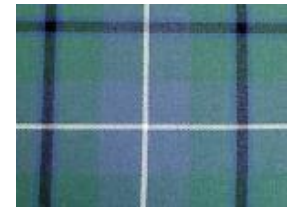
Clan Douglas is blessed having a number of tartan variations for flags – see **Douglas Tartans** below for tartan examples. While a *Modern Douglas* tartan is common and the material is relatively inexpensive, other tartan patterns – *Ancient Douglas*, *Weathered Douglas*, *Black Douglas*, *Douglas of Roxburgh*, and *Grey Douglas*, to name a few – exist. Wool, the traditional material for tartan is no longer the only material available. Polyviscose, a synthetic material, has the look and feel of wool, is machine washable, and costs a fraction of wool tartan is readily available in *Modern Douglas*.

Acrylic tartan, with many of the same features of polyviscose but of an inferior quality, is also available in *Modern Douglas*. Either of these synthetics would be great for making tartan flags exposed to the elements.



< Modern Douglas

Ancient Douglas >



< Douglas of Roxburgh (also known as Turnbull)



Red Douglas



Weathered Douglas

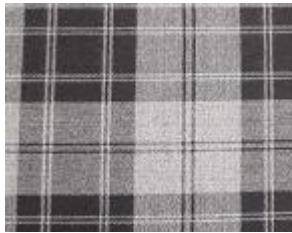
Here are some simple instructions about creating Quick & Easy tartan flags and flagpoles and an image sampler for our many Douglas tartans.



< Black Douglas

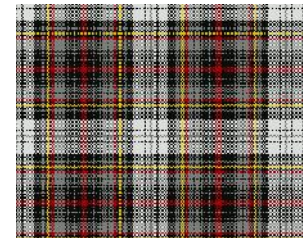


Hunting Douglas replaces the red stripe of the Black Douglas with a white stripe.



< Grey Douglas
(uses the same *sett* as the Home tartan)

Douglas 'Ancient' Dress >
This tartan is actually a 'trade' tartan created by a British Columbia weaving firm.

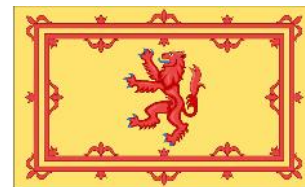


Other flags for display

Many tenters will commonly fly two or three flags in addition to their tartan flag; the American flag, the Scottish flag (also known as St. Andrew's Cross or the Saltire), and the Royal Standard of Scotland.



< St. Andrew's Cross (Saltire)



Royal Standard of Scotland >

While everyone is free to display both the American and Scottish flags, please adhere to proper flag etiquette. If you are unsure of what the proper etiquette is, see if there is a SAMS tent in Clan Row. SAMS (the Scottish-American Military Society) membership is composed primarily of veterans of Scottish, Scots-Irish, Irish, and Welsh ancestry who have served — or are serving — in the US or British Commonwealth Armed Forces. The mission of SAMS is preserving and promoting Scottish and American Armed Forces customs, traditions, and heritage. A SAMS representative will be happy to assist you in showing proper respect for both of these national flags.

The Royal Standard of Scotland (also known as the Banner of the King of Scots, the Lion Rampant of Scotland, and the Scottish Royal Banner of Arms) is used historically by the King/Queen of Scots. The Royal Standard of Scotland differs from Scotland's national flag, the Saltire, in that its correct use is restricted by an Act of the Parliament of Scotland to only a few Great Officers of State who officially represent the Sovereign in Scotland. It is also used in an official capacity at royal residences in Scotland when the Sovereign is not present. The use of this flag by those not entitled to its usage is discouraged (although this seldom stops many clan tenters from proudly displaying on their tents). Clan Douglas Regents might want to consider another reason to refrain from flying the Lion Rampant: it was the symbol of the Stewart kings who attempted on many occasions to break the power and prestige of the House of Douglas.

Basic Equipment Checklist

IF RENTING EQUIPMENT ... Quality check all rented items when you first see them. Make notes about any issues/damages you notice before using. If you have concerns, talk with an event organizer.

Tent (unless renting)

Tent Stakes (to secure the tent against winds. A good idea to have these even if renting the tent)

Hammer

Bungee cords of many lengths (up to 36 in)

Rain tarps

Tie down cord

Table(s) or Folding table(s) (unless renting)

Tablecloth(s)

Folding chairs (unless renting)

Douglas Name Banner (a banner with Septs and Allied Families of Clan Douglas listed is very nice)

Banner mounting frame

Cooler (with drinks and/or food ... *check with the festival organizers prior to your event about any restrictions or prohibitions regarding alcoholic beverages at your tent.*)

Paper Towels

Tartan Flags and any tartan table decorations

Duct Tape (maybe you can find yet another new use)

Clan Douglas Store Goods (if you wish to sell any, contact the Storekeeper)

Membership applications

Guest Register

Maps

Displays

Banner mounting frame (if required)

Books

Newsletters (ask Clan Secretary for copies)

Rubber clan stamp and ink

Digital (or cell phone) camera (for new member pictures and parade pictures)

Paper weights to keep loose literature from blowing away on windy days

Colorado Regent Chuck Mirable suggests that garage sales can be a good place to look for tents and generic "stuff" for tent decorating.

Help us help you better! Maybe you have a tried-and-true equipment checklist that has always worked for you. Please share it. Send it to your Regional Asst VP or share it on the Clan website. Being a Regent isn't a competition and it doesn't have to be lonely ... working together we all become better representatives of CDSNA.

spring clamps of different sizes.



Use small bungee cords instead of zip ties to attach your banners, posters, etc to support frames. The bungees are reusable and you won't leave a lot of dead zip bits on the ground when you leave.

Displays

-) MAP(s) of Scotland or the Borders showing where Douglasses and allied families lived.
-) Store goods - T-shirts and cap badges, scarves, ties, etc. (**Only Douglas, items, not general merchandise, please. The vendors get upset.**)
-) Tartans on the table; get them in front of the visitor as often as you can.
-) Handouts: *ask your Regional Asst. VP* or create one of your own
-) Photo album (label the pictures, name the people in the pictures and the setting).
-) Swords - Basket hilt broadsword or claymore are popular.
Make sure swords are not too sharp! You don't want little boys and girls between the ages of 4 and 94 getting hurt *when* they play with your swords.
-) Crafts – home-made needle point of the cap badge or other Douglas things.
-) Other interesting and/or fascinating Scottish-themed or Douglas-themed items (according to your budget and taste)

Hints:

-) Get as many things up to eye level as possible, don't lay everything flat on the table.
-) Maximum use of color and motion - flags, banners, and maps.
-) Get the name Douglas in front of the visitor as many ways as you can.
-) Weatherproof as much as you can - think about wind and rain first.

Chapter 4 - Kitting Yourself Out

From the start you will face the dichotomy of having to equip yourself and your tent simultaneously. Many new Regents feel they are not authentic without wearing tartan; either the kilt or a kilted skirt. Kilts are very expensive and certainly not a necessity in life, so some form of **budgeting and planned savings** is called for. And most will also want to purchase a tent. As mentioned earlier in this guide, neither a kilt nor a tent is a necessity to start representing the clan. However, eventually you will want to acquire these things and so much more. This chapter will offer some suggestions on how to tap the piggy bank without breaking it. As with so many other things in life, the KISS principle (Keep It Simple, Silly) applies.

What to wear.

MEN: Remember: the two most important items you must bring to a Scottish event are your enthusiasm for people and some knowledge of Clan Douglas; *clothing is optional*. Seriously, outfitting yourself can begin simply with a Clan Douglas embroidered polo shirt and maybe a bonnet with a Douglas clan badge. For a dressier look, wear a white dress shirt and a Douglas tartan tie. While a wool kilt would be wonderful, if you do not already have a kilt, consider purchasing a polyviscose kilt in *Modern Douglas* tartan. As a reminder, polyviscose, a synthetic material, has the look and feel of wool, is machine washable, and costs a fraction of wool tartan and is readily available in *Modern Douglas* for under \$100.00. Wool kilts are often custom made and may take 4 to 8 weeks for delivery. Polyviscose kilts can usually be delivered in much less time. Keep in mind, men, if you wear the kilt, you will also need kilt hose, garters, flashes, a broad belt, and a sporran. And what self-respecting man wouldn't want a *sggian dubh*, or dark knife, slipped into the top of his kilt hose?



LADIES: Same as with the men, a Clan Douglas embroidered polo shirt is fine. But sometimes a lady wants to look more lady-like. Many women will typically wear a kilted skirt or sash and, for many, these are essential pieces of any Scotswoman's wardrobe. The usefulness of a plaid skirt goes without saying and a sash can be worn over the shoulder or around the waist. But for those who haven't yet found a kilted skirt, but still want to dress in tartan, consider wearing an *arasaid* (ah ris say). The *arasaid* is an extremely simple yet historically accurate article of clothing where the tartan is worn over your clothes. It keeps you warm during cold days, while being loose enough to wear on warm days without becoming too hot. There is no pattern, cutting or necessary sewing (which is great for those who may not know how to sew.) Just like with the men, polyviscose material is a less expensive and machine washable alternative to wool.

Take 2.5 to 3 yards of 60" wide material tartan material. You need this width to go around you so the tartan will fall gracefully and create a full skirt effect. Gather the tartan width around your waist and allow enough length to create a long skirt. Belt the material around your waist. (To avoid having to measure the length every time, you can sew a casing and run a narrow belt or a cloth sash of a matching color through the casing.) Now you have an open long skirt worn over a dress with a very long piece of material going down the back. Take the 2 corners at the end of that long piece and tie them in a knot. You can put your arm through the "loop" with the knot on your shoulder. Now you have a very lovely drape of tartan down your back, similar to a plaid. If it is a cool day, put the loop around your neck with the tartan drape around your shoulders. If it's raining, put it up over your head. Simple, isn't it!

Here are instructions for making an *arasaid* for those more adventurous souls who also have skill with fabric or a friend with such skill.

Things You'll Need

-) Tartan or striped woolen fabric measuring 2.5 to 3 yards in length and 60 inches wide
-) Sewing machine
-) 1 spool heavy cotton thread

Instructions

- 1) Lay the fabric on a flat surface. A tile or wood floor makes an excellent work surface for large fabric such as this.
- 2) Measure 1/2-inch in from the edge of the fabric on all sides. Draw a line along each edge using the fabric chalk.
- 3) Fold the fabric along the chalk guideline, pinning the fabric in place as you go. Pinning the hem will make sewing the edges easier.
- 4) Heat your iron to the appropriate setting for your fabric. Lightly press the hem in place. Pressing the hem creates a sharp edge.
- 5) Thread your sewing machine with the heavy-duty thread. Set your sewing machine to use a blind-hem stitch. The blind-hem stitch creates a sturdy edge without pulling or gapping.
- 6) Stitch the short sides of the fabric first, followed by the long sides. Feed the fabric slowly through the machine to maintain a straight line. Remove the pins as you go to avoid bending your sewing machine needle.
- 7) Add decorative fringe to the short edges at this point, if desired.
- 8) To wear the *arasaid*, hold the fabric behind you with one of the short edges at your ankles. Secure it at the waist with a belt. Drape the fabric in a billowing fashion so that it hangs to the back of your knees. Pull the ends of the fabric around the front of your neck and pin it in place with a brooch.



Decide on your own style.



Scots, for all the desire to wear the Chieftain's tartan, are still very individualistic and you will have to decide on your own style. This is an opportunity to break out of your shell some too. Some prefer a military approach, others the re-enactor kit, or the country gentleman look. Others prefer the medieval outfit with the lace up shirt. Ladies have a variety of feminine approaches to arriving at their own style. No matter what your interest in Scottish fashion, all are wise to consult "Scotty" Thompson's *So You're Going to Wear the Kilt*. This thin booklet is chock full of information addressing all

form and function of Scottish attire. The great benefit from reading it is that, in one place, you can gain the confidence of knowing you are wearing it right.

No one in Clan Douglas expects you to go deep into debt to represent us.

Some priority planning to acquire the essentials first will cushion the financial blow. Borrowing or renting will also help defray your initial expenses. Take your time and pick up both *needed* and *wanted* things as you go.

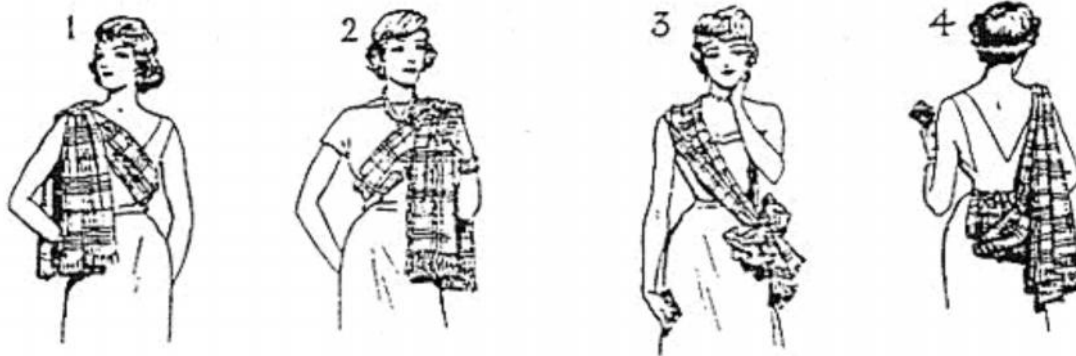
The Court of the Lord Lyon

Wearing of Sashes by Ladies in Evening Dress

Information Leaflet No.7 Wearing of Sashes by Ladies in Evening Dress

[<http://www.scotarmigers.net/pdfs/info-leaflet-7.pdf>]

The manner of wearing tartan sashes or light scarves had customary significance even two centuries ago, and whilst the wearing of sashes in any particular manner has so far no legal significance, a due respect for tradition suggests that uniform practice, and implication consistent with custom, is desirable. The difference methods undermentioned to wearing such are appropriate for ladies in different circumstances. All these suggestions are based on a careful study of old portraits, prints and traditional practice, and bear the authoritative approval of the Lord Lyon King of Arms.



No. 1: Style worn by clans-women. The sash is worn over the right shoulder across the breast and is secured by a pin or small brooch on the right shoulder.

No. 2: Style worn by Chieftainesses, wives of clan chiefs and wives of the Colonels of Scottish Regiments. The sash which may be rather fuller in size is worn over the left shoulder and secured with a brooch on the left shoulder.

No. 3: Style worn by ladies who have married out of their clan, but who still wish to use their original clan tartan. The sash usually longer than No 1 style, is worn over the right shoulder secured there with a pin and fastened in a large bow on the left hip.

No. 4: Style worn by country dancers or where any lady desires to keep the front of the dress clear of the sash (as, for example, when wearing the ribband of a chivalric order, or any orders and decorations). This style is similar to the belted plaid, and is really a small arisaid. It is buttoned on at the back of the waist, or is held by a small belt, and is secured at the right shoulder by a pin or small brooch, so that the ends fall backwards from the right shoulder and swing at the back of the right arm. Bearings in Scotland, and the principles on which they are allotted and should continue to be allotted.

Chapter 5 - Handling Visitors

Sometimes you can tell just by the look on their face that the stranger walking up to your tent is somehow a distant cousin. Perhaps they show a little bemused smile or wear a look of amazement when you meet. Sometimes, even though you have just met, you both sense “family”. The vast majority of visitors will simply be curious, or more likely, hungry for information.

Our mission is to be helpful and friendly to all.

No matter what the visitor's demeanor may be, you should greet everyone in a friendly manner. A smile and a polite hello will suffice. Don't spook a prospective member, you don't know what their motivation or interest truly is. You may want to comment on the weather or make a favorable comment on some Scottish article of clothing just to get the conversation started. If your Douglas tent banner has a list of Septs and Allied Families, seekers will often stop in front of your tent and read the names. You can often spark a conversation by asking, “Do you see a name from your family history in the list?” Many times you will be told, “No, but I have a friend who is a [insert name here].”

A lot of folks who stroll past your tent are ‘searchers’ who have no Douglas connection. Talking with them can frequently be rewarding. If you have a few very informative table resources, you can aid them in their search, possibly sending them to their suspected clan's tent, and create a great deal of good will among all the members in the clan area. Helping another clan's potential members find the right place to be will often be reciprocated by other clan's representatives sending potential Douglas members to your tent. And one more thing... save the last smile of the day for your last visitor; they deserve it and they may just join up on the spot!

Our job is to inform with confidence and to persuade with diplomacy.

You should expect to be challenged. Some might say, “I thought Douglas was English.” Or “I thought Douglas was a lowland family so they couldn't be a clan.” Some might want to argue that a name from our list is its own clan totally unrelated to Douglas.” Some will be more than happy to recite their “expert opinion” or share their “expert knowledge” and/or family tradition. Be a good listener -- but, if you need to “stand your ground”, be prepared to respond with confidence, respect, and diplomacy. Many of the references listed in *Reference Books [7-2 & 7-3]* can be used to settle or diffuse potential (or actual) arguments. Showing “proof in print” is mighty powerful.

Forewarned is forearmed: keep the visitors in view.

Even in this day and age some children will visit in packs without a parent at arm's length. The parents are somewhere nearby, but without the immediate restraining influence of an adult right there, the child will want to satisfy their natural curiosity. They ask questions, but they also touch without asking permission.

If you have more than one group visiting the tent at once, you should have some help to take on the second group. Get to know the clan reps in the tent(s) next door and agree to “watch each other's back” in the busy times. If two of you are with group “A”, don't feel shy about peeling off and speaking to group “B”. Try to separate them a little for convenience and conversation if you can. If you are alone, don't be shy about asking a neighbor for help.

Never leave your tent unattended.

If you have no backup, ask your tent-sitting neighbor to watch your site while you heed the call of nature. But never just leave the tent without some coverage. And be prepared to return the favor when your neighbor asks.

Food, coloring books, and other visitor gifts.

Some Regents go above and beyond the call and provide some simple Scottish treats for tent visitors. Shortbread cookies, heart-shaped candies (to showcase our Douglas motif), and mints are the most common food items.

Some Regents prepare a few coloring pages or a coloring book of Scottish-themed pictures for young guests. This is a simple enough thing to do and any number of good pictures can be found on the internet. Also, if you notice the representative of another clan has some nice coloring pictures, don't be afraid to ask for a copy. For the most part, all of us in Clan Row consider one another as family and will do whatever we can to help one another.

Some Regents have a small Douglas-themed card or small rolled-paper scroll for visitors to take with them. I have never done this myself but I have seen it before. It may be I lack the right kind of creativity to do this. (If you do have the 'right stuff' and want to share your idea, send your idea to your Regional Asst. VP.) It may be that my Scottish frugality prohibits me from giving too much away ... other than my stories and my enthusiasm.

Winged Heart or Flaming Salamander?

I have had many festival attendees at our Douglas tent ask, "Why does the CDSNA crest have a winged heart with the motto **FORWARD** instead of the salamander in the flames with the motto **Jamais Arriere** like all the other Douglas crests?"

The Clan Douglas Society of North America chose a belted, winged and crowned heart of Bruce with the motto "Forward" to represent the historical and sentimental pilgrimage resulting in the death of Sir James "The Good" while carrying the heart of King Robert I, the Bruce, to the Holy Land. Sir James "The Good" died 1330 near Teba, Spain.

You can read the story on 30 (5-4).

Children and 'Clan Passport' Stamps.

Many festivals provide children with a 'Clan Passport'. This is an excellent device for getting parents to stop at every clan tent to allow the children to procure their Passport Stamp. It is also a brilliant system for teaching young ones about simple Scottish history.

Having a Douglas Clan Passport stamp is a good idea. Otherwise, you have to write 'Clan Douglas' every time and kids, who are used to every other clan having a clan stamp, will look at you oddly. I have found the best clan stamp has the word 'Douglas' under the clan seal.



Douglas

CDSNA Regents should look for the **Winged Heart** stamp. If this stamp is unavailable, the Flaming Salamander stamp will suffice.

Before you order something online, visit the vendors at your festival(s) and see if they have a clan stamp available (preferably with the name).

If you can't find a stamp at your festival vendor, shop around online. If the company offers an option to add the Douglas name, select it.

Make a game with children asking for a passport stamp. Say, “To have safe passage through Douglas lands, you will have to pay a price and that price is this: you must shout our Clan War Cry – **A Douglas!** – as loud as you can ... so loud, in fact, that you scare the other clan tents. Are you willing to do this on the count of three? 1 ... 2 ... 3!” And then see if they will shout. Many will, some won’t. And that is OK. At some events, neighboring clan tents will mirror you and have the children shout their clan’s war cry. And while this all may seem silly to some, the children AND their parents love it.

Have a story or two to tell.

Often after I give out the clan stamp, I ask “Do you want to hear some stories about brave Douglas knights?” I would encourage you to prepare a story or two for when the children appear at your tent. A good story will make a wonderful memory and parents like stories as much as the children. I also believe it is important to include a story from a Sept or Allied Family since the Douglases didn’t become the greatest family in Scotland all by themselves. During your story telling, it is likely that children (and some parents) will interrupt you and ask questions ... be able to “go with the flow.” Remember, this is about the visitors’ experiences more than it is about you. You are planting a *seed of interest* for all things Scottish with your patience and your words.



Here are a couple of good stories. The first, a story about Sir Roger Kirkpatrick, a friend and cousin of Robert the Bruce who helped the Bruce become King of Scotland by the killing of the Bruce’s rival, Red Cumming, explains why the Bruce made his death bed request to Sir James to go on Crusade. (Kirkpatrick is an Allied Family of Clan Douglas.)

*Robert the Bruce agreed to meet his rival Red Cumming to discuss who should become king of Scotland. They met at a church thinking that being, in a church would keep them from getting angry while they spoke. But being in a church didn’t seem to matter. As they spoke, they got angrier and angrier until suddenly ... they pulled out their daggers and started to fight. The Bruce stabbed Red Cumming and ran out of the church. When his friends saw the Bruce running from the church, they asked, “What has happened Lord Bruce?” And he responded, “I think I killed Red Cumming.” Sir Roger Kirkpatrick, the Bruce’s cousin and friend said, “You **think** you killed him?” Sir Roger then drew his dagger and ran into the church shouting, “I’ll make sure!” And “I Make Sure!” has been the Kirkpatrick motto since that day. As a result of the murder in a church, the Bruce was excommunicated by the Pope.*

This is the version I tell of Sir James' last battle. Please note, it is not 100% *historically* accurate but it does hit the high points ... and it is "kid friendly".

Before the Scottish King Robert the Bruce died, he asked his greatest fighter and friend, the Good Sir James Douglas, to do something special for him. No one else would he trust with this task. He said, "After I am dead, Sir James, I want you to cut out my heart and take it on a Crusade to atone for my killing of Red Cumming in the church. Promise me you will do this." Sir James promised. And when the king was dead, Sir James cut out his heart and had it placed in a small silver box and wore it around his neck as a necklace.

As he promised, Sir James took the king's heart and a number of Scottish knights and squires on a Crusade in Spain. One day of fighting was very difficult for Sir James and the Scottish knights fighting with him and the enemy surrounded them. Sir James and his men fought hard and long and finally broke free from the enemy and rode up a hill. From the top of the hill, Sir James could see one lone knight still under attack and he knew he could not leave him to be killed. He decided then and there to ride back into the fight and save his friend, if he could. As Sir James rode into the enemy ranks once again, he took off the necklace holding the king's heart, threw it into the middle of the enemy fighters and shouted, "Go FORWARD Brave Heart, and Douglas will follow thee as I always have, or die." Sir James fought very bravely but in the end, the enemy were too many, his Scottish knights too few, and Sir James was killed. After this, a heart was added to the Douglas shield and FORWARD became a Clan Douglas motto.

If you have a favorite story to tell, share it with your fellow Regents. The more we all know of our shared heritage, the better we will be able to hold the attention of our guests.

Chapter 6 – Advertising

The old saying goes, "It doesn't cost to advertise, it pays!" However, in *Real Life*, it does cost something so you might as well get as much as you can for each advertising dollar. This chapter will discuss several ways to get the news out to the public that Clan Douglas is here.

Register for games early.

Even before the quickly approaching games take place, you can plan to advertise Clan Douglas. If you register early enough, you will ensure that Clan Douglas is listed on the event's website and in the event's official visitors program. The website alerts current and potential members that Clan Douglas will be present and the event program will tell how to find the Douglas tent.

Banners should be big, bright, and visible from a distance.

In chapter 3-4, you saw that **Signage is very important.** Yours will be one of many tents on Clan Row so visitors should be presented with a sign that will catch their eye. If you back up to a big field where the athletic events or the sheep herding is demonstrated, consider placing a banner on the back of your tent too. "If you display it, they will come."



If there is a clan parade at your event, get in it!



Even if you are the only one at your tent, get in it. Ask someone with lots of people at their tent to tent-sit for you. It is a chance to get our tartan and name in front of the assembled multitudes. Consider having a portable but large-lettered marching banner so the parade dignitaries can announce our clan. If you sign new members or greet any older members of Clan Douglas before the parade, ask them to march with you and allow them to carry the marching banner and any clan flags. When you pass in front of the reviewing stand, **sound off with our war cry, "A Douglas!" and do so loudly.** Few clans do this and we really do stand out when we scare the dignitaries on the dais. People remember that ... in a good way! Another good thing is to participate in the *Kirkin' O' the Tartan* and get our tartan banner in front of the gathered faithful.

Calling of the Clans (sometimes called “Fire Ceremony”)

Many events will have a *Calling of the Clans* as a part of an event’s opening ceremonies. Each clan will send a representative to announce “Clan X is here!” Each clan rep has his/her own short speech ready. Some are funny; some are serious. You get to decide how you want to present Clan Douglas. And this is a great time to do a little boasting. Oh ... and the clan rep doesn’t always have to be you. Sometimes it is a great idea to have a local member handle the *Callout*. I have included two *Callout* speeches I have created; feel free to use either or create your own to match your personality.

“Of all the great families of Scotland, only ONE NAME could cause the English to quake in their boots or turn tail and run. Only ONE NAME had the power and prestige to provoke the Stewart kings to jealousy and murder. Only ONE NAME can claim its history as the history of Scotland itself.

I am here to represent that ONE NAME and all the other names that comprised that ONE GREAT HOUSE: the House of Douglas is here. **A DOUGLAS! A DOUGLAS!”**



Clan Douglas member Garrett Henson announces Clan Douglas at the St. Louis Scottish festival.

“Were it not for the House of Douglas, Scotland today would be known simply as “Northern England. From the Wars for Scottish Independence to the Acts of Union, a branch of the House of Douglas stood in the forefront directing the course of Scottish history. Powerful and provocative, loyal and true -- the legacy of the House of Douglas and all its Allied Families continues today all over the world. Enemies quake and friends hold firm when they hear the call **A DOUGLAS! A DOUGLAS!** “

(Optional) Inter-Clan Competitions

Some events host competitions between the clans with tug-o-wars, wrestling, and some track & field events that don’t interfere with the more serious Scottish athletic events (although, this is not to say that clan rivalries can’t be serious. They can be and often are.) Obviously, you won’t be able to participate in an inter-clan event if you are by your lonesome but, if you have someone to watch the tent, try an event or two. You could also join forces with a clan we list as a **Sept or Allied Family**. If you have a good sized Clan Douglas member group at your event and the event hosts clan games, field a Clan Douglas Team and have some fun.

(Optional) Sponsor a trophy or a competitor.

This is another entry in the official event program and another announcement over the PA system. There may be Douglas athletes competing in the athletic events. Sponsoring one of our athletes at your event shows that Clan Douglas truly has a family attitude.



(Optional) Store goods.



Clan Douglas offers a number of Clan Douglas specific store goods. Members -- new members especially -- may be interested in purchasing a new Clan Douglas polo shirt, Clan Douglas T-shirt, or Clan Douglas cap badges or kilt pins. People like to show off their new things ... and as these new Clan items

circulate around the event, attention is drawn to Clan Douglas. Contact the Clan Storekeeper and ask what items appear to be the ‘hot sellers’ at festivals, then try and keep a few sizes of each on hand. Store goods sales also add to our Clan’s general fund.



Chapter 7 – Genealogy and History

Genealogy is a great way to get people to open up to you and a good recruiting tool. Almost all visitors come to Scottish events hoping subconsciously to connect to their roots. Perhaps their interest is sparked by the current popularity of all things Scottish fanned by the flames of Hollywood. Perhaps when they were young, a close relative told them tales of Scotland. In our modern, fragmented society, many visitors are “looking for ... I don’t know ... something” and come simply to see if they “belong”. Helping visitors find their family connection to Clan Douglas rewards them for coming and makes it more likely that Clan Douglas will have a new extended family member.

Not all tent-sitters are thoroughly knowledgeable about genealogical research, but you need to know some basics. First of all genealogy isn't easy; it's hard work! The totally uninitiated may think that all they have to do is tell a genealogist who their parents were and where they came from. Then they expect Clan Douglas to look up in a musty old leather bound volume and, Viola! There is the whole family tree ready-made for them. Don't make extravagant promises and get their hopes up unfairly. Clan Douglas gives them entry to a whole group of like-minded members who may in fact have a connection or two for them. And the clan provides access to a few clan-specific web resources. But you must make it clear that they will have to do most of the work themselves.

If you yourself are interested in genealogy, all the better. Your interest makes you more convincing and authoritative. Discussions about genealogy are a wonderful way to strike a conversation with a visitor. If they have a genuine interest, they will open up to you, as they might to no other. Nowadays, people like to talk about their ancestors and this is a way to make friends even if they have no Clan Douglas connection. Getting anyone started in tracing their roots is always rewarding.

History is the reason why you are tent - sitting and the reason why all these visitors are appearing at your tent. Our clan’s history – the history of the main clan name and the histories of all of our septs and allied families – is one of our best talking points. “The History of the House of Douglas is the History of Scotland itself” is more fact than boast ... not that boasting is a bad thing, either. Knowing our clan’s history and having the willingness and ability to speak about it authoritatively is your other great recruiting tool. Take the time to read our clan’s history. You don’t have to know it all right away but continue adding more and more before each festival. In time, you will become the Douglas expert every visitor is expecting to find.

Start out by learning a few clan facts. Familiarize yourself with your tent resource books. Learn and tell a few “clan stories”. The story of the Good Sir James’ last battle in Spain is always a winner. Know why William “le Hardi” Douglas was considered so hardy. Discover what Sir Roger Kirkpatrick did to “make sure.” Be able to point to a map of Scotland and tell where the Douglasses held sway. Learn the difference between the “Black” and “Red” Douglasses and the importance of the Battle of Arkinholm. Knowing all these things makes you a more interesting tent-sitter and a more confident representative of Clan Douglas. The following section of **Reference Books** lists some great learning tools.

Reference Books on the table are not only a good way to draw perspective members but they will also help you answer questions. Having a well-rounded variety of book titles about Scottish and Douglas history can be very helpful. The most useful reference books are the ones that help visitors find their names and Scottish connections. Books on tartans, kilts, Douglas castles, Scottish scenery, our *Douglas Septs and Allied Families*, and historical maps of Scotland can definitely add to your tent appeal. Between events, read these books or view these maps so you are knowledgeable and helpful for guests. Because all these books and maps can mean extra weight to lug to and from your tent, I divide reference books into two categories: *MOST Useful* and *Tent Optional*.

All of these resources cost money! Don't expect to buy them all before your first event.

The MOST USEFUL reference books (ISBN, Title, Author)

These are ***MUST HAVE*** in your tent. Mine are constantly being used. If you have these, you really don't need to have any other books at your tent (although it is nice to have some other books). Look for inexpensive but good quality copies online.

978-0788452703 Tartan for Me, 9th edition Dr. Philip D. Smith, Jr. (FSA Scot)
Along with the three volume set of illustrated tartan books, this book is ***a tent favorite!***

978-0764309618 Tartans: Abbotsford to Fraser Johnson & Smith

978-0764309625 Tartans: Fredrickton to MacNeil Johnson & Smith

978-0764310294 Tartans: MacNichol to Yukon Johnson & Smith

This three volume set of tartan pictures is as colorful as it is informative. ***A tent favorite!***

Also useful...

978-0007213863 Clan & Family Names Map of Scotland (Map) Collins

or

978-0007289509 Clans & Tartans Map of Scotland (Map) Collins

***Septs and Allied Families of Clan Douglas, ©2013-2016* by Harold Edington**

This booklet provides documentation (when available) for nearly all the Septs and Allied Families names accepted by CDSNA, 1975-2012 and provides many answers when a visitors asks, "Why is **THAT** name on your Douglas list?". The booklet is not in print but an e-version is available from the author. The 2013 information is also available on the clan website.

****Useful reference books (Tent Optional) (ISBN, Title, Author)**

These books are wonderful Douglas and Scottish history learning resources and just plain good reading. If you want to have them in your tent, they are great resources for the serious seeker.

978-1852171261 So You're Going to Wear the Kilt! Charles J. Thompson

978-1906307349 James the Good: The Black Douglas David R Ross (personal collection worthy)

978-0710077530 Black Douglas: Life of James of Douglas Irene Mary Davis

978-1862320253 The Black Douglases: War and Lordship... Michael Brown

978-0750930789 From the Bloody Heart Oliver Thomson (personal collection worthy)

(Tent Optional resources, cont.)

- 978-1855324176 The Border Reivers (Men-At-Arms) Keith Durham
- 978-1874744832 The Surnames of Scotland; Their Origin, Meaning, and History George F. Black, Ph.D.
- 978-0007103539 Collins Encyclopaedia of Scotland edited by John & Julia Keay
- 978-0004705477 Collins Scottish CLAN & Family Encyclopedia George Way and Romilly Squire
- 978-0319009376 In Search of the Border Reivers: An Historical Map and Guide (Map) Collins
- 978-1841920122 Borders of Scotland and England (Official Tourist Map) Alice Chambers

978-1120888488 The Heraldry of the Douglasses: With Notes...George Harvey Johnston
Although this History has been reprinted and a book versions is available, a PDF format can be **downloaded free of charge** at <http://archive.org/details/heraldryofdougla00john>

978-1845300777 Drumlanrig Castle and the Douglasses: ... Craufurd Tate Ramage
Although this History has been reprinted and a book versions is available, a PDF format can be **downloaded free of charge** at <http://archive.org/details/drumlanrigcastle00rama>

978-1103731206 A History of the House of Douglas (vol 1) Herbert Maxwell

978-1103728060 A History of the House of Douglas (vol 2) Herbert Maxwell

Although this History has been reprinted and book versions are available, a PDF format of each book can be **downloaded free of charge**.

Volume 1: <http://archive.org/details/historyofhouseof01maxw>

Volume 2: <http://archive.org/details/historyofhouseof02maxw>

Chapter 8 –Members ... adding and renewing

New Members

A highlight of any event is signing a new member and knowing that you just found another member of our extended Douglas family. Although it sometimes happens that a visitor will walk up to your tent and say “I am ready to join!” don’t count on it. Most prospective members are reluctant to plunk down membership money to a stranger. You might stress to prospective members that membership brings certain benefits like the newsletter (with a picture of them joining), a sense of family belonging, or the sharing of a common heritage. Some might be calmed by the fact that our organization is charitable and our dues are tax deductible. What is it that brought YOU to Clan Douglas? Share that thought/feeling with the prospective member.

For those appearing to be genuinely interested in joining, encourage them to take a few minutes and complete a New Member Application form right then and have them pose for the newsletter picture. Some prospects might ask for a membership form “to think about it.” Seldom does anyone ever come back later to join and you just wasted a form. [Have *those* visitors, **sign your Guest Register** and say you will email a copy of the application form later. Oh yeah ... **you need a Guest Register.**] If other Clan members are in the tent, introduce them and help the prospect to feel more at ease. Remember to mark ALL membership forms (completed or taken) with the name and date of your event.

Take a picture of the new member for the newsletter. Digital cameras (or cell phone cameras) are great for this. On the back of the new member’s application form, write a few descriptive notes about the person for matching names and pictures later. [Ex.: Sally wore the red&white striped sweater.]

Renewing Members

The only real difference between signing a new member and renewing an older member is that less persuasion is involved ... and it helps the Clan Secretary to know the older member’s *member number*. You can get that information prior to the event by requesting member records for your region from the Clan Secretary. [I usually add the member number after the event, once I have a chance to review the records.] Older members already know the benefits of membership. Renewing members are also instant family. Don’t hesitate to ask a renewing member for a little assistance.

The Form

The form is super easy. Simply follow the printed directions. The same form is used for New and Renewing Members. Collect any monies and put them in a safe place. Place completed form in a secure folder.

Full page samples can be seen on the next page.

**Clan Douglas Society
of North America**




**MEMBERSHIP APPLICATION
& RENEWAL FORM**

DATE: 03 / 30 / 2019

Type of Membership (Circle One):

New Renewal Life

Payment Form (circle one): Cash Check

(Make checks payable to Clan Douglas Society)


(Circle \$ choice)	
Dues: Annual [1 year] Membership: \$20	Dues are payable in US currency or equivalent currency of applicant's home country at the exchange rate at time of payment.
Three [3] Year Membership: \$55	
Life Membership: If <u>Under</u> 60 years old: \$300	Life Membership may be paid in four equal installments.
If <u>Over</u> 60 years old: \$200	

FOR NEW APPLICANTS OR RENEWALS (please print)

Name: Douglas Member

Using the Membership Form

Clan Douglas Society of North America

MEMBERSHIP APPLICATION & RENEWAL FORM

DATE: 03 / 30 / 2019

Type of Membership (Circle One):
 New **Renewal** **Life**

Payment Form (circle one): **Cash** **Check**
(Make checks payable to Clan Douglas Society)

(Circle \$ choice)

Dues: Annual [1 year] Membership:	\$20	Dues are payable in US currency or equivalent currency of applicant's home country at the exchange rate at time of payment.
Three [3] Year Membership:	\$55	
Life Membership: If Under 60 years old:	\$300	Life Membership may be paid in four equal installments.
If Over 60 years old:	\$200	

FOR NEW APPLICANTS OR RENEWALS (please print)

Name: Douglas Member		
Address: County Lane 177 # 11		
City: Scotland	State: MO	Zip: 64836
Phone: (573) 555 - 0001	Email: Thanks4theMemberies @youmail.org	
<small>PLEASE PRINT</small>		
If RENEWAL, CDSNA Member #:		
Comments for Secretary:		

FOR NEW APPLICANTS ONLY (please print)

Family or Sept Affiliation: Douglas
Spouse's Name: Ima Kirkpatrick Member Spouse's Clan Affiliation, if any: Kirkpatrick
Children under 18: Dimetria (10), Nickelous (5), Penny (1)
Name of Festival/Games where Application received: 2018 MO-SCOT Highland Games

©2018

- Attn Regent: Mail or Scan & Email completed form to: Jim Morton, Secretary 626 Mountain Lake Cr Blue Ridge, GA 30513 770-265-2717 DouglasSecretary@comcast.net	The CDSNA <i>Dubh Ghlase</i> Newsletter will be emailed to the email given above. If you do not have email, a printed copy will be mailed to the street address given above.
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MEM APP FORM 2019

It is usually better to allow the new member to fill out the form and make the selections. Even so, the Regent or the Regent's helper should stay nearby for any questions.

Circle the Type of Membership, the Form of Payment, and Dues choice. If someone writes a check, it is a good idea to note the check number in the "Comments to Secretary" section. This alerts the Secretary (and reminds you) that a check should accompany the form.

The instructions say to "print" but that is a subjective term. Make sure you are able to read the information added. Ask questions about spellings or numbers, if you are unsure. If a new member does not give an email address, ask for one anyway to verify whether or not the omission was an oversight. Be especially sure of the email address (when given) since this becomes the main avenue for the member to receive contact from CDSNA (in the form of information emails from the Regent and our clan newsletter).

As Regent, you may have to help the new member determine the Family or Sept Affiliation.

A renewal application is almost identical to a new member application. You use the exact same form for renewal but circle "Renewal" instead of "New".

Also, note that the lower section (Family or Sept Affiliation) is already on record with CDSNA and is not needed with a renewal.

Do be sure, however, to give the name of the festival and to write your name on the form.

What if a renewing member doesn't know their CDSNA Member #?

As a Regent, you should have a list of all members in your state or province and adjacent states and provinces. If you need an Excel spreadsheet copy of the member information for your area, contact the Clan Secretary and request one. The member information will include each member's CDSNA member number. Either at the event or at home, when you have access to the member information, add the member number to the renewal form.

What do I do with the form?

The membership forms and any monies that go with them need to be kept in a secure place while at the event. Once you are back at home, you have a choice about what to do with the form to transmit the application information to the Secretary.

Some Regents copy each form, mail the originals (with monies collected) to the Secretary and keep the copies in an organizer at home (as a good record-keeping practice). This can be costly in postage, though ... especially if you have several pages to mail.

Some Regents scan the member applications to convert the paper to an email document, send the forms electronically and mail the monies separately. This is a good method but requires the Regent to have a scanner that converts to email.

Some Regents transfer the hand-written information into a digital Member Application documents, save the forms, email the forms to the Secretary and mail the monies separately. This method does not require anything fancy except a digital form. Ask your Regional Assistant VP or the CDSNA VP for a copy of the "CDSNA Regent Event ONE STOP Forms" file. The ONE STOP file contains digital WORD format copies of every form a Regent might need. Electronic copies of the forms save on postage costs and get the information to the Clan Secretary faster for record keeping.

What do I do with the monies collected?

ALL monies collected should be sent to the CDSNA Secretary. However, it is always impractical to snail mail cash. When you receive cash for membership dues or store goods sold, write a personal check for the cash and snail mail all checks to the Clan Secretary. Email the Clan Secretary when you snail mail the checks and ask for a return email notification when your letter arrives.

CDSNA is currently in the beginning stages of allowing payment for membership dues and store goods via debit/credit card. Contact the Clan Secretary for information about what you will need and what you will do to accept debit/credit payments.

Fortunately CDSNA now offers the ability to pay dues or store goods fees via PAYPAL. Making this service available at your tent will require a smart phone that scans cards or a "cube" for scanning cards.

Chapter 9 contains more information about "after event follow up and paper work."

Chapter 9 – After event follow up and paper work (always keep copies!)

Once the event is over, you are tired! That is normal. Rest up for a day or two before you tackle the last (and some say most important) part of your event responsibilities as a Regent. **Before another week passes ...**

Remember your manners ... and your helpers and your guests.

Thank You notes via email or snail mail to volunteers is not only courteous but lets your volunteer know you valued their participation and assistance. And it encourages future participation. Emails or post cards to new members let them know they are welcomed to our extended Douglas family and are valued for something more than their paid dues. It also validates your promise to be accessible for any later questions assuring your reliability. Emails or post cards to tent visitors who signed your guest register can provide encouragement to join. It expresses our appreciation for their visit and reflects that we are an organization that cares about others.

It isn't finished until the paperwork is done. (*always keep copies!)

Before you can tell yourself that an event is finally finished, you will need to take care of the post-event paperwork. Your Regional Asst. VP can provide you with a digital file (Word doc) ***free of charge*** titled ***CDSNA ONE STOP 20161025 form*** or you can download the form from the CDSNA website (Regent Resources page). This ONE-STOP form includes all four of the reconciliation and reimbursement pages needed by our Clan Secretary for accounting purposes. Since the forms are in digital format, you will be able to complete your forms on your computer and attach file copies to your email for the Secretary --**OR**-- you can print the forms and complete them manually (but please remember to **PRINT legibly**) and mail them to the Secretary. Again ... the ***ONE STOP form*** can be downloaded from the clan website.

There are four items needing your attention:

1 CDSNA Regent Event Revenue Reconciliation (2 pages) (*always keep copies!)

These two pages involve you reconciling the member revenues received at your event. These pages are required by the Clan Secretary. It is very important to clearly distinguish ***membership RENEWALS*** from ***NEW memberships***. It is embarrassing for the Society if the Clan Secretary mistakenly issues a second membership number to a renewing member.

2 CDSNA Store Goods Reconciliation (1 page) (*always keep copies!)

This page requires you to reconcile all revenues received from Store Goods. The form should be fairly simple; indicate quantities of each item sold and dollar amount collected. Please double check all math. The completed form can be sent with the ***Event Revenue Reconciliation*** forms to the Clan Secretary. The website will have the MOST up to date form.

3 Regent's Request for Reimbursement and/or Contribution Acknowledgment (1 page)

On this form you will need to account for your event expenses – (tent space fees, rentals, lodging costs, meals, and travel mileage). The shocking total of your payouts can be offset (a little) by the Clan reimbursement (currently \$75 dollars for each documented event). Yes, you read that correctly ... *you will get money back*. In most cases, your expenditures will exceed your reimbursement ... *but fear not!* Remember CDSNA is a ***charitable*** organization and your non-reimbursed amount can be considered a *charitable contribution to CDSNA*. Of course, you can always choose to opt out of the reimbursement amount and request *all* of your expenditures count as a Contribution. There is also a **BONUS SECTION** for those who sold Store Goods. You can receive a 10% commission on all sold Store Goods and the commission amount will be added to your reimbursement amount.
(*always keep copies!)

These forms are available in a convenient single "ONE STOP" file from Asst VP East Harold Edington or from our Clan Secretary for the asking.

**CLAN DOUGLAS SOCIETY of NORTH AMERICA
CDSNA Regent Event Reconciliation REVENUES COLLECTED Form, page 1 of 3**

Name of Games:	Date of Games: / /
Regent's Name:	Phone Number:
Regent's Email Address:	

Use Comments section to explain unusual check items, for example:
 a. One person paying for another
 b. A combined check of dues & store goods
 c. A combined check paying for several members who had paid cash

Check #	NAME CHECKS ENCLOSED:	Amount	Comments (a, b, or c)	
		\$		Instructions (page 1-3) 1. Do not mail cash. Deposit cash and write a personal check payable to Clan Douglas 2. List all checks on this page, page 1 3. List all New and Renewal Members on page 2 3. List all Store Goods sold on page 3 4. TOTAL of CHECKS ENCLOSED should equal TOTAL COLLECTED 5. New Member Dues + Renewals + Store Sales should equal TOTAL COLLECTED (from page 2) Total New Members Dues Collected \$ (from page 2) Total Renewals Dues Collected \$ (from page 3) Total Store Sales Collected \$ New Members Dues + Renewals Dues + Store Sales =
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
TOTAL of CHECKS ENCLOSED		\$		TOTAL COLLECTED \$

EXAMPLES of the REGENT FORMS

CDSNA NEW & RENEWAL MEMBERS Form, page 2 of 3

Regent:	Games:	Date of Games: / /
---------	--------	--------------------

Revenue Collected should indicate actual DUES PAID only.
 All monies from Store Goods should be entered on CDSNA Store Goods Reconciliation Form (page 3)

New Members:				Revenue Collected
Name	Mailing Address	City, State, Zip		
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

Member Renewals:				Revenue Collected
Member Number	Name	Mailing Address	City, State, Zip	
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

CDSNA Store Goods Reconciliation Form, page 3 of 3

Name of Games:	Date of Games: / /
Regent's Name:	Phone Number: () -
Regent's Email Address:	

Description of Item	Size	Color	Quantity	Amount Collected
\$5 - License Frame	N/A	N/A		\$
\$7 - Lapel Pin - Belted Heart of Bruce	N/A	N/A		\$
\$10 - Cookbook - The Douglas Larder	N/A	N/A		\$
\$10 - Name Badges - special order – keep record of name, city & state for storekeeper	N/A	N/A		\$
\$20 - A Guide to Douglas Landmarks	N/A	N/A		\$
\$22 - Kilt Pin - Sword-Heart of Bruce Pewter	N/A	N/A		\$
\$22 - Cap Badge - Heart of Bruce Pewter	N/A	N/A		\$
\$20 - T-Shirts - Clan Douglas Front - Belted Heart of Bruce Back - Blue Adult S-3X S = M = L = XL = 2X = 3X =	Indicate # of each size sold at left	# sold in Bl =	Total # of T-shirts	\$
\$28 - Women's Golf Shirts - Embroidered Thistle light Blue - Adult S-2X S = M = L = XL = 2X =	Indicate # of each size sold at left	# sold in Lt Bl =	Total # of W G-shirts	\$
\$26 - Men's Golf Shirts- Embroidered Shield Blue or Green - Adult - S-3X S = M = L = XL = 2X = 3X =	Indicate # of each size sold at left	# sold in Bl = Gr =	Total # of M G-shirts	\$
Other (describe):				\$
Other (describe):				\$
TOTAL COLLECTED				\$

EXAMPLES of the REGENT FORMS

Clan Douglas Society of North America, Ltd.

501(c)(3) organization, EIN: 63-0908133

REQUEST FOR REIMBURSEMENT AND/OR CONTRIBUTION ACKNOWLEDGEMENT

Payable/Acknowledgement to: (Please Print)

Regent Name:	
Address:	
City, St, Zip:	
Name of Game:	
Date(s) and Location:	/ / in

I request payment / contribution acknowledgement for the following expenses incurred on behalf of the Clan Douglas Society of N.A. (receipts attached)

SIGN BELOW

Please mail this form with copies of all receipts to the CDSNA Secretary:

Jim Morton
Secretary,
626 Mountain Lake Cr
Blue Ridge, GA 30513
770-949-4797
DouglasSecretary@comcast.net

COSTS		REIMBURSEMENT			
Game Sponsorship (tent space)	\$	CDSNA allows for a per event reimbursement of \$75.00 maximum. This amount is optional.	Number of New Members joining at game:	Amt Collected \$	
Lodging	\$		Number of Members renewing dues:	Amt Collected \$	
Meals	\$		CDSNA Acknowledgement and Approval		
Travel (366 miles @ \$0.14 / mile)	\$				Date: _____ \$ _____
Other (describe below)	\$				Approved by:
TOTAL COST of GAMES	\$	↓ subtract REIMBURSEMENT for Games ↓	(Signature of CDSNA Secretary)		
CONTRIBUTION \$		↓ Additional ↓			
(TOTAL COST less requested REIMBURSEMENT)		↓ Reimbursements ↓			
Regents Games Kit Shipping Expenses to:	\$				
Officer Expenses:	\$				
Store Sales Commission: Sales: \$ x 10%	\$				
Total Reimbursement		\$			

Other Description: Please provide description of costs, expenses, and activities in which all expenses were incurred.

4 **Game Report** for the newsletter

This is one of the most important responsibilities of a Regent. It provides invaluable information to all members. Remember those pictures you took? New members especially like to see their name and picture in the newsletter. Renewing and Life members like seeing their pictures, too. Members who normally attend the event but missed it will enjoy reading about it. And, if members think that coming to the next event will mean a picture in the newsletter, your Game report will serve as an encouragement to participate in next year's event as well as other local Clan events. There is no 'correct' way to write your Game Report but, if you need some writing ideas, read through a few older newsletters. **A copy** of your Game Report (the narrative report along with any pictures) will need to be sent (email or mail) to the Newsletter Editor and/or your Regional Asst. VP.

Games Reports

Clan Douglas was the only clan to participate, though all clans were invited. (At the Kirkin, about 2 dozen tartans are blessed, so there are more clans around.)

Moving the event indoors was great for the dancers, piper, and dance judge. The audience seemed to be confined to the dancers, relatives, and DSHA and Pipe Band members. Outside would have brought casual onlookers and curious viewers, but having the competition on the 3rd floor took the event out of the traffic flow.

Should we do this again next year? Sure. Maybe the rains (and snow) will have stopped. (;>) ...Still, it was fun.

John M. Glendenning, Jr.
Northern Minnesota Regent

Grandfather Mountain Games 2012

Thursday evening the weather was truly Scottish in nature. The grounds were shrouded in misty rain, fog, and cool crisp breezes. At times, visibility was limited to fifty



Marc Hitchens, Jim Morton, Mark Peterson

feet due to the rolling fog. At the appointed hour, representatives of the clans reported for the torchlight ceremony. After taking our positions on the field, we awaited in the darkness and mist to light our torches and form a fiery cross across the ground. I mentioned to those closest to me

how the weather and the glow from our torches gave the event an ethereal sensation to the gathering. Soon it was my

turn to voice that our clan had taken their place on the field of honor. Solemnly, I strode to the microphone and with my torch held high I said the following. "I am here to represent the great Clan Douglas!" At this point I paused for dramatic effect and to wait for the cheers from our clan to die down. I then continued, "Our enemies near and far feared us. Especially when we gave our last battle cry, their defenses are broken.... let the



Diana Stell w/new member Barbara Cline



Harold Edington, Deb Foulkes and Sam Machado

slaughter begin! A Douglas, a Douglas, a Douglas!" Our clan once again erupted in glorious cheers.

On Friday, the day was a carbon copy of the night before except that time and again the cool mountain breezes brought in a series of rain showers. Even in broad daylight,

there were times that one could not even see halfway across the grounds due to the fog and mist. Most people did not seem to mind the "lovely Scottish weather." Even with the dampness, the mud, and the muck everyone in attendance found joy in the shared Celtic experience.

Saturday morning greeted everyone with overcast skies and dense fog. The lads and lasses greeted the weather by presenting themselves in their finest regalia and by displaying their Scottish pride. At 10:45 a.m. the sky began to clear and soon warm winds pushed the fog away to reveal deep Carolina blue skies. Someone at our tent remarked, "Oh my gosh! We can actually see the sheep being herded!" This was because the border collies and the livestock that they tended to were almost like ghosts in the misty fog. It was such a dramatic change from the poor visibility on Friday.



New Members Steve and Cynthia Drysdale

The day was filled with excitement on Sunday as the clans gathered in anticipation of the Parade of Tartans.

Many had apprehension because the weather was gloomy and distant thunder could be heard. However, the Scots are a hardy sort and took to the field, marching in splendid rejoice of their heritage. After the parade, we experienced a torrential downpour. The rain came in sheets and the winds howled as we huddled in the center of the tent. We took turns lifting the corners of the fabric



Scott, Gayle & Erik Brown charmed the tent with their musical talents

Email your Games Reports and pictures to the Newsletter Editor. Make sure you include a note matching names with the members and/or events pictured. And by all means, send copies of your pictures (again, with descriptions) to the Website Administrator for inclusion on our Clan website.

December 2014

Dubb Ghlase

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Douglas paraders at the Niagara Celtic Heritage Festival

warmly accepted and are looking forward to attending again next year.

We had a great time. We had a lot of people stop by and ask questions. A lot of people were surprised to find their families associated with the Douglas clan.

The weekend started out slow as it started to rain just as the opening ceremonies got going, needless to say we were all wet by the time it was over. Our uncle participated in the "Calling of the Clans" ceremony. There was a potluck dinner on Saturday for all the clans represented, a good time was had by all.

We had 6 pipe bands over the 2 days, we even had a small private concert as one of the bands practiced in front of our tent.

Sunday was a much nicer day and it was announced that it was a record attendance for a Sunday. The Highland Games were very interesting with both men and women competing.

I was honored to be included in the closing "Sword Ceremony". It was the first time a woman was allowed to participate in it. The ceremony was very moving as they honored the passing of soldiers and people involved with festival.

We are already planning on a few new things for next year and have been asked to attend a few others as well. We are planning on at least one

more festival in Jamestown, New York.

Hopefully, next year we will have a few more family members attending, we always have a good time when our Douglas family gets together. I will say that we wish we had done this sooner.

Next year the festival will be September 19-20, 2014 at Olcott, New York.

Daneen Muehlbauer
New York Regent

**CHARLESTON SCOTTISH GAMES & HIGHLAND GATHERING
Charleston, SC – September 18-20, 2014**

It was a cool and damp morning (very Scottish feeling) on September 20, 2014 as we set up and arranged our Douglas tent for the Charleston Games. The sun never came out, but the rain held off. Boone Hall (the setting for Tara in "Gone With the Wind") is a beautiful old plantation, a wonderful place to hold the Games. We were happy to have many visitors to the tent, and all were welcomed to sit and enjoy the athletic competitions, sheep dogs, massed bands and all other activities from our superb location, as well as the shortbread I made. Everyone please welcome Melanie Wyatt from Raleigh, NC; Julia Avant from Georgetown, SC; and Edgar Inglis from Charleston, SC who joined Clan Douglas that day. We also handed out some applications and showed some people their affiliations with various Septs and Allied Families of Clan Douglas. It was a wonderful day, and if you are in the Southeast next year on September 19th, please come and enjoy the Charleston Games with us.

Thelma Hein
South Carolina Co-Regent

**NORTH ALABAMA SCOTTISH FESTIVAL
New Market, AL – October 4, 2014**



Gilbert Douglas in the Douglas tent

Clan Douglas Society was represented at the North Alabama Scottish Festival October 4th by Gilbert and Cindy Douglas and Rosemary Douglas Beck who manned the Douglas tent. They passed out membership brochures and enjoyed talking about Clan Douglas with numerous passersby.



Rosemary Douglas Beck & Cindy Douglas

Gilbert, Cindy and Rosemary carried the Douglas banner proudly in the parade of tartans! The games featured some of their favorite traditional musicians, among them Colin Grant Adams (KY) and Trent Bradford and Hooley (Birmingham, AL).

Gilbert especially enjoyed watching the contingent of Scottish soldiers with muskets firing off rounds of blanks. The Border Collie sheep herding demonstration was great AND to top off the day there was a dog show that ended with a parade of dogs dressed in Scottish attire.

Gilbert Douglas
Alabama Regent

NEWS from ALL OVER



Marchers: Day 1 of the festival in Sacramento



Photo from the Kern County Scottish Games held April 18 in Bakersfield, CA

SAVANNAH SCOTTISH GAMES; Savannah, Georgia --- May 2, 2015

For the first time in a few years, the Douglas Banner was raised at the Savannah Scottish Games. This was also extra special for me as it was the first games I represented Clan Douglas. The venue and the weather could not have been any better. Our tent was set up under a large Oak tree next the athletic fields, providing shade and a great view of the games.



Bobby Groves III

Being a new Co-Regent was no problem at all -- mainly because of the assistance of our Florida Contingency, as well as a life member from Savannah. The day kept us pretty busy at the tent with some great discussions. From Florida was Marc Hitchins, Dennis Conrad and family, Jeff and Mona Sparks and Jill Ross.

There were also two Georgia folks, Carole Anthony and one of my predecessors, Bobby Groves III. Unfortunately, Dennis and his family got stuck in some road construction for over 2 hours just a few miles from the games, and missed the parade. We still had good representation for the parade. Carole Anthony led the group carrying the Douglas name placard followed by GA Co-Regent Randy Bartle, FL Regent Marc Hitchens, and Jeff Sparks. Well-known Georgia historical figure General James Edward Oglethorpe visited our tent. He enthralled us with an abundance of facts about the General's leadership, and the Scot's role in protecting Fort King George in Darien, Ga. The Savannah Scottish Games were truly a very rewarding and wonderful experience. Randy Bartle - Georgia Co-Regent



L-R: Marc Hitchens, GA Co-Regent Randy Bartle, Carole Anthony, & Jeff Sparks



Dennis Conrad with Gen. James Edward Oglethorpe

NEWS FROM ALL OVER

BLAIRSVILLE SCOTTISH FESTIVAL & HIGHLAND GAMES Blairsville, GA -- June 13-14, 2015

The Blairsville Games have expanded each year with more clans being represented. There were times that the areas in front of the clan tents were crowded making movement a challenge. Our tent was no different. We had many visitors come to check us out as well as many "family" members.

We had a young lady named Leslie from California visit us. She wanted to honor her father by registering him into our Clan. So we would like to welcome Charles Cady to the family.

I want to again express my appreciation to Don Brown. Despite his having stepped down from the Regents position, he came to lend his support to the Clan and provide that wealth of knowledge that I have come to admire. Also present were Clan regulars Jeff and Martha Kirkland. They routinely join us here and at the Stone Mountain Games.



We enjoyed being next-door neighbors to the Henderson Clan. They were well visited as they were making themselves available to assist people in finding a clan connection. If one were identified, they would then direct the prospect to the appropriate clan, if they were represented. They were gracious neighbors as well in helping us with ideas.

Melissa and I hope to see you at the Stone Mountain Highland Games in October.

Tim Justice
Georgia (East) Regent



KANSAS CITY SCOTTISH HIGHLAND GAMES

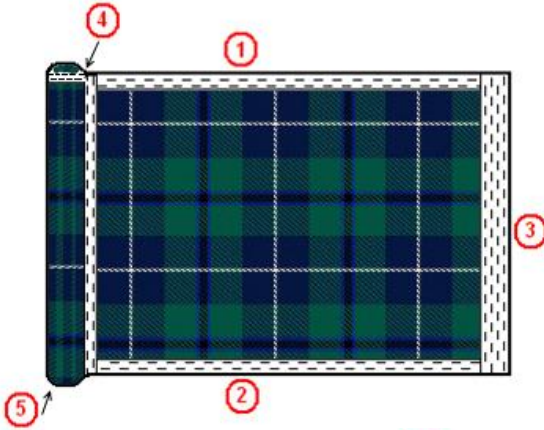
Blairsville, GA -- June 13-14, 2015

If you still are unsure about what to say in your Games Report and need a few more examples for viewing, contact the clan newsletter editor and request a few electronic copies of older newsletters.

Chapter 10 – For the DIY Regent

Quick & Easy Tartan Flags and Flagpoles

Flag Dimensions 3' by 5' *or* 2' by 3'



Use lightweight Tartan fabric in wool, polyviscose, or acrylic – whatever is handy. Lightweight fabrics blow better in the wind.

No-Grommet Flag

- 1) Fold top edge over twice, 2 rows of stitching.
- 2) Fold bottom edge over twice, 2 rows of stitching.
- 3) Fold fly end over twice, 4 rows of stitching.
- 4) Fold hoist end over to create sleeve, 2 rows of stitching, and stitch across the top of the sleeve, 2 rows
- 5) Slide tent pole into bottom side of hoist end

A 3' by 5' flag is good for parading but a 2' by 3' flag will fly better above the tent ... and a smaller flag will create less tent drag in winds.

Consider having a number of extra 2' by 3' flags on short (4-foot) PVC poles available for the clan parade. New members love to carry a flag!



NOTE: The above directions are written for people who do not sew. The rows of stitching keep the fabric from unraveling and makes for stronger edges in the wind. I am indebted to my wife for explaining the process to me.

With-Grommets Flag

An alternative flag method is to repeat steps 1 through 3, then ...

- 4) Fold hoist end over, 4 rows of stitching; leave no sleeve
- 5) Add grommets to hoist end

3-5

A Quick & Easy Flagpole

There are a number of good *Quick & Easy* flagpole ideas. Here are two.

Idea #1 for no-grommet flags

Cut two 4-foot lengths of 1 inch PVC. Join the two lengths with a PVC joint connector. Slip sleeve of flag over the top end of the flagpole. If you prefer a longer flagpole, cut longer lengths of PVC.

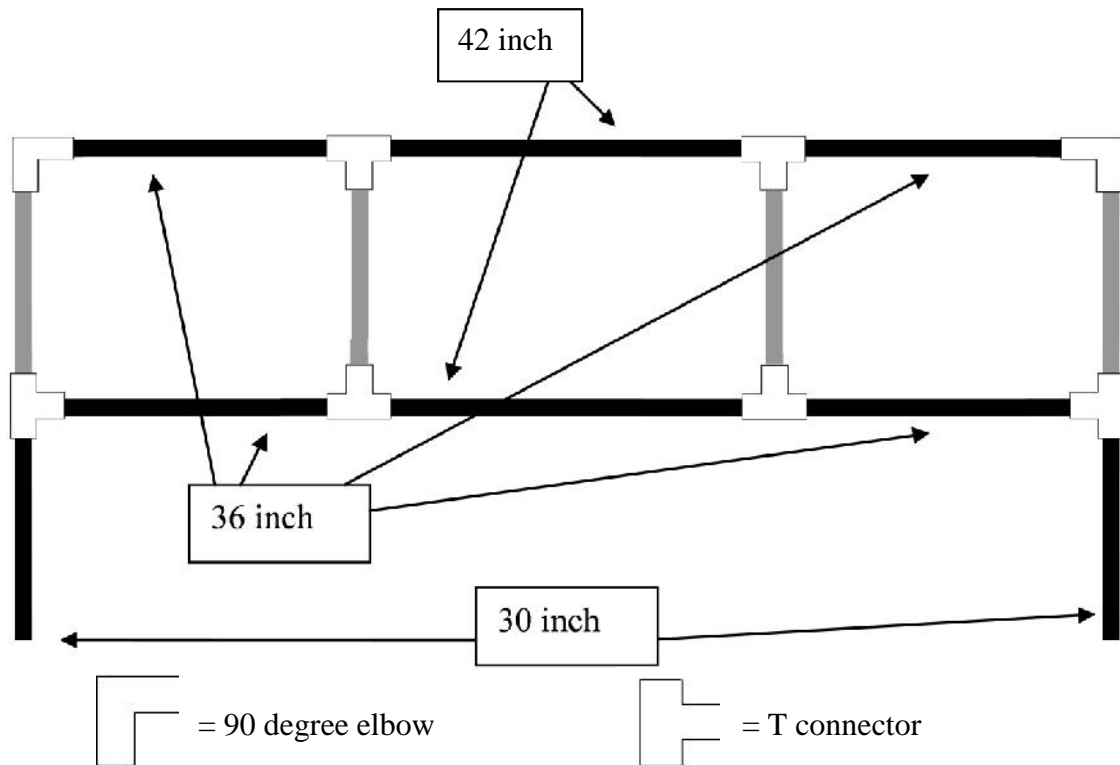
Idea #2 for with-grommet flags

Extending paint poles are great. They have a threaded end and some will go up to nine feet tall. You can make a metal loop that fits over the pole threads and is permanently attached to the upper flag grommet. The lower grommet has a metal shower curtain hook in it. Pull the ring down the pole and secure it with a hose clamp.

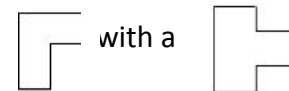
PVC banner framing 10 ft wide (for banners 108" wide by 18" tall)

All pieces are 1-inch PVC stock (for a heavier/sturdier frame, you could use larger stock)

4	19 inch upright supports (or 1 inch wider than your banner)
4	36 inch horizontals (L & R)
2	42 inch (centers)
2	30 inch verticals (to strap to tent legs)
2	1 inch UNTHREADED 90 degree elbows
6	1 inch UNTHREADED T connectors



OPTIONAL FLAGS: If you want to display a flag at each corner, replace each and cut two matching lengths (3 to 5 ft long) to insert for flags.



PVC banner framing 9 ft wide

TRADE the two 30 inch pieces with the horizontal 42 inch pieces to use the frame on a 9 ft wide tent.

This is a simple design to tinker with if you need a custom banner frame. Alter as needed to fit your need.

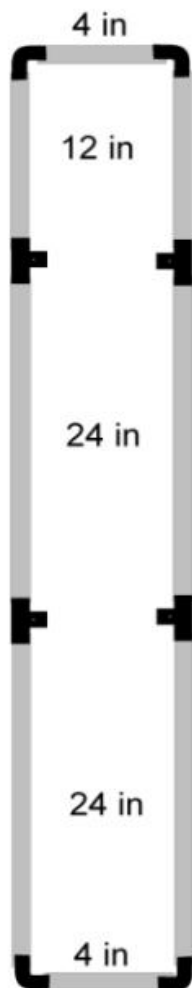
Design by ...
Harold Edington: clan.douglas@yahoo.com

PVC display frame (for displaying laminated maps, etc.)

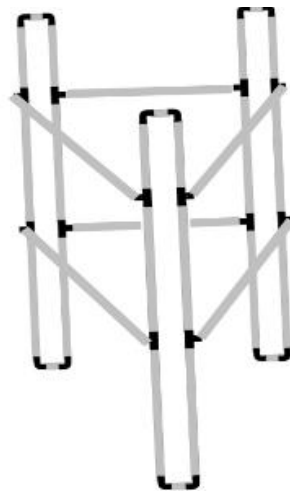
All pieces are 1-inch PVC stock

(for a heavier/sturdier frame, you could use larger stock)

12	24 inch upright supports	
6	12 inch upright supports	
6	4 inch horizontals (top & bottom)	
6	36 inch (spacers between tripods)	
12	1 inch UNTHREADED 90 degree elbows	
12	1 inch UNTHREADED T connectors	



Leave frame pieces unglued. You can leave connectors attached to a tube to keep them from getting lost.



This is a Quick & Easy design for creating a 3-panelled display tripod. The idea was reived from a Clan Logan friend.

This design uses a 36-inch horizontal display bar. You can use longer or shorter horizontals based on your display needs.

The frame is sturdy and stable. You can add a few small grommets to your map or laminated display posters and use zip ties or small bungees to secure your display item to the frame.

Tripod corners
(make 3 of these)

(diagram is not to scale)

 = 90 degree elbow

 = T connector

Design by ...
Harold Edington: clan.douglas@yahoo.com

How to Make a Double Sided Badge Flag

Design by Lori Garbett: grabit1112@sbcglobal.net

Things needed:

1 - Closet Clothes Rod Pole

1pc 26" 1pc 54"

1" T PVC fitting.

I painted to look like the pole color
Tartan fabric (used PolyViscose)

2x4 Banner printed with both
badges. (Request jpg image from
Harold, you will need this when
ordering.)

Avery dark t shirt iron on transfer
paper



Ordered a 2x4 banner from 24hourwristbands.com with both badges printed. Cost about \$33.00. When received measure badges height and width. Badge size was 17"x 22 1/2"

Cut Tartan fabric 21" wide and 30". Sew double fold on sides and top this will make a 1/4" hem. Used the salvage edge on the bottom as a fringe. If a salvage edge isn't available use double fold hem. This ended up being 20" wide and 29 1/2" long

Cut the image's out leaving about a 1/4:" of white around each badge. Lined up towards bottom of banner pin and sew a zigzag around the badge with white thread.

On the top of the tartan I used the t-shirt transfer to make DOUGLAS printed twice on one sheet. Cut to size wanted. Centered in the remaining area and ironed on per directions. Mine was 10" x 1 3/4"

For the pole loops I used 1 1/2' wide pieces of tartan about 6" long Hemmed the sides of the strips. Fold in half and pin to first badge start in corner, about every 3" and ending in corner. I have 7 loops on the **Forward** Flag and 6 loops on the **Jamais Arriere** Flag

Lay first flag face up above the second flag. For the second flag adding pole loops in spaces not to overlap. This is when you put the flags back to back on pole you will be alternating loops on each flag. I tuck the center loop on Forward Flag under when on the pole. When you have these pinned and spaced like you want sew.



When mounting on pole you will need to figure when to add the T fitting. Mine is 3 loops on each flag I skip a loop on the Forward flag add the T and the remaining loops. Add bottom pole and you have a double sided flag



When not being used in parade I take them off the pole and hang individually inside my tent.

PVC Flagpole

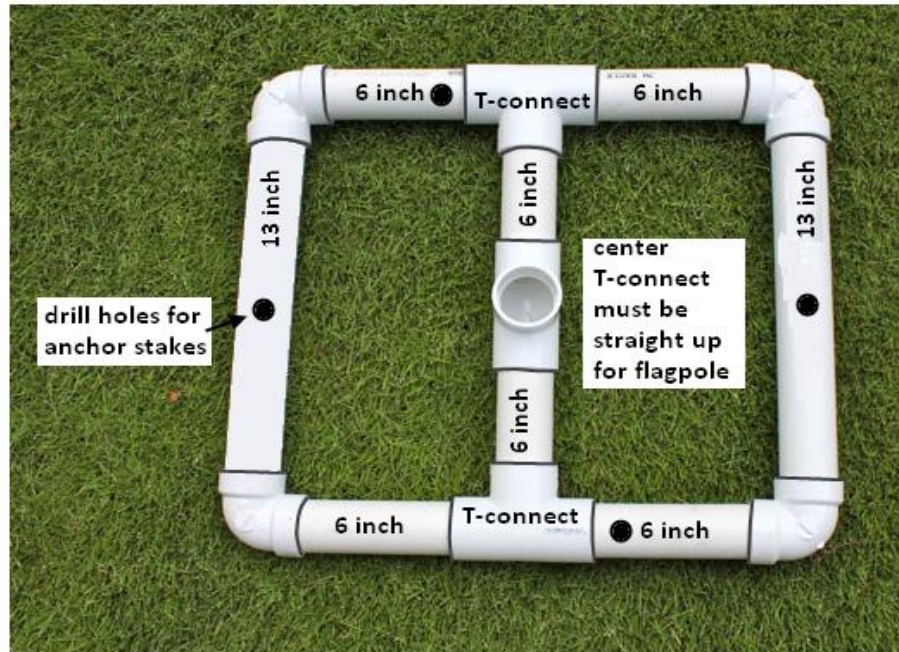
Use 1 inch or slightly larger pipe for stability and strength

Make the BASE

Point open hole UP to receive flagpole before gluing.

Use a peice of flagpole pipe and a level to ensure vertical.

**DO NOT GLUE
FLAGPOLE
INTO THIS HOLE**



Use tent spikes to secure base to ground. Drill holes through the PVC pipe for spikes.

Make the Flagpole

Use two nearly equal peices of pipe and a straight joint coupling to create a flagpole of any desired length.



It is important that you *****DO NOT GLUE THE FLAGPOLE PEICES TOGETHER*****
Sectioning the flagpole will make packing and transport easier.

APPENDIX A

CONSTITUTION (BYLAWS)

With 1994, 1997, 2002, 2003, 2006, 2009, 2012, 2015 & 2018 amendments.

CLAN DOUGLAS SOCIETY OF NORTH AMERICA LTD.



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CLAN DOUGLAS SOCIETY OF NORTH AMERICA LTD.

ARTICLE I

NAME

The name of this organization shall be, the Clan Douglas Society of North America Ltd., hereinafter referred to as CDSNA.

ARTICLE II

OBJECT

The object of CDSNA shall be to preserve and promote the customs, traditions and heritage of Clan Douglas and its Septs. This non-profit, charitable and social organization shall be composed of men and women who are direct lineal descendants of a Scot bearing the surname Douglas, or can trace their ancestry to the Douglas Clan or one of its Septs.

A. The purposes for which the CDSNA is organized are exclusively religious, charitable, scientific, literary, and educational within the meaning of section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

B. Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

C. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE III

MEMBERSHIP

Section 1. Regular Membership - is limited to those at least eighteen (18) years of age, who are direct lineal descendants of a Scot bearing the surname DOUGLAS; or who can trace their Scottish ancestry to Clan Douglas or one of its Septs. Spouses of such persons shall be eligible for membership. Regular members pay dues, can vote, and may hold office.

Section 2. Honorary Members - are those who by virtue of their position in Douglas family associations or service to the Society are so designated by the Board of Directors. They are non-voting members, do not pay dues, and cannot hold office.

Section 3. Voting Affiliate Members - Any person, at least eighteen (18) years of age, who is a direct lineal descendant of a Scot who does not descend from the DOUGLAS Clan or one of its Septs. They pay dues, can vote and participate in all affairs of the society, but are not eligible to hold a national office.

Section 4. Non-Voting Affiliate Members - are friends of the Society who desire to become a part of the Society but have no available record of Scottish Ancestry. They pay dues and may participate in all functions of the Society, but have no vote and not eligible to hold office.

Section 5. Junior Members - are those under 18 who otherwise qualify as regular members. They pay dues but have no vote and cannot hold office.

Section 6. Sept Members - Family names (varied spellings) recognized as Septs of Clan Douglas.

Agnew*	Drysdale	MacGuffey
<i>Bell</i>	Forest/Forrest	MacGuffock
<i>Blackadder</i>	Forrester/Forster	<i>Maxwell</i>
Blackett	Foster	Moffat *
Blacklock	<i>Galbraith</i>	Morton
Blackstock	Gilpatric	<i>Pringle</i>
Blackwood	Glendenning	<i>Rowell/Rowle/Rule (same as</i>
Blaylock	Glenn	<i>Turnbull)</i>
Breckinridge	Hamilton *	<i>Rutherford (possible variant of</i>
Brown (Broun)*	Harkness	<i>Carruthers)</i>
Brownlee	<i>Home/Hume</i>	Sandilands*
Carmichael *	Inglis/Ingles	Sandlin
<i>Carruthers (possible variant of</i>	Kilgore	Soule/Soulis
<i>Rutherford)</i>	Kilpatrick	Sterrett
Cavan	Kirkconnell	Symington (<i>Simonton, Simms,</i>
Cavers	Kirkland	<i>Syme)</i>
Cleland	Kirkpatrick	Troup
<i>Crockett</i>	Lockerby	<i>Turnbull (same as</i>
<i>Dalzell/Dalyell/Deal</i>	Lockery	<i>Rowell/Rowle/Rule)</i>
Dickey (<i>Dickie, Dick</i>)	Lockhart * - <i>See Septs:</i>	<i>Weir</i>
<i>Dickson/Dixon – See Septs:</i>	Symington/Syme/Simms	Young
<i>Dickey/Dickie/Dick</i>	M(a)cKittrick	

Other Sept names may be added if proof of valid and historical connection with Douglas Clan is accepted.

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-) The standard text names are already part of our list.
 -) The names in italic are to be added based on historical/traditional connections to the Douglas family.
 -) The **names in yellow highlight** are recognized by the *Standing Council of Scottish Chiefs* as separate clans with a standing chief. (<http://www.clanchiefs.org/p/members.html>)

Section 7. Membership Applications - shall be received and approved by the Secretary. The Board may be consulted as necessary.

Section 8. Members Dropped for Non-payment of Dues - permanent identification number is retained under classification #04.

Section 9. Member Classification - (Record Keeping)

- 01 Regular, dues paid, voting
- 02 Honorary, no dues, no vote
- 03 Voting Affiliate, Scots, non-Douglas, non-Sept related, Voting
- 04 Dropped for Non-payment dues;
Permanent ID # retained.
- 05 Special mailing list, no vote
- 06 Clan or Scottish Society newsletter exchange
- 07 Junior members, under 18, no vote
- 08 Newsletter subscriber, no vote
- 09 Known deceased
- 10 Non-voting, non-Scottish affiliates
- 11 Courtesy mailing. Members 60 or over who paid dues for 5 years and now financially stressed. No vote

ARTICLE IV OFFICERS

Section 1. National officers shall consist of :

A. Officers elected by the membership

- 1. President
- 2. Vice President
- 3. Secretary
- 4. Treasurer

B. Officers appointed by the elected officers

- 1. Up to three (3) past presidents who have maintained active participation in the Society. These positions shall be offered by elected officers to past presidents, in reverse order of their terms in office.
- 2. Archivist (they are a non-voting member).

Section 2. The Board of directors shall consist of all National Officers.

Section 3. Terms of Office

- A. Elected officers are elected to a three year term.
- B. A person may not serve as President for more than two consecutive terms.
- C. Officers, other than the President, may be reelected to serve additional terms.
- D. The Archivist may be a lifetime appointment.
- E. The appointment of past presidents shall be reconsidered annually.

Section 4. Election of officers shall be by majority vote and take place at the Annual General Meeting.

Section 5. Compensations

All officers shall serve without compensation or reward, except for certain expenses, as authorized by the Board.

Section 6. Filling Vacancies

- A. President - automatically filled by Vice President.
- B. Other officers - the President shall fill any other vacancy by appointment of a member for the remainder of the term of such officer.

**ARTICLE V
DUTIES OF OFFICERS**

Section 1. President of the Society shall have general supervision over its affairs; presides over meetings of Board of Directors, Annual General Meeting, and special meetings; appoints chairman of committees and serves as an ex-officio member of all committees. Appoints special assignments as needed. Performs other duties as required.

Section 2. Vice President

- A. Shall perform duties of the president in the event of his/her absence or inability to act.
- B. If a Presidential vacancy occurs, assumes total responsibilities of the office for the expired term.
- C. Serves as coordinator of Regents, Sept Commissioners and Games Chairmen, including the appointment of these officials.
- D. The Vice President shall appoint two assistants, one for the eastern U.S.A. and one for the western U.S.A. to serve as coordinators of State Regents and Games Chairmen in their region. These assistants shall report to the Vice President.

Section 3. Secretary

- A. Keep accurate records of all transactions of the Society, including minutes of meetings.
- B. Serves as general coordinator of corporate membership: accepts, processes and approves membership applications.
- C. Keeps roster up to date.
- D. Prepares agenda for AGM, if requested
- E. Answers correspondence from members and other societies
- F. Ships newsletters to Canada, UK and Australia

Section 4. Treasurer.

- A. Shall have successfully completed a criminal background and credit check to board satisfaction. Expense to be borne by individual.
- B. Receives, deposits, and accounts for all moneys and securities belonging to the Society.
- C. Signs checks drawn against funds of the society for expenditures authorized by the Board.
- D. Serves as chairman of Budget Committee that prepares annual budget, approved by the Board.
- E. Provides an annual financial statement, to be published in Newsletter.

F. Treasurer's records shall always be current and ready for an annual audit by an outside auditor or audit committee.

G. Foreign countries - agreement shall be made with the Treasurer regarding the periodic transfer of membership dues in foreign countries to U.S. funds and Society account.

H. In the event that the Treasurer is unable to perform his/her duties, a regular member may be granted temporary signature privileges by the Board.

I. Upon ceasing to hold office or disqualified, he shall turn over to designated persons, all moneys, records, and other property of the society under his/her control.

Section 5. Archivist

A. Curator of all Society archives and property.

B. Assists other officers as needed.

Section 6. Board of Directors

A. This policy-making body of the Society shall be responsible for the overall leadership and direction of all activities and policies of the Society. It shall also be the arbiter in any internal disputes between members and shall render opinions regarding interpretation of Bylaws.

B. The Board shall have the power to establish precedents and policies not in conflict with the Bylaws and may change policies as it deems necessary for proper conduct of the Society.

ARTICLE VI MEETINGS

Section 1. A General Members Meeting (GMM) shall be held every three years:

A. At a site approved by the Board. The site should be approved and publicized twelve months in advance of GMM.

B. The meeting should be concurrent with a Scottish game and the location of the meeting should be at or near the site of the games.

C. Change of GMM time and place or special meetings, may be designated by the President, with approval of the Board. Any change requires 90 days written notice to all members.

Section 2. The Board of Directors shall hold two or more Directors Special Meetings (DSM) per year to discuss and articulate the business of the Society. A DSM may be closed to membership.

A. The two required DSM shall be conducted in different quarters of the calendar year and may be in person or electronically (such as conference call or Skype).

B. Before the DSM, a quorum of Board members present must be declared. A quorum will consist of at least four (4) Board members.

C. A report of the DSM shall be published in the next possible Newsletter.

Section 3. The President shall preside at all Board and Annual General Meetings. In his absence, the Vice President shall assume this responsibility. Should both be unable to preside, the meetings shall be presided over by the Secretary, Treasurer, or Archivist, in that order. A report of AGM shall be published in the next Newsletter.

Section 4. A quorum shall be 25 members in good standing. (Members present plus proxies).

Section 5. All matters presented at annual or special meetings shall be decided by majority vote of members, present and voting proxies. Each qualified member is entitled to one vote.

ARTICLE VII DUES

Section 1. All dues of the Society are set by the Board. Dues will run 12 months from date of membership and are renewable on the membership anniversary date thereafter. Subscription price of Newsletter is included in annual membership dues. Dues may be changed by vote of the Board.

Section 2. Dues for a member shall include the spouse and all dependent children, but only one vote is permitted for one fee. If voting privilege is desired by a spouse, a separate membership may be purchased.

Section 3. Payment of dues to Treasurer shall be in U.S. funds.

Section 4. Members dropped for non-payment of dues may be reinstated by paying dues for the current year plus the previous year.

ARTICLE VIII REGENTS and SEPT COMMISSIONERS

Section 1. Regents are appointed by the Vice President/Coordinator of regents to supervise members and activities in specific geographical areas.

Duties of Regents include public relations, promotion of Clan Douglas activities and recruitment of members. Represent the Society at Games within the area and maintain contact with members.

Section 2. Sept Commissioners are followers or supporters of Clan Douglas who may or may not have been blood kin to the Clan but were allied through community relationships. They are appointed by the Vice President/Coordinator of Sept Commissioners and are not limited to a specific area.

Duties are: to promote their Sept and Clan Douglas, and represent them at Scottish activities; help carry out Sept genealogy research subsidiary to, and in cooperation with, Clan Douglas Genealogy Coordinator.

Section 3. Only Members as defined in Article III and current in their annual dues are eligible to be a Regent and/or Sept Commissioner.

ARTICLE IX SPECIAL ASSIGNMENTS

Section 1. Genealogy Coordinator, volunteer position approved by the Board, requiring a basic knowledge of genealogical methods and a willingness to coordinate ancestor/pedigree charts. A genealogical fund, authorized by the Board shall be budgeted for necessary expenses.

Section 2. Newsletter Editor - volunteer position approved by the Board, requiring writing and editing skills, knowledge of layout and design, copyright laws and publishing. Newsletter shall be published four (4) or more times annually.

Section 3. Storekeeper - is a position approved by the Board to operate a fundraising project to support activities and needs of this non-profit organization.

Section 4. Bylaws Committee - approved by the Board, shall consist of 3-4 members in good standing; to review Bylaws at least once each administration period (3 years). The Committee shall revise the Bylaws whenever important changes occur, as requested by the Board. Bylaws may be amended at any annual meeting, when a Quorum is present. Thirty days written notice must be mailed to members prior to voting.

Section 5. Nominating Committee –

A. Committee members shall be appointed by the president.

B. The Committee shall present a slate of candidates for offices to be voted on at the Annual General Meeting. There will be one name submitted for each office. The slate of candidates will be provided in writing to all members 60 days prior to AGM.

C. Only Regular Members current in their annual dues, as defined in Article III, Section 1 are eligible to hold office. The Secretary will certify that all candidates presented are eligible to hold office.

D. Any Regular Member or Voting Affiliate Member may nominate an alternative candidate for any office. The candidate(s) name must be provided in writing to the Secretary 45 days prior to AGM. The Secretary will contact the candidate to verify their agreement to be nominated and certify they are eligible to hold office. Alternative candidates will be provided in writing to all members 30 days prior to AGM.

Section 6. Webmaster- shall be appointed by the board to structure and maintain the organization's web site,

Section 7. Other assignments may be made by the President from time to time with board approval.

ARTICLE X EMBLEMS

Section 1. The official emblem of the Clan DOUGLAS Society of North America shall be the belted "Heart of Bruce," with Royal crown and winged, with the motto "Forward."

The motto in French, "Jamais Arriere" (translation, "Never Behind"), is just as proper but not as clearly understood by Americans. This emblem may be properly used on personal effects and stationary of the membership in North America.

Section 2. Individual members may use any emblem, mottoes, arms to which they are entitled. This Society is not allied with any Society abroad. Proper rules of the Lord Lyon, King of Arms, Edinburgh, Scotland, shall be observed in correspondence or when traveling.

ARTICLE XI INCORPORATION

Clan Douglas Society of North America, Ltd, was duly incorporated July 21, 1977 in Raleigh, North Carolina by:

- President - Douglas M. Glasgow, MD;
- Vice President - Malcolm Marion, Jr., MD;
- Secretary - Gilbert F. Douglas, Jr., MD;
- Treasurer - Paul C. Mogenson

National Office and Archives are located at the address of the Secretary unless otherwise designated by the Board of Directors.