

## PREFACE

A professional society is organized to accomplish certain definite purposes for its members. In order to do so the organization must be governed in its work by established policies and procedures. POLICIES are guiding principles and PROCEDURES are the working methods by which the Policy is executed.

1. In the formulation of policy the following fundamental facts must be considered.
  - a. The Members are the Society and the Society belongs to them.
  - b. The Board of Trustees, elected by the Membership and acting on their behalf, administers the affairs of the Society.
  - c. The Board of Trustees, in response to the desires and wishes of the Membership, establishes the overall policies of the Society and keeps the policies adjusted to meet the changing conditions.
  - d. Once policy is established, it is the duty of the Executive Officers of the Society to carry out that Policy.
  - e. It is not the duty or responsibility of any one member, trustee or officer to formulate overall policy for the Society by him or herself.
2. The Society's Articles of Incorporation and By-Laws form the foundation of many policies and many procedures which govern and proscribe the Society in its day to day operation. While these documents offer general guidance, they do not cover many points which are desirable for the Policy Statement to include. It is well that a Policy Statement be written out so that policy may be known to all in terms that will be understood and applicable to the situation at hand. Writing out a Statement of Policy has several advantages. In the first place, the sheer exercise of expressing the statement in writing can invoke greater care and precision in its exposition. Also, the written word permits careful study, increasing the probability that, in its final form, the statement accurately reflects the thinking of those who established the Policy.
3. Policy-making is a dynamic, ongoing process. Policies are made as the Society considers all factors and influences and may or may not endure as conditions change. As circumstances change and policies become obsolete they should be restudied by the appropriate committee, board, and staff in light of adjustment to new conditions and new precedents. Policy thus becomes a living body of guidelines, evolving as the needs and circumstances of the Society evolve.
4. Policy provides continuity, applying the wisdom and experience of the past to the present and future problems, avoiding a trial and error approach to each incident. Policy contributes to consistency of behavior which makes for a true team effort. It permits the Board of Trustees and Officers to delegate with the knowledge that the Operations Manager can apply the plan of action to specific cases in approximately the way that the executives would act under similar circumstances. When a plan of action is applied repeatedly, the quality of decision making is improved up and down the line, leaving the President and/or Board of Trustees free to cope with the truly exceptional situations. Policy helps support morale and motivation when each person knows what is expected of him or her. It also supports individuals when they know that their actions are being supported by Policy.

## EMPLOYMENT POLICY

### PREFACE

Any Employment Policy, Job Description, or Personnel Handbook is considered to be a legally binding contract by the State of Vermont.

1. The American Society of Dowsers, Inc. (ASD) is an "equal opportunity" employer.
2. All employees who, in the pursuit of their duties as employees of ASD, have significant contact with the Members of ASD, prospective Members and/or the general public, shall be persons who enjoy contact with people and are warm, friendly, tolerant, cooperative, and outgoing ready communicators.
3. Also, all ASD employees, who as aforesaid, have significant contact with the ASD Membership, prospective ASD Members and/or the general public, shall be highly motivated in regard to dowsing and have a strong, positive attitude in respect thereto. This is not to be construed as meaning that such employees must be dowsers, but they must have a sincere belief in the reality of dowsing as a fact of life and project this attitude without equivocation. It would seem to be essential that ASD have employees who believe in what they are hired to promote.
4. ASD highly values creativity in its employees. Much job unhappiness is caused by failure of an employee to do more than is required. An employee who is only concerned with what ASD can do for him or her, not what he or she can do for ASD is undesirable. A person who generates enthusiasm soon finds plenty to be enthusiastic about. It is the Policy of ASD to reward the employee who focuses attention on the positive aspects of the job and contributes as much as he or she is capable of contributing. ASD tries to make its employees feel a vital part of ASD not mere servants or hired help working for a meal ticket.
5. An underlying attitude of primary importance is trust between employers and employees. Neither should be the exploiters nor the exploited. Both should work toward the mutual trust that their common goal is quality. This is truly basic ASD Policy.

### GENERAL POLICY

1. The President of ASD, as of course, acting for the Trustees and the ASD Membership, has primary jurisdiction over all ASD's Headquarters Staff, both paid and unpaid.
2. All employees and staff, paid and unpaid, report to and are under the immediate jurisdiction of the Operations Manager.
3. The Operations Manager in collaboration with the President shall work up detailed "Job Descriptions", as needed, of the day to day work of all employees, including the Operations Manager.
4. Within the ASD Headquarters and staff personnel, any problems, complaints or suggestions by the staff shall be made to the Operations Manager initially.

- a. If the staff member is dissatisfied with the results of that meeting, then the staff member is to communicate with the Personnel Committee for a review of the situation.
  - b. Once contacted, the members of the Personnel Committee shall examine the facts and discuss the issues. They shall render their recommendation, within no more than ten (10) business days after having been contacted, to the President.
  - c. The President shall then have the ultimate decision. This decision shall be communicated promptly to the staff member bringing the problem, complaint or suggestion to the attention of these individuals.
5. A monthly contribution by the Society, not to exceed Seventy five dollars (\$75.00) per permanent employee, toward group medical insurance coverage, has been approved if the employee so elects to have the coverage. Any premium balance over Seventy-five dollars (\$75.00) will be withheld from the employee's salary or wages and the total premium paid by ASD.
6. When on ASD business, employee owned vehicles will be reimbursed at the current IRS Rate for business miles.
7. All members of the staff shall be available to work during the Annual Convention time, without exception.
8. All members of the staff are to assist with answering the telephone.
9. Contract Employees, Temporary Employees, and Volunteer Workers will not be granted sick leave or annual leave.

## WHAT THE EMPLOYEE CAN EXPECT FROM ASD

ASD will:

1. Operate an economically successful non-profit organization and business so that a consistent level of steady work is available.
2. Select people on the basis of skill, training, ability, attitude, and character without discrimination in regard to sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.
3. Provide paid vacations and holidays to all eligible employees.
4. Pay all employees according to their effort and contribution to the growth and success of ASD.
5. Develop competent people who understand and meet our objectives, and who accept with open minds the ideas, suggestions and constructive criticisms of fellow employees.
6. Assure employees, after talking with the Operations Manager, an opportunity to discuss any problem with the Personnel Committee or Officers of ASD.
7. Make prompt and fair adjustments of any complaints which may arise in everyday conduct of our business, to the extent that it is practicable.
8. Respect individual rights and treat all employees with courtesy and consideration.
9. Maintain mutual respect in our working relationship.
10. Provide buildings and offices that are attractive, comfortable, orderly and safe.
11. Promote employees on the basis of their ability and merit.
12. Make promotions or fill vacancies from within ASD whenever possible.
13. Keep all employees informed of the progress of ASD as well as the Society's overall aims and objectives.

## PERMANENT EMPLOYEES INFORMATION

1. Permanent Employees who have been in the employ of ASD for more than three (3) months, receive an average day's pay for legal holidays. Legal Holidays are:

New Years Day	January
Martin Luther King's Birthday	January
Presidents' Day	February
Memorial Day	May
Independence Day	July
Labor Day	September
Columbus Day	October
Veterans Day	November

Thanksgiving  
Christmas

November  
December

2. When a legal holiday falls on a Saturday, the holiday will be taken on Friday. If a legal holiday falls on a Sunday it will be taken on Monday.
3. All permanent employees shall be allowed one (1) day per month for illness, not to exceed a cumulative of twenty-four (24) days. Sick leave is only for the purpose of illness of the employee or their immediate family.
4. One (1) day per year with pay is allowed as a Personal Day.
5. After hiring, a permanent employee shall consider the first three (3) months a probationary period.
6. The first review of performance, duties, and wages will be made after the probationary period and annually thereafter by the Operations Manager or President who will notify the Personnel Committee.
7. Paid vacation may be taken after one (1) year of employment, not to exceed one (1) week for the first year. In subsequent years the permanent employee may take up to two (2) weeks paid vacation after three (3) years employment, three (3) weeks paid vacation after five (5) years employment, and four (4) weeks paid vacation after ten (10) years employment.
  - a. An employee may not accrue more than two (2) months vacation.
  - b. Vacation time will be prorated through the year.
  - c. Regular vacations should be requested two (2) weeks in advance.
  - d. Vacations will be taken with the approval of the Operations Manager after consideration of annual workload.
8. The hourly wage or salary of permanent employees is to be established within the limit imposed by the budget approved by the Board of Trustees, by the Operations Manager and the Personnel Committee. Overtime pay will be set as required by Vermont State and/or Federal Laws.
9. A permanent employee is allowed two (2) days Bereavement Pay for the death of immediate family.
- \*10. ASD shall offer a 403(b) Plan to all employees who have completed the three month probationary period. This plan is described by the following provisions and American Century's booklet, "Information About Our Tax-Deferred Retirement Plan".
  - a. ASD will offer this plan through American Century. Voluntary contributions may be made into an established account. These contributions are pre-tax contributions and will be withheld from the individuals paycheck upon completion of a 403(b) Salary Reduction Agreement. If the 403(b) option is selected, ASD will match the employee's voluntary contribution up to and including 2% of the individuals gross paycheck. The employer contribution shall be placed in a separate account. Monthly payments will be made to the two accounts (employee/employer) by ASD. The employee may choose from the funds offered by American Century. Each employee may have no more than two funds for voluntary contribution accounts established through this plan.

b. An ASD employee must be in the employ of ASD no less than five years from the date that the first payroll deduction is made to be eligible to receive the employer contribution portion of the plan. After five years have lapsed, the employee is considered “vested”. If the employee leaves ASD before being vested, the employer account for this individual will be transferred to ASD’s own organizational Mutual Fund account with American Century. If the employee dies before five years have lapsed, the entire employer contribution will be transferred to the employee’s account. Employer approval will be required before any exemptions or transfers can be made from these accounts by the employee.

c. ASD shall provide each employee taking advantage of this plan with a copy of the American Century booklet “Information About Our Tax-Deferred Retirement Plan” of which pages 26-36 constitute the “Plan Document”. ASD shall also provide each interested employee with a Plan Application and a 403(b) Salary Reduction Agreement. Fund prospectus information will be provided to each employee to assist with fund selection.

\* Approved by Personnel Committee 1/20/98

11. Termination of permanent employment is at the discretion of either party. A minimum of two (2) weeks notice is requested upon a permanent employee's decision to leave the employment of ASD and two (2) weeks pay will be given upon termination by ASD.

12. Every effort will be made to retain permanent employees.

13. The Personnel Committee is to serve in the capacity of a Grievance Committee

#### AUTHORIZED EMPLOYEES (may change as conditions require)

1. Four (4) permanent employees.
  - A. Operations Manager
  - B. Bookstore Manager
  - C. Assistant to Operations Manager/ Office Correspondent (ADO)
  - D. National Chapter Secretary/ Office Correspondent
2. Contract Service Employees
3. Temporary Employees
4. Volunteer Workers

#### \*\*SALARIES AND WAGES

Director of Operations:	* \$23,020 through \$33,090 per year
Bookstore Manager:	* \$9.00 through \$14.07 per hour
Assistant to Director of Operations:	* \$7.61 through \$10.87 per hour
National Chapter Secretary	* \$7.61 through \$10.87 per hour

\*Approved by Personnel Committee and Board 4/19/2000

## TEMPORARY AND CONTRACT SERVICE EMPLOYEES

1. The Operations Manager may, within the limits imposed by the budget, the content of ASD's Employment Policy, and any administrative restraints, hire Temporary and/or Contract Service Employees to fill definite needs, and upon such terms as said OM deems most advantageous to ASD.
2. Temporary and/or Contract Service Employees may also be authorized by the Board of Trustees for particular projects and will receive compensation.
3. Temporary and/or Contract persons will not receive paid vacation or sick leave.

## VOLUNTEER WORKERS

Volunteer Workers donate their time and services.

## JOB DESCRIPTIONS

### OPERATIONS MANAGER (OM)

1. The OM is in charge of day to day affairs of the Society and has the administrative responsibility for the management of ASD within the jurisdiction of an annual budget and policy established by the ASD Board of Trustees. The OM has general supervision over all ASD employees and the Headquarters physical plant.
2. In addition to the present nonspecific job description the OM shall be responsible for:
  - a. Gathering agenda items for Trustee and General Membership Meetings.
  - b. Preparing such agendas in a timely fashion.
  - c. Mailing the Notice and Agenda of Trustee Meetings and the Annual Membership Meeting within the time specified in the By-Laws.
  - d. Attending all Trustee Meetings.
  - e. Responsible for updating the ASD documents. When passed by the trustees they must be entered in PPM within 3 working days, posted on web site and copies sent out to trustees.
  - f. Place a copy of the minutes of each trustee meeting as provided by the secretary into the official ASD files. Motions to be highlighted by the Executive Secretary. If minutes are not provided, it is the OM's responsibility to make every effort to acquire the missing documents.
  - g. Mailing The American Dowser within seventy-two (72) hours of receipt from the printer.
  - h. The Operations Manager and staff shall prepare and keep current a Society Manual for the Board of Trustees that will serve to remind current and new Trustees of their responsibilities and duties. Some of the information contained in this manual should

include:

- (1) The ASD Constitution and By-Laws.
- (2) All financial Reports for the previous year.
- (3) Minutes of all Trustee Meetings and the General Membership Meeting for the previous year
- (4) Personnel policies
- (5) An organizational chart of the Society.
- (6) ASD staff members, titles and positions.
- (7) Current Trustees, addresses, telephone numbers, and positions.
- (8) Members and current chairpersons for Standing and Select Committees.
- (9) Dates for trustee meetings and special events set at the Trustee Meeting after the General Membership Meeting.
- (10) Current work schedule for the coming year.
- (11) A brief history of ASD
- (12) A brief description of each service provided by ASD...
- (13) A detailed description of all program goals and objectives.
- (14) Any other pertinent information for a trustee.

3. The OM, in collaboration with the President, shall work up detailed Job Descriptions, as needed, for the day-to-day work of all employees including the OM.

4. The OM shall be hired by the President of ASD with the advice and approval of the Trustees.

5. When a vacancy occurs in the post of OM, the President shall appoint an Ad Hoc Committee of three (3) ASD members (preferably Trustees) plus the resigning OM, if available, to aid the President in interviewing applicants for the position and arriving at a decision. The President shall present the final decision to the Trustees. This may be done by mail.

6. The OM is under the general oversight of the President, as chief executive officer of ASD, and in the absence of the President, the Executive Vice President exercises this general oversight. It should be understood that the OM is under the supervision of the President or Executive Vice President in the President's absence, not the General Membership or any other individual Trustee.

7. Whenever the OM needs assistance the OM shall contact the President of the Society, who will rely on the fellow Officers and Trustees, as necessary, in dealing with the problem.

8. Review by the Personnel Committee, under direction of the President, of job performance, job description, salary and benefits will be made annually with the initial review to occur three (3) months after hiring. A probationary period of three (3) months is understood to exist after initial hiring.

9. Notice of one (1) month is requested of the Operations Manager if the OM desires to leave the employment of ASD. If terminated by ASD one (1) months pay will be given.

#### BOOKSTORE MANAGER

1. The Bookstore Manager is in charge of the day-to-day operations of the ASD Bookstore within the jurisdiction of the policies and budget established by the ASD Board of Trustees and is



responsible directly to the Operations Manager.

2. The Bookstore Manager is responsible for insuring the profitable operation of the ASD Bookstore, while establishing and insuring complete customer satisfaction.

3. The Bookstore Manager is responsible for operation of the Bookstore from 9:30 a.m. to 5:30 p.m. five (5) days a week and having the ASD Bookstore open to the public from 10:00 a.m. - 5:00 p.m. Tuesday - Saturday or other hours as the Operations Manager dictates.

4. Responsibilities also include:

- a. Providing outstanding interface with the public.
- b. Timely processing of all orders received, both mail and in-store
- c. Ordering books and merchandise.
- d. Timely return of excess items.
- e. Maintaining a "well stocked" inventory.
- f. Providing biannual physical inventories in a timely manner.
- g. Production of Bookstore catalogs.
- h. Promotion of the Bookstore (i.e. sales, specials, advertisements, etc.).
- i. Operating the computer and programs to provide:
  - (1) Daily, monthly and yearly accounting information.
  - (2) Point of sales and inventory data.
  - (3) Up-to-date book and merchandise listings.
  - (4) Monthly inventory information.
  - (5) Other information as required.
- j. Maintaining a daily ledger with sales records, deposit spread sheets, bank deposits, and other related activity.
- k. Paying all Bookstore expenses (wholesale costs, miscellaneous office expenses, etc.). To create a checks and balance, the signature of the Bookstore Manager as well as the Operations Manager is required on each check written.
- l. To provide dowsing books and merchandise for the Annual Convention and managing their sale.
- m. Procure supplies for conferences.
- n. Keeping the Operations Manager fully informed of operational problems.
- o. Other duties as assigned by the Operations Manager.

5. The Bookstore Manager must submit a written report to the Board of Trustees at each of their meetings and at other times as may be needed. These reports are to include pertinent financial information as well as current strategies of the Bookstore.

6. The Bookstore Manager receives wages set by the Personnel Board at the Operations Manager's recommendation and as dictated by the budget.

7. The Bookstore Manager shall offer:

- a. The Beginner's Dowsing Kit with instruction book and dowsing devices (tools, instruments) to all new Members at a special reduced rate (by means of a coupon included with their Membership).
- b. Single copies of the Dowser for sale.

8. In addition to the copy given to the ASD Library, the Bookstore Manager will send to the Editors a copy of every new dowsing book offered by the Bookstore (for review).

## ASSISTANT TO OPERATIONS MANAGER (AOM)

1. The position of the Assistant to Operations Manager provides support and assistance to the OM in daily operations. This role will take on tasks which are assigned by the OM and mutually agreed upon to be done by the Assistant as well as perform limited duties of the OM when unavailable. Any other duties as assigned.
2. The AOM will be responsible for everything pertaining to membership. And therefore will also hold the title of Membership Secretary. This includes such duties as:
  - a. Processing renewal and new memberships.
  - b. Corresponding with members when applicable.
  - c. Preparing a dues Renewal mailing and insertion for the Digest.
  - d. Maintaining membership files.
  - e. Updating computerized Membership Lists.
  - f. Preparing List of New Members for the monthly mailings.
3. Other duties include:
  - a. Keeping the supply inventory up-to-date
  - b. Clerical work.
  - c. Maintaining a supply of informational material.
    - a. Helping with the mailings.
4. Most importantly the Assistant to Operations Manager should be readily to assist the OM in any situation and will take on tasks which are mutually agreed upon. Basically, the AOM shall be able to step in when the OM is unavailable.

## NATIONAL CHAPTER SECRETARY

1. The National Chapter Secretary shall be responsible for correlation of all chapter materials. This includes such duties as:
  - a. Answering all correspondence pertaining to Chapters and potential Chapters.
  - b. Initiating and sharing suitable ideas and programs with Chapters through mailings.
  - c. Submitting all current chapter information to the editors of the American Dowser and Dowsers Network, including a column of news items concerning the Chapters and their members.
  - d. Copying all material for monthly mailings on 8 ½ x 11 inch paper.
  - e. Collation and posting of regular monthly mailings.
  - f. Preparation of National Chapter Secretary reports for Trustee Meetings, as scheduled.
    - g. Facilitation of ASD sponsored or other workshops after arrangements for use of facilities and financing have been worked out with the OM.
  - h. Presentation of new Chapter Charters to the Board of Trustees for approval.
2. Awards for outstanding Chapter and Outstanding Chapter Member are to be given by the National Chapter Secretary.
3. Attendance
  - a. The National Chapter Secretary is required to attend the Annual Convention.

- b. The National Chapter Secretary is not required to attend any Trustee Meeting except when requested to do so by the President or the Board.

## SHARED OFFICE DUTIES

1. Answering all basic inquiries and/or referring them to the appropriate member.
  - a. Correspondence regarding dowsing techniques, dowsing applications and ethics.
  - b. Requests for dowsing services with referrals to appropriate chapters, and individual Trustees and or Members.
2. Filing, updating, and preparing monthly Inquiries List.
3. Monthly Deceased Members List, recording members, and notifying appropriate Digest editor.
4. Acknowledging all donations received in writing.
5. Acknowledging, copying, filing, and forwarding to the editors all Digest material received and keeping the proper inventories.
6. Answering the telephone.
7. Helping with Mailings.
8. Making housing arrangements, as possible, during the convention.
9. Preparing information and other materials, researching ASD files for relevant material when necessary.
10. Maintaining a scrapbook and updating the library periodical/pamphlet file.
11. Until a Public Relations Officer is appointed, provide all dues data, and compile files and lists for this purpose. Such data includes a packet of information, general article reprints for press inquiries, and photocopies of previously published material when appropriate.
12. Annual Inventory.
  - a. Physical plant - furniture, office equipment and other building contents.
  - b. Audio Tapes
  - c. Video Tapes
  - d. Library

## THE BOARD OF TRUSTEES

### GENERAL

1. No Board of Trustees is like any other; but there is a common bond. A Board of Trustees has the responsibility of management and control of the affairs, business and property of the

American Society of Dowers, Inc.

2. The Board of Trustees should have in its make up individuals who have time and interest to be active in the workings of the organization.
3. The Board of Trustees, its strengths, involvement, and commitment is the most important determinant to the success of the organization.
4. All Board Members are responsible for interpreting the work of the Society, evaluating its program and services, and helping to provide adequate financing.
5. All decisions, Policies and Procedures made by the Board of Trustees cannot be altered by any person, and can only be altered by another voting Board of Trustees.
6. A face to face meeting if possible will be held between outgoing trustees and the newly elected trustees before the general membership meeting. This meeting will focus on the transition; what new trustees need to be made aware of, how certain duties are preformed and other knowledge learned through experience over the past four years. The outgoing trustees will be available to the new board over a three month period should they need advice on any matter they deem necessary.

## RESPONSIBILITIES

1. It is the responsibility of the Board of Trustees to:
  - a. Trustees are expected to attend all Board Meetings. Unexcused absences of 3 or more are a violation of the Code of Ethics and will result in activation of the Ethics Committee and possible removal from the BOT
    - a. Define the purpose, goals, and scope of ASD.
    - b. Develop policies.
    - c. Assist the OM in establishing and maintaining a sound financial structure.
    - d. Broaden ASD community understanding and support.
    - e. See that the Society carries out its purpose and responsibilities.
    - f. Approve annual budgets for the Bookstore and Headquarters prior to the end of a fiscal year.
      - (1) The Treasurer shall assist the OM in preparing said budgets.
    - g. Plan for effective methods of communication between the Board, the administration and staff, and the Membership.
    - h. Insure staff stability through satisfactory working conditions and personnel policies.
    - i. Approve all Policy Statements.
    - j. Assess the quality of the service provided and its value to the Membership it serves.
    - k. Assess or evaluate the ASD Membership to determine additional needs.
    - l. Interpret the Society's service to the Membership.
    - m. Broaden public *and* community support and understanding of the Society and what it represents.
    - n. Evaluate options for fundraising and obtaining grants.
2. In order to discharge these responsibilities, it is necessary for the Board to uphold the Society's By-Laws as the basic structure for operation of ASD. This includes such duties as:
  - a. Providing for the selection and rotation of quality officers.

- b. Determining eligibility requirements for membership.
  - c. Defining areas of jurisdiction for the board and staff.
  - d. Establishing the necessary committees
4. Trustee Reimbursement.
- a. All trustees may apply for up to \$500 per year for conferences travel expenses as long as funding is available.
  - b. The President shall be reimbursed for expenses up to Four Thousand Dollars (\$4,000.00) per annum to attend ASD approved conferences as long as funding is available.
5. Recognition for service.
- a. A retiring Trustee who has served one (4) terms or more will be recognized as Trustee Emeritus in the Membership Roster.
  - b. Past Presidents shall be granted a Lifetime Membership in ASD with full privileges.
6. There will be no Parliamentarian on the board.

#### SPECIFIC POLICY APPLYING TO THE BOARD OF TRUSTEES AND/OR HEADQUARTERS

1. Type and mail Amended Minutes (without addenda). Minutes should include the wording of By-Laws changes, exact wording of Policy & Procedure additions or modifications, the amount of approved monies for capital or unrestricted expense and what those monies are for. (8/19/93)
2. Decisions that have been made by the Board of Trustees, if they are altered (In other words, there is varying that decision.) for any reason, the Trustees get notified right away. Communications should also state the reason for the decision. (8/19/93)
3. Budget Caps are not to be exceeded without trustee approval. (8/19/93)
4. Make sure all forms request payment in US funds (8/19/93)
5. Expenditures approved by the Trustees shall not be exceeded except with approval by the whole Board, if time permits, or the executive Committee in an emergency. (8/19/93)

#### ADVISORY GROUP

1. An Advisory Group as deemed necessary of the American Society of Dowsers Inc., consisting of all current and future past Trustees so long as they hold Regular or Honorary Membership in the American Society of Dowsers, has been created by the Board of Trustees with rules, regulations and guidelines compatible with the constitution and By-Laws of the American Society of Dowsers.
2. Such Advisory Group shall be deemed necessary and become activated by the President of the Society.
3. Guidelines for Former Trustee Advisory Group.

- a. Membership in the group shall consist of all living, past Trustees no longer holding any official position in ASD, but still holding regular or honorary membership in ASD.
- b. There will be no special class description within this group. However, the members thereof may elect a chairman and other officers as they desire by a majority vote of their members.
- c. There shall be no limitation on the term of membership in the group so long as regular or honorary membership is maintained in ASD.
- d. All members of the group will receive all notices of meetings of Trustees and agendas thereof, official reports such as Treasurer's, etc. and copies of minutes of all meetings, including regular Annual Membership Meetings.
- e. Prior to meetings of Trustees or Membership Meetings the members of the Advisory Group may send commentary on agenda items to the President of ASD and/or suggestions for new business.
- f. Members of the advisory Group may attend in person any and all meetings of Trustees and enter into discussion of Agenda items and/or may offer new items for discussion, time permitting, after all other business on the agenda has been disposed of, including New Business brought up by Trustees.

- g. The President may call upon the Advisory Group for advice on any matter relative to the proper business of the Society.
- h. Members of the Advisory Group shall have no vote in any ASD matter except as votes are enjoyed by all regular Members of ASD.

## REGIONAL COORDINATOR GUIDELINES

- \*1. Regional boundaries will be defined by the Executive Vice President.
- 2. Regional Coordinators shall:
  - a. Implement and follow through on all directives coming from the Officers and/or Board of Trustees.
  - b. Act as an intermediary between ASD Headquarters and the Chapters within respective Regional Boundaries.
  - c. Assist in the formation of new Chapters within Regional boundaries, and the smooth operation thereof. May include memos to chapters regarding current activities and the submission of financial condition to Headquarters.
  - d. Become available to new members, answer queries about ASD and uphold the dignity of the Society in all dowsing affairs.
  - e. Promote educational events (conferences, seminars, etc.) both on a local and regional basis.
  - f. Promote inter-chapter communications for the purpose of guidance to new Chapters and the enhancement of established ones.
  - g. Act as an arbitrator regarding conflicts of interest which may occur on a local or regional basis that are not in the best interests of the Society.

\* Effective 4/20/96

## THE AMERICAN DOWSER EDITORS (1988)

### 1. Your Journal.

The American Dowsers, a 72 page quarterly journal, is sent to all members of the American Society of Dowsers world-wide, to various publishers and professional organizations in the United States, and to Forty-one foreign countries in 1988. The first issue, a two page bulletin, appeared in 1961. In 1984 it was cited as the best Special Interest Journal in the field of PSI out of 200 newsletters, periodicals, and journals reviewed by the Parapsychological Association of the American Association for the advancement of Science.

### 2. Your editors.

The Journal is edited by four non-paid volunteers, each of whom is responsible for one of the quarterly issues. The editor's task is to select and revise submissions, and to prepare them for publication for clarity, length and correct grammatical usage.

### 3. Your submissions.

- a. Submissions of articles, letters, clippings, and photographs should be addressed to: Editor, American Society of Dowsers, Danville, VT 05828. They are sent by Headquarters to the editor responsible for the upcoming issue. Unused submissions are returned to Headquarters and are then

forwarded to the next editor. The choice of any one article depends on the other articles available, chosen to create a balanced issue or to enhance a Special Issue. What is suitable for one issue may not be suitable for another. An article may make the rounds of the editors for as many as two years.

b. A writer should always keep a copy of his or her submissions because manuscripts are not returned. Whenever possible submissions should be typewritten double spaced with wide margins. Scientific papers should include a brief summary in layman's terms, at the beginning of the article, and a short profile of the author.

c. After the editor assembles and edits an issue, and readies it for publication (which takes about two months) it is sent to the printer.

#### 4. Your suggestions.

a. The editors welcome your suggestions and try to use them when practicable. One frequent request, for a Question and Answer section, is not practicable for a quarterly journal like ours because the time lapse between receiving a question and publishing an answer may be six months to a year. Questions are best referred to your local chapter. If the exchange is then of general interest, the question along with the answer may be submitted to the Quarterly as a short item or article.

b. Another frequent request is for Basic Instructions for Beginners and for How-to Articles. Actually, the Quarterly, old and new is a treasure trove of dowsing information and pointers and the editors will continue to look for good how-to articles for future issues. But obviously the Quarterly can't keep repeating the same instructions in issue after issue. Beginners are urged to read one of the basic dowsing books available through the ASD Bookstore, to look through old issues (a Digest Index is available at Book and supply for the years 1973 to 1978 and 1979 to 1983), and to get help from your local chapter and at regional conferences. An official Water Dowsers Manual, assembled by retired editor, Maria Perry, containing all articles on water dowsing published in previous issues of the Digest is available through Book and Supply.

### GUIDELINES FOR EDITORIAL STAFF

1. The official publication of the American Society of Dowsers is "The American Dowser Quarterly Digest". This publication will be edited, printed, and in the hands of the membership by the following dates:

- a. Winter Issue, second (2nd) week in February
- b. Spring Issue, second (2nd) week in May
- c. Summer Issue, second (2nd) week in August
- d. Fall Issue, second (2nd) week in November

2. The editor of the ASD newsletter (The Dowsers Network) will abide by the following Policy, except, first choice of material will be given to the Digest editors.

#### 3. Responsibilities.

##### a. ASD Headquarters Staff

- (1) Receive, date, and log all incoming Digest or Network articles from members.
- (2) Acknowledge receipt of articles via post card to member.
- (3) On a weekly basis, forward all articles received to the current editor.
- (4) Provide editors with post cards so they can acknowledge receipt of articles they receive direct from contributors.
- (5) Place in the "editors' bag" recent copies of publications from organizations which ASD has reciprocal agreements with so editors will have an opportunity to reprint especially interesting articles. This "bag" will be passed from editor to editor except the editor of the



Fall Issue will send the "bag" to Headquarters where current editions of each publication will replace the old. Then it will be forwarded to the editor of the Winter Issue.

(6 ) Receive, date, and log all incoming Digest or Network paid or unpaid advertisements. These may be display or classified in nature and must have a relationship to Dowsers and their interests and/or Dowsing Activities. If available space is limited, preference will be given to ASD sanctioned/sponsored functions or activities such as Bookstore activities, conferences and conventions, etc. The Operations Manager shall judge the appropriateness of all advertisements. Headquarters Staff shall provide the editors with the ad copy to be used. Advertisement rates will be set by the Operations Manager with the approval of the Board of Trustees.

b. Editors

(1) Receive all material intended for publication in the Digest or Network from ASD Headquarters as well as from other sources.

(2) Acknowledge receipt of all material received from individual members via post card which has been provided by Headquarters.

(3) Editors who receive articles directly should send copies to Headquarters who will sequentially number articles that are sent.

(4) Determine which articles will be used for the issue in progress, place all other articles in the "Editors Bag" and forward it to the next editor in line or to Headquarters in the case of the editor of the Fall Issue.

- (5) No article will be discarded regardless of subject, style, or clarity until all editors have had an opportunity to consider it for publication.
- (6) Once an article has been deemed unsuitable for publication in the Digest or Network by all the editors, the last editor to review the article will notify the person who submitted the article that it is not acceptable.
- (7) Each editor should strive to produce a well balanced issue, keeping in mind that the membership of ASD come from all walks of life with educational levels from school dropouts to college professors, and interests from basic dowsing to the most advanced metaphysical concepts.
- (9) Controversies pertaining to book reviews or disagreements of any kind between members will not be published in the Digest or Network, nor, will personal political philosophies be editorialized.
- (10) Unsigned "Letters to the Editor" which are critical of ASD or its Chapters or Members will not be published. These should be forwarded to Headquarters for consideration and action by the Operations Manager and/or Board of Trustees.
- (11) The editors of the American Dowser and Dowsers Network are valued and appreciated for their expertise in producing a quality, informative publication on a timely basis. That is their responsibility and they do it well.
- (12) Editors do not receive compensation but will receive reimbursement for out-of-pocket expenses.
- (13) From time to time, the editors, as are others, may be asked to provide input for Policy decisions. However, the ultimate responsibility of formulating and implementing Policy rests with the President and the Board.
- (14) It is everyone's responsibility to insure that the membership is served and that the organization continues to be a viable, growing, member-oriented Society.

#### SPECIFIC DIGEST AND NETWORK POLICY

1. A special subscription price for the American Dowser and Dowsers Network used by libraries adopted at Twenty-five Dollars (\$25.00) per year.
2. The American Dowser is to include an Instruction Section.
3. Editors of Summer and Fall Digests and the Network are to routinely suggest purchase of Bookstore Gift Certificates and ASD Membership for holiday gift ideas.
4. The Digest and Network will be indexed yearly. Volunteers will be used when possible. Temporary help may be hired by the OM and paid out of unrestricted funds.
5. Chapter News will continue as part of the Digest and the Chapter Directory will appear in every other issue.
6. It is the responsibility of the Editors to have each new dowsing book from the Bookstore reviewed in a timely fashion for publication in the Digest or Network.
7. The Digest will publish once a year, the names of all the dowsers who have received the following awards:
  - \*a. Register of Recognition
  - b. Dowser of the Year (Dowser's Prayer)

c. Paul Seigny Award

\*Revised 4/20/96

## MISCELLANEOUS POLICY

### ASD LIBRARY

Anyone can access the ASD library, only members can check out from library. Added Oct 5, 2007

### VISA AND MASTERCARD

ASD will accept Visa and MasterCard for ASD services.

## CONFLICT OF INTEREST

### Article I: Purpose

This conflict of interest policy is designed to foster public confidence in the integrity of The American Society of Dowsers, Inc. (the “Organization”) and to protect the Organization’s interest when it is contemplating entering a transaction (defined below) that might benefit the private interest of a director, a corporate officer, the top management or top financial official, or a key employee (defined below).

### Article II: Definitions

The following are considered *insiders* for the purposes of this policy:

1. Each member of the Board of Directors or other governing body.
2. The president, chief executive officer, chief operating officer, treasurer and chief financial officer, executive director, or any person with the responsibilities of any of these positions (whether or not the person is an officer of the Organization under the Organization’s Bylaws and the Vermont Corporations Code).
3. Any *key employee*, meaning an employee whose total annual compensation (including benefits) from the organization and its affiliates is more than \$50,000 **and** who (a) has responsibilities or influence over the organization similar to that of officers, directors, or trustees; **or** (b) manages a program that represents 10% or more of the activities, assets, income, or expenses of the organization; **or** (c) has or shares authority to control 10% or more of the organization’s capital expenditures, operating budget, or compensation for employees.

*Interest* means any commitment, investment, relationship, obligation, or involvement, financial or otherwise, direct or indirect, that may influence a person’s judgment, including receipt of compensation from the Organization, a sale, loan, or exchange transaction with the Organization.

A *conflict of interest* is present when, in the judgment of the Board of Directors, an insider's stake in the transaction is such that it reduces the likelihood that an insider's influence can be exercised impartially in the best interests of the Organization.

*Transaction* means any transaction, agreement, or arrangement between an insider and the Organization, or between the Organization and any third party where an insider has an interest in the transaction or any party to it. *Transaction* does not include compensation arrangements between the Organization and a director, officer, or other insider that are wholly addressed under the Organization's Compensation Policy.

### Article III: Procedures

#### 1. *Duty to Disclose*

Each insider shall disclose to the Board all material facts regarding his or her interest in the transaction, promptly upon learning of the proposed transaction.

#### 2. *Determining Whether a Conflict of Interest Exists*

With regard to an insider, the Board shall determine if a conflict of interest exists. The insider(s) and any other interested person(s) involved with the transaction shall not be present during the Board's discussion or determination of whether a conflict of interest exists, except as provided in Article IV below.

#### 3. *Procedures for Addressing a Conflict of Interest*

The Board shall follow the procedures set forth in Article IV in order to decide what measures are needed to protect the Organization's interests in light of the nature and seriousness of the conflict, to decide whether to enter into the transaction and, if so, to ensure that the terms of the transaction are appropriate.

### Article IV: Review by the Board

The Board may ask questions of and receive presentation(s) from the insider(s) and any other interested person(s), but shall deliberate and vote on the transaction in their absence. The Board shall ascertain that all material facts regarding the transaction and the insider's conflict of interest have been disclosed to the Board and shall compile appropriate data, such as comparability studies, to determine fair market value for the transaction.

After exercising due diligence, which may include investigating alternatives that present no conflict, the Board shall determine whether the transaction is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable to the Organization; the majority of disinterested members of the Board then in office may approve the transaction.

### Article V: Records of Proceedings

The minutes of any meeting of the Board pursuant to this policy shall contain the name of each insider who disclosed or was otherwise determined to have an interest in a transaction; the nature of the interest and whether it was determined to constitute a conflict of interest; any alternative transactions

considered; the members of the Board who were present during the deliberations on the transaction, those who voted on it, and to what extent interested persons were excluded from the deliberations; any comparability data or other information obtained and relied upon by the Board and how the information was obtained; and the result of the vote, including, if applicable, the terms of the transaction that was approved and the date it was approved.

#### Article VI: Annual Disclosure and Compliance Statements

Each director, each corporate officer, the top management official, the top financial official, and each key employee of the Organization, shall annually sign a statement on the form attached, that:

- A. affirms that the person has received a copy of this conflict of interest policy, has read and understood the policy, and has agreed to comply with the policy; and
- B. discloses the person's financial interests and family relationships that could give rise to conflicts of interest.

#### Article VII: Violations

If the Board has reasonable cause to believe that an insider of the Organization has failed to disclose actual or possible conflicts of interest, including those arising from a transaction with a related interested person, it shall inform such insider of the basis for this belief and afford the insider an opportunity to explain the alleged failure to disclose. If, after hearing the insider's response and making further investigation as warranted by the circumstances, the Board determines that the insider has failed to disclose an actual or possible conflict of interest, the Board shall take appropriate disciplinary and corrective action.

#### Article VIII: Annual Reviews

To ensure that the Organization operates in a manner consistent with its status as an organization exempt from federal income tax, the Board shall authorize and oversee an annual review of the administration of this conflict of interest policy. The review may be written or oral. The review shall consider the level of compliance with the policy, the continuing suitability of the policy, and whether the policy should be modified and improved. \*Approved December 17<sup>th</sup> 2013

#### Whistleblower Protection Policy

A. Application. This Whistleblower Protection Policy applies to all of the Organization's staff, whether full-time, part-time, or temporary employees, to all volunteers, to all who provide contract services, and to all officers and directors, each of whom shall be entitled to protection.

B. Reporting Credible Information. A protected person shall be encouraged to report information relating to illegal practices or violations of policies of the Organization (a "Violation") that such person in good faith has reasonable cause to believe is credible. Information shall be reported to the President (the "Compliance Officer"), unless the report relates to the Compliance Officer, in which case the report shall be made to the Executive Committee which shall be responsible to provide an alternative procedure.

Anyone reporting a Violation must act in good faith, and have reasonable grounds for believing that the information shared in the report indicates that a Violation has occurred.

C. Investigating Information. The Compliance Officer shall promptly investigate each such report and prepare a written report to the Board of Directors. In connection with such investigation all persons entitled to protection shall provide the Compliance Officer with credible information. All actions of the Compliance Officer in receiving and investigating the report and additional information shall endeavor to protect the confidentiality of all persons entitled to protection.

D. Confidentiality

The Organization encourages anyone reporting a Violation to identify himself or herself when making a report in order to facilitate the investigation of the Violation. However, reports may be submitted anonymously by filling out a “Whistleblower Reporting Form” and mailing it to The Compliance Officer. Reports of Violations or suspected Violations will be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable the Organization or law enforcement to conduct an adequate investigation.

E. Protection from Retaliation. No person entitled to protection shall be subjected to retaliation, intimidation, harassment, or other adverse action for reporting information in accordance with this Policy. Any person entitled to protection who believes that he or she is the subject of any form of retaliation for such participation should immediately report the same as a violation of and in accordance with this Policy.

Any individual within the Organization who retaliates against another individual who has reported a Violation in good faith or who, in good faith, has cooperated in the investigation of a Violation is subject to discipline, including termination of employment or volunteer status.

F. Dissemination and Implementation of Policy. This Policy shall be disseminated in writing to all affected constituencies. The Organization shall adopt procedures for implementation of this Policy, which may include:

- (1) documenting reported Violations;
- (2) working with legal counsel to decide whether the reported Violation requires review by the Compliance Officer or should be directed to another person or department;
- (3) keeping the board of directors [and the audit committee or other applicable committee] informed of the progress of the investigation;
- (4) interviewing employees;
- (5) requesting and reviewing relevant documents, and/or requesting that an auditor or counsel investigate the complaint; and
- (6) preparing a written record of the reported violation and its disposition, to be retained for a specified period of time.

The procedures for implementation of this Policy shall include a process for communicating with a complainant about the status of the complaint, to the extent that the complainant’s identity is disclosed, and to the extent consistent with any privacy or confidentiality limitations. \*Approved December 17<sup>th</sup> 2013

## DOCUMENT DESTRUCTION AND RETENTION

### 1. Policy and Purposes

This Policy represents the policy of The American Society of Dowzers, Inc. (the “organization”) with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as “documents” in this Policy). Purposes of the Policy include (a)

retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, the organization reserves the right to revise or revoke this Policy at any time.

## 2. Administration

2.1 Responsibilities of the Administrator. The organization's Operations Manager shall be the administrator ("Administrator") in charge of the administration of this Policy. The Administrator's responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The Administrator may also modify the Document Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures. The Administrator is also authorized to periodically review this Policy and Policy compliance with legal counsel and to report to the Board of Directors as to compliance. The Administrator may also appoint one or more assistants to assist in carrying out the Administrator's responsibilities, with the Administrator, however, retaining ultimate responsibility for administration of this Policy.

2.2 Responsibilities of Constituencies. This Policy also relates to the responsibilities of board members, staff, volunteers and outsiders with respect to maintaining and documenting the storage and destruction of the organization's documents. The Administrator shall report to the Board of Directors (the board members acting as a body), which maintains the ultimate direction of management. The organization's staff shall be familiar with this Policy, shall act in accordance therewith, and shall assist the Administrator, as requested, in implementing it. The responsibility of volunteers with respect to this Policy shall be to produce specifically identified documents upon request of management, if the volunteer still retains such documents. In that regard, after each project in which a volunteer has been involved, or each term which the volunteer has served, it shall be the responsibility of the Administrator to confirm whatever types of documents the volunteer retained and to request any such documents which the Administrator feels will be necessary for retention by the organization (not by the volunteer). Outsiders may include vendors or other service providers. Depending upon the sensitivity of the documents involved with the particular outsider relationship, the organization, through the Administrator, shall share this Policy with the outsider, requesting compliance. In particular instances, the Administrator may require that the contract with the outsider specify the particular responsibilities of the outsider with respect to this Policy.

3. Suspension of Document Destruction; Compliance. The organization becomes subject to a duty to preserve (or halt the destruction of) documents once litigation, an audit or a government investigation is reasonably anticipated. Further, federal law imposes criminal liability (with fines and/or imprisonment for not more than 20 years) upon whomever "knowingly alters, destroys, mutilates, conceals, covers up, falsifies, or makes a false entry in any record, document, or tangible object with the intent to impede, obstruct, or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States ... or in relation to or contemplation of any such matter or case." Therefore, if the Administrator becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, the Administrator shall immediately order a halt to all document destruction under this Policy, communicating the order to all affected constituencies in writing. The Administrator may thereafter amend or rescind the order only after conferring with legal counsel. If any board member or staff member becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or

contemplated, with respect to the organization, and they are not sure whether the Administrator is aware of it, they shall make the Administrator aware of it. Failure to comply with this Policy, including, particularly, disobeying any destruction halt order, could result in possible civil or criminal sanctions. In addition, for staff, it could lead to disciplinary action including possible termination.

4. Electronic Documents; Document Integrity. Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule. Due to the fact that the integrity of electronic documents, whether with respect to the ease of alteration or deletion, or otherwise, may come into question, the Administrator shall attempt to establish standards for document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents, and regular checkups of the reliability of the system; provided, that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of the organization.

5. Privacy. It shall be the responsibility of the Administrator, after consultation with counsel, to determine how privacy laws will apply to the organization’s documents from and with respect to employees and other constituencies; to establish reasonable procedures for compliance with such privacy laws; and to allow for their audit and review on a regular basis.

6. Emergency Planning. Documents shall be stored in a safe and accessible manner. Documents which are necessary for the continued operation of the organization in the case of an emergency shall be regularly duplicated or backed up and maintained in an off-site location. The Administrator shall develop reasonable procedures for document retention in the case of an emergency.

7. Document Creation and Generation. The Administrator shall discuss with staff the ways in which documents are created or generated. With respect to each employee or organizational function, the Administrator shall attempt to determine whether documents are created which can be easily segregated from others, so that, when it comes time to destroy (or retain) those documents, they can be easily culled from the others for disposition. For example, on an employee-by-employee basis, are e-mails and other documents of a significantly non-sensitive nature so that they might be deleted, even in the face of a litigation hold with respect to other, more sensitive, documents? This dialogue may help in achieving a major purpose of the Policy -- to conserve resources -- by identifying document streams in a way that will allow the Policy to routinely provide for destruction of documents. Ideally, the organization will create and archive documents in a way that can readily identify and destroy documents with similar expirations.

8. Document Retention Schedule.

<u>Document Type</u>	<u>Retention Period</u>
Accounting and Finance	
Accounts Payable	7 years
Accounts Receivable	7 years
Annual Financial Statements and Audit Reports	Permanent
Bank Statements, Reconciliations & Deposit Slips	7 years
Canceled Checks – routine	7 years
Canceled Checks – special, such as loan repayment	Permanent
Credit Card Receipts	3 years
Employee/Business Expense Reports/Documents	7 years
General Ledger	Permanent



Interim Financial Statements	7 years
<b>Contributions/Gifts/Grants</b>	
Contribution Records	Permanent
Documents Evidencing Terms of Gifts	Permanent
Grant Records	7 yrs after end of grant period
<b>Corporate and Exemption</b>	
Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
Minute Books, including Board & Committee Minutes	Permanent
Annual Reports to Attorney General & Secretary of State	Permanent
Other Corporate Filings	Permanent
IRS Exemption Application (Form 1023 or 1024)	Permanent
IRS Exemption Determination Letter	Permanent
State Exemption Application (if applicable)	Permanent
State Exemption Determination Letter (if applicable)	Permanent
Licenses and Permits	Permanent
Employer Identification (EIN) Designation	Permanent
<b>Correspondence and Internal Memoranda</b>	
Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate.	
Hard copy correspondence and internal memoranda relating to routine matters with no lasting significance	Two years
Correspondence and internal memoranda important to the organization or having lasting significance	Permanent, subject to review
<b>Electronic Mail (E-mail) to or from the organization</b>	
Electronic mail (e-mails) relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate, but may be retained in hard copy form with the document to which they relate.	
E-mails considered important to the organization or of lasting significance should be printed and stored in a central repository .	Permanent, subject to review
E-mails not included in either of the above categories	12 months
<b>Electronically Stored Documents</b>	
Electronically stored documents (e.g., in pdf, text or other electronic format) comprising or relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document which they comprise or to which they relate, but may be retained in hard copy form (unless the electronic aspect is of significance).	
Electronically stored documents considered important to the organization or of lasting significance should be printed and stored in a central repository (unless	

the electronic aspect is of significance).	Permanent, subject to review
Electronically stored documents not included in either of the above categories	Two years
<b>Employment, Personnel and Pension</b>	
Personnel Records	10 yrs after employment ends
Employee contracts	10 yrs after termination
Retirement and pension records	Permanent
<b>Insurance</b>	
Property, D&O, Workers' Compensation and General Liability Insurance Policies	Permanent
Insurance Claims Records	Permanent
<b>Legal and Contracts</b>	
Contracts, related correspondence and other supporting documentation	10 yrs after termination
Legal correspondence	Permanent
<b>Management and Miscellaneous</b>	
Strategic Plans	7 years after expiration
Disaster Recovery Plan	7 years after replacement
Policies and Procedures Manual	Current version with revision history
<b>Property – Real, Personal and Intellectual</b>	
Property deeds and purchase/sale agreements	Permanent
Property Tax	Permanent
Real Property Leases	Permanent
Personal Property Leases	10 years after termination
Trademarks, Copyrights and Patents	Permanent
<b>Tax</b>	
Tax exemption documents & correspondence	Permanent
IRS Rulings	Permanent
Annual information returns – federal & state	Permanent
Tax returns	Permanent

\*Approved December 17<sup>th</sup> 2013

## NEW MEMBERSHIPS AND RENEWALS

1. Each new member will receive a personalized form letter of welcome from the President with a brief history of the Society and it's goals, etc. mailed with the Membership Card.
2. Each new member should have the opportunity to purchase the Dowser Starter Kit at cost (the four basic

instruments and instruction manual).

3. The month new members join ASD will become their anniversary date. Dues will be due one full year from that date. The anniversary month will be indicated on their membership card.

4. The first (1st) renewal reminder will be sent approximately one month prior to the member's anniversary month. A second (2nd) reminder will be mailed the month following their anniversary date. If dues are not paid at that time, prior to their name being removed from the file, an attrition survey will be sent to them.

5. Deleted Oct 5, 2007

6. A count of memberships each year from June 1st thru May 31st. The count will begin with the total number of life memberships at the June 1st date. This is necessary to continue to track an increase or decline in memberships.

## CHAPTERS

1. Local chapters need IRS Non-profit Tax Exempt Number 036010613.

\*3. Any funds received by ASD Headquarters from any inactive chapter, et al., as stated in the Constitution and By-Laws, Chapter VII, Section 5, Paragraph (a) of this Society directed by the Board of Trustees. In no event shall said funds be held for more than five years for said chapter. In the event the above chapter, et al., becomes reactivated, then above funds shall be returned to that chapter (less interest) upon written notification to ASD Headquarters of chapter reactivation and a written request by chapter officer/chair/leader for return of said chapter funds. - \*Approved 8/2/99

## \*CHAPTERS AND/OR REGIONAL SUBDIVISIONS

1. The executive powers of the Trustees shall include the authority to create regional divisions or branches and local Chapters of this Society, which subdivisions shall be subordinate to this Society and subject to its Articles of Association, Preamble and By-Laws. Each individual Member of such subdivisions shall be a Member of this Society subject to all its rules, regulations, and enactments. Each Chapter in a division or branch shall be a Chapter duly authorized by this Society. Only ASD national members can hold office or vote at the chapter level.

2. Formation.

(a) Eight (8) or more Members of this Society residing within a limited, designated area, may petition the Trustees limited, designated area, may petition the Trustees of this Society for a dispensation to organize a local Chapter. Three (3) duly organized Chapters within a limited, designated region, may petition the Trustees for a dispensation to establish a district or regional division or branch.

(b) The disposition made of such petitions shall always carefully consider the merits of each petition from the point of view of advancing the best interests of this Society as a whole.

(c) In the event any such petition shall be denied by the Trustees and the petitioners are dissatisfied with the action of the Trustees, said petitioners may, upon written notice to all Members, present their petition to a regular General Meeting of the Members of this Society for final disposition and

at such meeting a two-thirds (2/3) vote of all Members present and voting shall be required to override the action of the Trustees.

(d) Charter Approval – Name Change – The Board of Trustees shall be notified in writing of any proposed change in name and/or the Board shall approve or disapprove the proposed change(s). If approved, a new Charter for that Chapter will be issued, thereby negating that Chapter's former charter.

(e) Charter Approval - Newly Merged – If two or more chapters choose to merge they shall apply to the Board of Trustees to be chartered as a new chapter. The old chapters shall then be considered dissolved under their existing charters.

3. All Members of this Society residing within the territory of any subdivision thereof shall be eligible to Membership in that subdivision and no person shall be admitted to Membership in any subdivision until after his admission into this Society in the manner provided by its By-Laws, nor until the individual has paid the fees, dues, subscriptions and other financial obligations fixed by this Society. Any Member suspended or expelled, or in any other way losing Membership in this Society, shall thereupon cease to be a Member of any subdivision. (Note: non-members are classified as guests)

4. Each duly organized subdivision of this Society may make such By-Laws, rules and regulations for its own government as do not conflict with the Articles of Association, Preamble, and By-Laws of this Society or with its policies.

#### 5. Finance

(a) Funds received by any division, Chapter, branch or subdivision of this Society shall not accrue to the benefit of any individual Officer or Member thereof and in the event of the dissolution of any division, Chapter, branch or subdivision of this Society all funds in its hands shall promptly be transferred to the Headquarters of this Society after payment of its just debts.

(b) Chapter Funds. Chapters choosing to merge to form a new chapter shall keep any existing funds respectively separate until charter approval (by the Board of Trustees) of the newly merged chapter, and/or forward their funds to ASD in accordance with the Constitution and By-Laws of ASD, Chapter VII, Section 5, paragraph (a).

(c) Each, Chapter, shall, on the last day of the Calendar Year, submit to the President and Treasurer an Annual Report

6. As soon as they are substantial enough to do so, Chapters are advised to give serious consideration to Incorporation in the state of their domicile, as non-profit, educational and scientific institutions, and to apply to the Tax or Revenue Board of their state treasury department for fully tax exempt status, meaning that dues and contributions to them shall be tax deductible and the Chapters themselves shall be exempt from State taxes. Before filing their Articles of Incorporation in their home states, Chapters shall submit same to Headquarters of this Society for approval by Society Counsel and a committee of Trustees.

#### 7. Chapters and Divisions are created:

(a) for the benefit, use, and convenience of the Members of this Society,  
and

(b) for the promotion of the purposes, objectives, policies and ideals of this Society.

The Application for Chapter Charter shall include Chapter I through Chapter VII of the ASD By-Laws (as provided above) as well as the following information:

Petition To The Board of Trustees of *The American Society of Dowsers, Inc.*

The undersigned members in good standing of *The American Society of Dowsers, Inc.*

residing in the State(s) of \_\_\_\_\_, USA, respectively petition and apply for the privilege of informally organizing a local action group for the promotion of Dowsing under the auspices of The American Society of Dowsers, Inc., to be known as a CHAPTER of said Society, all in pursuance and in accordance with the By-Laws of said Society. It is proposed:

1. That the base of operations of the Chapter shall be located within: (area)
2. That the name of this Chapter be:
3. That the membership in this Chapter be limited to members in good standing of The American Society of Dowsers, Inc., who may desire to be affiliated therewith.
4. That special emphasis shall be placed on enlarging the membership and influence of The American Society of Dowsers, Inc. , and furthering the aims of the said Society.
5. That the territory of this Chapter be non-exclusive, placing no restrictions or limitations on the formation of other Chapters of the said Society within this territory.

The signers of this petition and applications pledge they will effectively organize and conduct a Chapter of The American Society of Dowsers, Inc. Judiciously subserve the policies, purposes and ideals of said Society, and not otherwise.

Following are the signatures, names and addresses of the Charter Members of the proposed Chapter: (eight signatures required)

Dated at \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Initial Contact Person:

Please print name and address: (Signature on second line) (total: eight signatures)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_

\* Added to manual by Board, 8/2/99

8. Sample of the Chapter Annual Report to be filled out and sent to ASD Headquarters by January 31<sup>st</sup> of the following year.

### CHAPTER ANNUAL REPORT

This statement is required by Chapter VII, Section 5c, of the By-Laws of THE AMERICAN SOCIETY OF DOWSERS, INC

CHAPTER NAME \_\_\_\_\_  
PRESIDENT  
Name \_\_\_\_\_  
Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**VICE PRESIDENT**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**TREASURER**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**SECRETARY**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**CONTACT PERSON**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**PERTINENT INFORMATION**

IRS Non-profit Tax Exempt # \_\_\_\_\_  
Meeting place  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Officers: How many years an ASD member. P \_\_\_\_ VP \_\_\_\_ S \_\_\_\_ T \_\_\_\_  
Number of members \_\_\_\_\_  
Number of guests \_\_\_\_\_  
Frequency of meetings: monthly \_\_\_\_ bi-monthly \_\_\_\_ other \_\_\_\_  
Fee structure: for members \_\_\_\_\_ guests \_\_\_\_\_  
Do your meetings generally consist of: speaker \_\_\_\_ dowsing activities \_\_\_\_ videos or  
dvds \_\_\_\_ other \_\_\_\_  
Do you pay your speakers? \_\_\_\_ how much? \_\_\_\_\_ by donation? \_\_\_\_\_  
Do you actively pursue membership, guests? \_\_\_\_\_  
Do you advertise your meetings? \_\_\_\_ radio \_\_\_\_ newspaper \_\_\_\_ e-mail \_\_\_\_ snail  
Mail \_\_\_\_ other \_\_\_\_\_  
Do you have or sponsor any events other than your meetings? \_\_\_\_\_  
Do you rent your meeting place? \_\_\_\_ how much? \_\_\_\_\_  
Do you have your own logo? \_\_\_\_\_  
Do you sell chapter T-shirts, bumper stickers, etc? \_\_\_\_\_  
Do you sell dowsing tools? \_\_\_\_ kits? \_\_\_\_\_  
Do you maintain a chapter library for your members? \_\_\_\_\_  
Is your chapter located in an urban community? \_\_\_\_ rural area? \_\_\_\_ population of  
nearest town or city \_\_\_\_\_

**VOLUNTEER HOURS** \_\_\_\_\_

Volunteer hours are defined as any time used to plan meetings or other chapter work related activities.

**FINANCIAL INFORMATION**

ASD can in no way access chapter funds. The information is necessary for office use only and is required by Federal law. If this information is not given, ASD could lose our tax exempt status.

**STATEMENT OF CONDITION**

**ASSETS**

Cash in checking account.....\$ \_\_\_\_\_

Cash in savings account.....\$ \_\_\_\_\_

Cash in petty cash fund.....\$ \_\_\_\_\_

Approximate value of office supplies.....\$ \_\_\_\_\_

Other (please specify).....\$ \_\_\_\_\_

**TOTAL ASSETS**.....\$ \_\_\_\_\_

Debts owed.....\$ \_\_\_\_\_

Other bills (please specify).....\$ \_\_\_\_\_

**TOTAL LIABILITIES**.....\$ \_\_\_\_\_

**NET WORTH** (assets minus liabilities).....\$ \_\_\_\_\_ \*Approved to be added January

25<sup>th</sup> 2014

**ASD Monies**

1. ASD shall use a "double entry" bookkeeping system according to presently accepted accounting practices.
2. Two signatures (Operations Manager and authorized ASD office staff member) are required on all HQ account checks. Book Store account checks will require the signatures of the Operations Manager and the Book Store Manager. All checks written in an amount over seven hundred dollars (\$700.00) require the signature of the Treasurer in addition to the Operations Manager's signature (for HQ account checks) and the Treasurer's signature in addition to the signature of the Operations Manager or Book Store Manager (for book store account checks). In unusual cases involving "time constraints" and deadlines that makes mailing checks to the Treasurer for his/her signature inconvenient, the Operations Manager may request special approval by phone from the Treasurer for the second signature on a check over \$700.00 to be that of the authorized office staff member or Book Store Manager (depending on which account the check is drawn from) rather than that of the Treasurer. In this case, this approval is to be followed-up with written proof of the check and receipt being mailed to the Treasurer by the Operations Manager.
3. All non-allocated contributions (unspecified funds) shall be deposited into the ASD general funds.
4. Any individuals including Chairpersons and/or Advisors seeking monies from the ASD Treasury shall do so in writing, setting for purpose for which the funds are to be used and the amount of monies sought. If this request is for something other than a budget item, a written proposal shall then be voted on by the Board of Trustees, and, if approved, the funds will be made available.
5. All persons required to handle funds and to sign checks shall be bonded through ASD's insurance coverage.

## Specialty List

1) A “Register of Dowsing Specialists” shall be established for Dowzers verified in the following categories:

Water  
Personal Well Being  
Lost  
Ancient Wisdom/Spirituality  
Earth Energies

2) Members of the American Society of Dowzers may apply to be listed on one or more of the Specialty Lists by submitting three references to the Specialty List Committee attesting to their success in each of the categories they would like to be listed in.

4) The Specialty Lists shall be used exclusively by ASD for all requested referrals.

## COMMITTEES

\* A committee is a group of one or more persons elected or appointed to consider or take action on a specific matter.

## COMMITTEE TYPES

1. Standing Committee. Created by a specific provision in the By-laws or through adoption of a motion or resolution and responsible for a certain field or department or work which requires continuous service. The committee remains in existence permanently or for the life of the assembly which establishes it.

2. Special, Select or ad hoc Committee. Created to serve a particular purpose. It may be created to investigate a matter and report the facts, to prepare recommendations and resolutions to carry out the recommendations, or carry out an order of the assembly. The committee is temporary and automatically goes out of existence when its work is done and its report has been given.

3. Committee of the whole. Device by which the entire assembly can debate a main motion or amendment as often and as many times as they can obtain the floor.

## RECOMMENDED SIZE

1. Size should be determined by the task. In some cases it is possible or better to have one person rather than a committee to represent an area of standing. A committee for action should be small and have only members who favor the undertaking. A committee appointed to investigate the merits of a proposal often needs to be larger and should include representatives of various points of view.

2. Size is usually an uneven number to simplify establishing the presence of a quorum and avoiding much



of the possibility of indecisive (tie) votes.

## MEMBERS

1. Members are selected as provided in the By-Laws.
2. The President is an ex-officio member of all committees without vote.
3. The Executive Vice President may not represent a President in an ex-officio role as a committee member.
4. The maker of the motion to commit is often included among those appointed, particularly when that individual seems well informed about the matter with which the committee is concerned.

## CHAIRPERSON

1. Selection.
  - a. When a committee is appointed by the president the chairperson will be the first person named.  
\* Approved 4/20/96
  - b. When committee members are selected by a body other than the chair, that body has the right to designate a chairperson.
    - c. If no member is so named, the committee has the right to elect its own chairperson. In order to carry out this responsibility, the first-named member or the one receiving the highest member of votes calls the committee together and serves as temporary chairperson until the committee can choose its own chairperson.
2. Duties.
  - a. To see that all committee members, including the ex-officio members, are notified of the date, time, and place of every meeting.
  - b. To familiarize members with their exact duties and help them obtain information needed to accomplish the committee's purpose.
  - c. To plan committee meeting, open them on time, and conduct them in a businesslike but informal manner.
  - d. The chairperson is usually responsible for preparing and presenting the committee report.

## MEETINGS

1. If the chairperson neglects to call a meeting, any two members have the right to do so provided all members, including the ex-officio members are notified.
2. Unless the committee has agreed to some other arrangement, the chairperson or any two members may then call additional meetings.
3. A quorum, which is a majority of members of the committee, unless specified otherwise in the By-Laws or by the membership, must be present for all meetings.
4. Meetings are informal.
  - a. Every member is expected to participate, including the chairperson.
  - b. Motions need not be seconded.
  - c. Motions to limit or close debate are not allowed.

5. Any time after a matter has been settled but before the committee's final report is presented, a committee decision can readily be reconsidered, Provided a member who did not vote with the losing side (including absentees and those who did not vote) moves to reconsider the committee vote.

a. A two-thirds vote (2/3) is required for reconsideration unless all who originally voted on the winning side are present or have been notified that the reconsideration will be moved in which case only a majority vote is required.

b. There is no limit to the number of times a question can be reconsidered.

#### ATTENDANCE

1. Only members of a committee have the right to attend its meetings.
2. Others who request permission to express their views should be allowed an opportunity to be heard.
3. Also, knowledgeable members should be invited to bring needed information and advice.
4. All such visitors are expected to depart before the committee begins its deliberations and takes action.

#### RECORDS

A committee is not required to keep minutes of its meetings. The chairperson or elected Recorder should take notes, however, to enable the committee to continue its work in the next meeting and also to help in preparation of its report.

#### COMMITTEE REPORTS

1. Every committee, even one authorized by the membership to act in its name, must report to the body which created it.

a. The committee is not an entity unto itself.

b. Roberts Rules of Order Newly Revised (page 417) defines a report as 'an official statement, formally adopted within the reporting body, informing the assembly of action taken or recommended, or information obtained'.

2. The report can, ordinarily, contain only that information which is approved by a majority vote at a properly called meeting and at which a quorum is present.

a. However, if holding a meeting is completely impractical, the committee can report information and resolutions which have been agreed to by every member of the committee.

b. Also, if traveling distance is a problem and the committee was appointed with the expectation that its work would be done by correspondence, its report must be limited to what has been agreed to by a majority of its members.

3. A report may be signed by the chairperson with authorization from the committee or by all members who are in agreement with its contents. When signed by the chairperson alone, he must add Chairperson after his or her name.

4. The minority of any committee who do not agree with the report can prepare a separate report and request permission to present it.

a. Such presentation may or may not be heard and requires a majority vote.

b. The report is for information only. no action can be taken unless a motion is made to substitute it for the report of the committee.

## ANNUAL REPORTS

1. Annual reports have a twofold purpose:
  - a. to summarize, for present members, what the organization has accomplished during an administration; and
  - b. to record, for future members, what has gone on in the past.
2. Reports and related Procedure are indispensable as aids in assuring a smooth flow of continuing activity from one administration to the next. In an efficiently operated, Society, these are prepared by every officer and standing committee chairperson.
3. A good annual report is:
  - a. brief, clear, complete, selective; including only significant details, yet recording all relevant; organized; presented by topics, following a pattern of paragraphs arranged in terms of responsibilities, related to activities, etc; or
  - b. summarized in terms of a month by month calendar of responsibilities and related activities within each time period.
4. A report which is to be published should be printed exactly as it was presented, unless changes have been made by the membership in which case the printed copy should clearly indicate what the changes are.

## FILES

Copies of the final or annual report, Policy and Procedure guidelines, or anything else that would be considered the 'history' of a committee should be filled and available at ASD Headquarters.

## RECOMMENDED STANDING COMMITTEES

### 1. PERSONNEL COMMITTEE

- \* a. Shall include the President, Executive Vice President, Secretary, Treasurer and other persons at Presidential discretion, in cooperation with the OM.
- b. Duties usually include:
  - (1) Preparation of personnel practices and staff job descriptions.
  - (2) Establishment of salary ranges and qualifications for staff positions.
  - (3) Review of these policies and practices annually.
  - (4) Making recommendations to the Board of Trustees for changes in (1), (2) or (3) above.
  - (5) Making salary adjustments. \*\* Consideration is to be made yearly to adjust salaries in accordance with the Consumer Price Index (CPI) in consideration of personal performance.
  - \*\*\*(6) Providing the Operations Manager yearly evaluation by November or as soon thereafter as the CPI is published.
  - (7) Acting as the arbitrator in personnel disputes.

\*\* The above duties (1-5) to be performed on or before the day of the Annual Meeting.

\* Approved at Board Meeting, 4/8/98

\*\*Approved by Personnel Committee, 4/23/99

\*\*\*Approved at Board Meeting, 4/19/2000

## 2. NOMINATING COMMITTEE

Selection, purpose, function, and duties are provided in Chapter IX, Section 1 of the ASD Constitution and By-Laws.

## 3. BUILDING AND GROUNDS COMMITTEE

Responsible for:

- a. Looking after building and grounds.
- b. Long range planning for the acquisition, renovation, repair and maintenance of the Society's facilities.

## 4. FUND RAISING COMMITTEE

Responsible for organizing and directing fund raising activities for the Society.

## 5. SCIENTIFIC COMMITTEE

1. The Scientific Committee proposes concepts and procedures under scientific conditions, acts as a clearing house for procedures and approaches suggested by the membership and coordinate the dissemination of information.

2. The Scientific Committee would present to the Trustees the following:

- a. Recommend appropriate methods and overall framework for the study of dowsing, knowing that these recommendations would be updated as appropriate.
- b. Propose methods that would develop effective long-term studies to scientifically quantify, and thus enhance, dowsing skills.
- c. Propose methods to scientific researchers for controlled studies that would document verifiable targets, such as veins of water.
- d. Propose ways to create awareness in the academic community to study how dowsing works and develop instrumentation to measure the accuracy of dowsing.
- e. Propose approaches to measure the dowsing response up to and including its role in the personal evolvment of the dowser.

3. The Scientific Committee is a clearing house for scientific matters pertaining to developing effective procedures and programs to develop appropriate scientific studies of dowsing. The Scientific Advisor will offer reports and proposals to the Board of Trustees and the Membership.

## 6. EDUCATIONAL COMMITTEE

1. The Educational Committee proposes concepts and procedures in educational matters, acts as a clearing house for procedures and approaches suggested by the membership and coordinates the dissemination of information.

2. The Educational Committee would present to the Trustees the following:

- a. Recommend appropriate methods and overall framework for the teaching of

dowsing, knowing that these recommendations would be updated as appropriate.

b. Propose methods that would develop effective long-term attitudes by which to use the dowsing skill.

c. Propose methods for training beginners to learn to find immediately verifiable targets, such as veins of water.

d. Propose ways to create effective awareness of the many immediate, practical uses of dowsing beyond locating a vein of water.

e. Propose approaches for developing awareness of the more subtle uses of dowsing, up to and including its role in the personal involvement of the dowser.

3. The Education Committee is a clearing house for educational matters pertaining to the teaching and learning of dowsing and in developing appropriate and effective Procedures and programs. The Education Committee will offer reports and proposals to the Board of Trustees and the Membership.

## 7. ADVERTISING AND MARKETING COMMITTEE

1. The Advertising /Promotion Committee shall report to the Board of Trustees.

Their primary directive is to co-ordinate all of A.S.D.'s advertising and marketing programs.

The Committee will investigate and make recommendations directly to the Board as to where and when we should invest in advertising and marketing to attain our goals of increasing membership, gaining revenue, and serving our current membership. \*Approved January 28<sup>th</sup> 2014

### \* **WATER FOR HUMANITY FUND (WFHF)**

#### 1. General

- a. The Mission of the ASD Water For Humanity Fund (WFHF) is to empower others by funding the development of dug or drilled wells and other aspects of water resources and recovery in areas of critical need. Equally, our goal is to further the educational mission of the ASD by demonstrating and teaching the practicality of dowsing and to increase the credibility of this valuable art.
- b. The purpose of this Policy & Procedures statement is to provide a guideline for ensuring the continuity of managing the WFHF.

#### 2. Detailed Procedures

##### a. ASD Headquarters Responsibility

- (1)The WFHF is a subsidiary organization of the American Society of Dowsers, Inc.
- (2)The OM shall receive all monies related to the WFHF, such funds shall be immediately deposited to the WFHF account, and a copy of each check and cash accounting record (including names and mailing addresses for each donation) shall be forwarded to the WFHF Treasurer.

##### b. Committee

- (1) The WFHF Committee shall consist of:

- (a) Two current ASD Trustees (selected by the Trustees)
- (b) One current ASD Convention Committee Member (selected by the Convention Committee)
- (c) Six ASD Members-At-Large and, when an opening occurs in the current configuration of the WFHF Committee in this area, the Committee may advertise for applicants in the Digest and/or the WFH E-newsletter, inviting members to apply to fill the position. Each applicant must submit a letter explaining his/her vision for the Committee, what talent(s) s/he can bring, and what project(s) s/he may wish to pursue while on the Committee. These letters shall be retained to form a resource for future selection of Members-at-Large. The remaining members of the WFHF Committee shall review the applications on file and select by vote the person they consider best qualified to fill the empty position.
- (d) The Committee may appoint non-voting Advisors as deemed necessary and they may attend WFHF Committee meetings.

### 3. Committee Responsibilities

- a. The President shall appoint a Chairperson. The Committee shall elect a Secretary and Treasurer. This group of people shall be known as the WFHF Executive Committee.
- b. This Committee shall meet as a body in person at the ASD Annual Convention. The fall and spring meetings shall take place either at the ASD Headquarters in Danville, VT or by teleconference. All other communications will take place by phone, mail, and or e-mail. The WFHF Executive Committee shall have the option to call other meetings as necessary.
- c. The Committee is responsible for making decisions regarding the disbursement of non-restricted funds and the timing of disbursement of restricted funds.
- d. Members on the WFHF Committee may form and maintain a sub-committee for the purpose of grant writing. This sub-committee shall include the Secretary or his/her designee and coordinate potential grants with the WFHF Treasurer (for reporting requirements.) This sub-committee will coordinate its activities with those of the ASD Grant Writing Committee.

### 4. Committee Chairperson Responsibilities

- a. Assemble the Committee either in person or by teleconference, conduct meetings, and assign a Raffle Chairperson from the ASD membership who is willing to coordinate with the Annual Convention Committee.
- b. The Chairperson, or his/her representative, shall present the Committee's Annual Report at the Annual Convention; this Annual Report will then be reported to the general membership by publishing it in the Digest.
- c. On an annual basis, the Chairperson should consider presenting awards in the following categories:
  - (1) To the ASD member, foreign or domestic, whose contribution and support best represent the spirit of the WFHF.
  - (2) To the ASD Chapter whose contribution and support best represent the spirit of the WFHF.
  - (3) To the non-profit organization, foundation, non-ASD individual, church or civic group whose contribution and support best represents the spirit of the WFHF.
  - (4) To the corporation whose contribution and support best represents the spirit of the WFHF.

### 5. Committee Secretary's Responsibilities

- a. Prepares and distributes the Agenda for each meeting.
- b. Records minutes at each meeting and distributes copies to all Committee members for review.
- c. Handles correspondence and responds to all requests for grant application materials.

- d. Receives all proposals, and copies, distributes or forwards them as needed to all Committee members.
  - e. Copies and distributes to all Committee members any final project reports or relevant correspondence.
  - f. Updates records of correspondence and the WFHF history timeline.
  - g. Prepares the WFHF Annual Report for the Chairperson's oral presentation at the Annual Convention and for publication; this is in conjunction with the Treasurer's report.
  - h. Prepares updates on WFHF activities for periodic publication for the benefit of the general membership.
  - i. Participates in the Committee's grant writing activities.
  - j. Participates, in person or through his/her representative, in the WFHF portion of the ASD web page design and keeps the web page information up-to-date.
  - k. Maintains the WFHF brochure, letterhead, and all working documents.
6. Committee Treasurer's Responsibilities
- a. Receives records of all monies (including names and mailing addresses for each donation) from the ASD office.
  - b. Keeps appropriate financial records.
  - c. Writes thank you notes and written acknowledgement of monetary donations suitable for use as income tax deductions.
  - d. Prepares the WFHF financial statement for inclusion in the WFHF Committee's Annual Report for presentation at the Annual Meeting and for publication in one of the ASD's official periodicals; this is in conjunction with the WFHF Secretary's report.
  - e. Gives financial reports to the Committee at all three of the required meetings during each calendar year.
  - f. Updates the "Levels of Support" document for annual publication recognizing contributors in different categories and for advising the Chairperson on donor awards.
7. Raffle
- a. To be held during the annual ASD convention utilizing donated gifts as prizes.
  - b. Should any ASD Conference choose to hold a Raffle or other fund-raising event, where it is not prohibited by law, for the benefit of the WFHF, the proceeds from the Raffle or other fund-raising event shall be sent to the OM as soon as possible after the end of that Conference or event. Recognition of the effort shall be announced at the Annual Meeting.
8. Raffle Chairperson's responsibilities
- a. Organize and promote the WFHF raffle held at the Annual ASD convention.
  - b. Solicit volunteers, and coordinate volunteers to solicit prizes for daily raffles. Lists are to be kept of all prizes collected with each donor's name. A master list of donors' names will be made available at the raffle table.
  - c. Be responsible for collecting and "holding" all prizes until the raffle.
  - d. Submit regular reports to all WFHF Committee members regarding the status of all raffle activities.
  - e. Coordinate volunteers to sell raffle tickets at the Annual Convention.
  - f. Be responsible for sorting prizes for daily raffles. All collected prizes are to be divided and assembled prior to each evening raffle.
  - g. Be responsible for coordinating the overall functioning of the evening raffle, including necessary volunteers to take charge of the drawings.
  - h. All proceeds shall be presented to the OM for deposit in the WFHF account in a timely fashion.
  - i. Supply donors with a written acknowledgement of the receipt of the raffle prize donation.

## 9. Funds

- a. Non-Restricted Funds are defined as monies donated, granted, or bequeathed to the WFHF for those beneficial purposes as deemed appropriate by Committee.
- b. Restricted Funds are defined as monies donated, granted or bequeathed to the WFHF for specific purposes as designated by the donor.
- c. Management of Funds
  - (1) All monies received for the WFHF shall be placed in an interest bearing savings and/or checking account separate from any non-WFHF accounts.
  - (2) An accurate record must be maintained at ASD Headquarters, and by the WFHF Treasurer, of:
    - (a) Donor's name and mailing address.
    - (b) Donor's specified intent for any personal acknowledgment.
    - (c) Donor's specified intent of any donation, bequest, gift, etc.
    - (d) Amount and/or description of contribution.
    - (e) Date that contribution was received.
    - (f) Recipients name and check number.
    - (g) Date and amount of transaction; reason for transaction.
  - (3) No donation to the WFHF may contain restrictions that limit, in any manner, the ability of the WFHF Committee to disburse any other available funds obtained from any other source.

## 10. Awarding of Grants

- a. Each project is to be assessed individually
- b. Recipient's Project Qualification
  - (1) Project must be located in a developing country, or an area of need.
- c. Recipient's Responsibility
  - (1) Provide a detailed project proposal including maps and other confirming documents.
  - (2) Acknowledge the receipt of any funds to the Secretary of the Committee within 30 calendar days of receipt.
  - (3) Manage the funds and conduct the project in good faith, according to WFHF guidelines, and submit a project completion report in a timely fashion.
  - (4) A field liaison may serve as a representative between the WFH Committee and the recipient organization.

## PRESENT ASD COMMITTEES AND/OR ADVISORS

### 1. Appointed by the President.

- a. Convention Committee Chairperson
- b. Dowsing School Directors, Basic and Expanded
- c. Dowsing of the Year and Register of Recognition Committee (s) of three (3) members, not necessarily Trustees
- d. Galen O Hutchison Scholarship Committee
- e. Membership Committee
- f. Scientific Affairs Committee
- g. Building and Grounds Committee
- h. Fund Raising Committee
- i. Scientific Committee
- j. Education Committee



- k. Advertising and Marketing Committee
- 2. Deleted 1/15/14
- 3. Appointed by the Regional Coordinator and President  
Nominating Committee of seven (7) ASD members who are not Trustees.
- 4. Appointed at the Annual Membership Meeting  
Auditing Committee of at least three (3) ASD members.
- 5. Other Committees

## FEES

### \*1. Regional Conferences

a. All regional conferences shall give ASD \$2.00 per registered attendee, paying or not paying. Payment to ASD should be accompanied by a full registration list, within 45 days of the end of the conference. This is to be effective January 1, 2008.

\* Approved 10/2/2007

\*2. Sanctioned/sponsored Events - Approved events shall encompass all events such as regional conferences and workshops for which ASD provides one or more of the following services;

a. Service A

1. A listing of the event will be placed in *The Dowsers Network* and/or the Quarterly Digest under ASD Schedule of Upcoming Events.

Approval Authority: Operations Manager

Charge: None

b. Service B (For events such as conferences)

1. Use of the Society name in conjunction with a particular event is authorized.

Approval Authority: ASD Board

Charge: As in Fees #1 above.

2. Certificate of insurance, if available, will be provided upon request when the event is authorized as above

Approval Authority: Operations Manager

Charge: Cost of insurance, if any.

c. Service C (For events such as weekend, pre and post convention workshops.)

1. A one-half to one-page description of the event including a registration form will be placed in one or two issues of *The Dowsers Network*. The registration form will provide for the entry of attendee information and list the fees.

3. The ASD staff may receive the payment of fees and, as required, arrange for refreshments; i.e. lunch.

4. ASD Dowsers Hall or a nearby facility may be provided for the event.

Approval Authority: Operations Manager

Charge: 25% of gross profit plus cost of nearby facility, if required.

Services will be requested in writing, and approval or disapproval stated in writing.

\* Approved 7/28/97

#### NOMINATING COMMITTEE GUIDELINES (approved 2/29/04)

Procedures to be used in the selection of Nominating Committee members and their duties are included in the ASD By-Laws (see Chapter IX Elections). The following information, clarifications, options, guidance should also be used. (note: as of date of approval 2-29-04, an accompanying By-Law change was pending)

#### PART I

##### NOMINATING COMMITTEE SELECTION

C. The By-Laws provide for a seven (7) member nominating committee, made up of ASD members in good standing, to nominate candidates to run for the Board of Trustees.

D. While serving on the Nominating Committee, a member may be eligible for election to the Board of Trustees.

E. Members of the Nominating Committee are to be familiar with their duties and responsibilities, as well as the duties, responsibilities, obligations, etc. of ASD Trustees and Officers. The ASD Operations Manager, will provide committee members with a current copy of the ASD By-laws, and the Policy and Procedures Manual. The relevant parts (at least the Nomination section) may be separately copied or highlighted for the convenience of the members.

F. Trustees and elected Officers shall not serve on the Nominating Committee, but may confer individually and/or collectively with any or all of the members of said committee. (By-Laws, Chap IX, Sec.4)

## PART II NOMINATION PROCESS

The Nominating Committee shall use these guidelines, relevant By-Laws and the ASD Policy and Procedures Manual, in their selection of a suitable and qualified slate of candidates for presentation to and use by the General Membership in the Trustee election process.

The Nominating Committee shall select candidates from eligible ASD members, whose names, accompanied by reasons for the recommendation have been presented to the Committee in writing. (see *Solicitation Letter*)

- A. The Nominating Committee shall recommend at least ten (10) eligible and well qualified candidates for consideration. The slate of candidates should, if possible, contain the names of nominees from each of the Society's six (6) Regions, to insure proper representation for all members.
- B. All Committee deliberations, findings, conclusions are confidential and the names of those selected for nomination shall not to be made until the list of candidates is conveyed to Office Manager

The Nominating Committee shall evaluate the qualifications, past and more recent contributions, and future potential of prospective candidates and seated Trustees who have stated in writing they wish to be considered for nomination. Nominees should be examined, in part, as to the amount of time and energy spent, and their active involvement in advancing dowsing, the Society and its members. This should include chapter, regional and national levels, through committee work, task force activities, lectures, workshops, as well as news media, writing articles published in the *Digest*, and the *Dowsers Network*.

The Chairperson, and members of the Nominating Committee have a reasonable measure of freedom and latitude in establishing the internal Procedures that they will use in selecting a slate of qualified nominees for election to the Board of Trustees

In its quest for well qualified candidates, the Nominating Committee shall use all the practical tools and methodologies at its disposal. For example, interview prospective candidates and interested Trustees via telephone, email or in person. Consult other ASD members who are well acquainted with a candidate, to get their views and opinions, and dowsing the candidate's suitability on a variety of pertinent issues. Consider having a list of interview questions to be asked of all prospective candidates. To further assist the Committee, the *Prospective Trustee Questionnaire* is to be completed by each nominee, signed and returned to the Committee, by a stated time.

Note:

1. A good dowser or a good presenter does not necessarily make a good Trustee.
2. Nomination of a seated Trustee is not automatic - it is based on their significant contributions to ASD, its leadership and its members, as well as the demonstrated ability and willingness to serve as a working member of the board

## PART III

### RECOMMENDED INTERNAL PROCEDURES / TIME REFERENCE GUIDELINES

1. Within thirty (30) days of being appointed to the Committee, members will elect a Chairperson.
  2. The ASD Operations Manager will issue each Committee member a current copy of the ASD By-Laws, Policy and Procedures Manual, within one week of Committee selection. The Chairperson will request that each member become familiar with, and understand, the contents of these documents that are crucial to their duties and responsibilities.
- B. No later than three months prior to nominations being due, the Committee will begin a campaign to alert all members of the Society that the Nominating Committee is soliciting nominations for Trustees from their

respective chapters and regions. The Committee Chairperson will coordinate with the ASD Operations Manager, the ASD National Chapter Secretary, the Editors of both the *Digest* and *The Dowsers Network*, etc. as appropriate, to insure the message gets publicized at all levels of the Society, including chapters.

- C. A *Solicitation Letter for Nominees for Election to the Board of Trustees* shall be sent to all Trustees, Regional-Coordinators and Chapter Presidents with a request for nominations from qualified ASD members. It is expected that the Solicitation Letter will be distributed widely to qualified members.
- D. Upon receipt of nominations for Trustee from an ASD member, the Committee Chairperson shall forward that data to all members of the Committee, and send each nominee, including interested Trustees, a *Nominee Congratulations Letter*, and a *Prospective Trustee Questionnaire*. The Nominee will be directed to complete, sign, and return the questionnaire to the Chairperson, by a specified date (approximately three (3) weeks).
- E. The Chairperson will forward to Committee Members copies of all correspondence, completed questionnaires, together with any other compiled data relevant to nominees, special instructions, suggestions, and guidelines, triggering the evaluation process.
- F. Committee members shall, as a group, using ASD Policy and Procedures, guidelines and tools such as form letters, selection criteria, measurement devices, review and evaluate the qualifications and potentials of each candidate. Members may use mail, email, telephone, and private meetings during Regional Conferences etc. At least 14 weeks before ballot distribution, there shall be a proposed slate of nominees for review by the whole Committee.
- G. The Committee shall, approximately 13 weeks prior to ballot distribution, end its deliberations, and prepare a finalized slate of Candidates for the Board of Trustees.
- H. The Chairperson of the Nominating Committee shall, at least 11 weeks before ballot distribution, notify each candidate, in writing - this may be by email, fax or postal mail, and inform them of their acceptance or rejection as nominees. At the same time a biographical sketch shall be requested from all accepted nominees. The Committee Chairperson shall receive that sketch at least 8 weeks prior to ballot distribution
- I. The Chairman of the Nominating Committee shall, at least 45 days prior to ballot distribution, present the slate of candidates, in writing, to the Secretary of the Board of Trustees who shall immediately present a copy of the list to the Operations Manager.
- J. The Nominating Committee shall review, edit and approve each candidates biographical profile.
- K. The Office Manager shall include candidate profiles in the ballot and information sent to each member The ballot shall be mailed by first class mail, at least 60 days prior to the election date. Ballots are to be received by ASD by election deadline. Elected trustees shall be notified by phone if possible, and, in writing at least six (6) weeks prior to the Annual Meeting.
- L. It is suggested that election results be posted on the ASD website after notification of all candidates has been attempted.

*FORMS (may be sent by the most reasonable and convenient manner)*

*To further assist the committee the following letters and questionnaires are provided.*

- 1 *Solicitation Letter for Nominees for Election to the Board of Trustees*
- 2 *Criteria for Nominees - chart*
- 3 *Nominee Congratulation Letter*
- 4 *Prospective Trustees Questionnaire*

SOLICITATION LETTER for Nominees for Election to the Board of Trustees

4. The Nominating Committee of American Society of Dowsers invites chapters and members to submit the names of members in good standing that they consider highly qualified candidates to become members of the Board of Trustees.
5. The following requirements, qualities and criteria, are deemed important in the consideration of a member for the Board of Trustees:
  - a. at least 18 years of age
  - b. a U. S. citizen
  - c. a thorough understanding of the basic concepts of dowsing
  - d. a history of active involvement at chapter and higher organizational levels promoting the cause of dowsing
  - e. a reasonable, logical, practical and open mind
  - f. able to bring in special skills, knowledge, aptitudes e.g., finance, marketing, management, computer science, engineering, etc.
  - g. ability to grasp the challenges confronting ASD, and to make decisions effectively
  - h. ability to work efficiently and harmoniously with others in a group setting
  - i. has the time, energy and financial resources to attend all Trustee Meetings, ? [Note: There have previously been two (2) meetings at the Annual Conference, one before the Conference, one after the Annual Meeting, and at least 2-3 other meetings during each year. These meetings may be anywhere in the country. For example for 2003-2004, meetings were held in Vermont, Arizona, and Washington state. Recently, to get the business of the Board accomplished and to reduce the expense and time of travel for Trustees, some meetings have been teleconferences]
6. The recommendation must be in writing, citing the reasons for the nomination, and containing a statement that the nominee has expressed a willingness to serve. People may not nominate themselves. Please provide their name, address, email, phone(s) and fax. Note: a copy of the *Prospective Trustee Questionnaire* is located at the ASD web site: [www.dowsers.com](http://www.dowsers.com)

Please send information on your nomination for Trustee as soon as possible, to be received by (date) \_\_\_\_\_  
to: (name) \_\_\_\_\_

Chairperson, Nominating Committee

(address) \_\_\_\_\_

email: \_\_\_\_\_ fax \_\_\_\_\_

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For Members without email the following Post Card may be used to solicit nominations.  
**HELP CREATE THE FUTURE OF A.S.D.**

**Now is your opportunity to take a vital role in steering ASD into a bright future!**

Do you know a highly qualified member that you would like to nominate as a candidate for the  
 ASD Board of Trustees?

If so, we want to hear from you!

**The 2011 ASD Nominating Committee**

Candidates need to have the dedication to serve and the time, energy, and resources to attend all Trustee and Committee meetings - most all of which are held via teleconference. In-person attendance is required at the Annual Convention & may be requested at other times. Candidates must have access to email and be able to participate in monthly phone meetings.

Send your written recommendation citing your reasons for your nomination with a statement that your candidate has expressed a willingness to serve.

A copy of the letter listing the necessary qualifications, the prospective trustee questionnaire, and copies of our by-laws and the policy & procedure manual are found on [www.dowsters.org](http://www.dowsters.org) under Dowser Resources. Or feel free to call the ASD office at 802/684-3417 for a copy.

**Send your nominee's name, address, email, and phone number before September 28, 2010 to: 2011 Nominating Committee, ASD, 184 Brainerd St., P.O. Box 24, Danville, VT 05828**

#### CRITERIA FOR NOMINEES

	Question – This candidate...	A- Meets all criteria  76-100%	B – Meets most of the criteria  52-75%	C- Meets some of the criteria  26-50%	D – Meets little or none of the criteria  0-25%
1	Is a member in good standing of ASD				
2	Is knowledgeable about dowsing				
3	Is reasonable				
4	Is logical				
5	Is practical				
6	Is open minded				
7	Has a history of active involvement at chapter and higher organizational levels promoting the cause of dowsing				
8	Is able to bring in special skills, knowledge, aptitudes e.g., finance, marketing, management, computer science, engineering, etc.				
9	Has the ability to grasp the challenges confronting ASD and to make				

	decisions effectively				
10	Has the ability to work efficiently and harmoniously with others in a group setting				
11	Has the time, energy and financial resources to attend all Trustee Meetings				
12	(current trustee) Full Meetings attended in the current term e.g. #____of total # .				
13	(current trustee) # regional conferences attended in current term				
14	(current trustee) will contribute to and enhance leadership of ASD and its members				
15	(current trustee) has significantly contributed to and worked on committees for the benefit of ASD				

NAMES and phone numbers of references

1. \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_
2. \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_
3. \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Notes/discussion

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NOMINEE CONGRATULATIONS LETTER

FROM Chairperson, Nominating Committee to Nominee –

Date

Name

Address

SUBJECT: Nominee for ASD Trustee

Congratulations on having been nominated by (name)\_\_\_\_\_ as a candidate for American Society of Dowsers Board of Trustees, for the next two (2) year term

Thank you for your interest and stated willingness to serve in this vitally important office of the American Society of Dowsers and its members.

The Nominating Committee is currently reviewing your nomination. In the member's letter recommending you, we received some information about your qualifications. Please provide additional information in the attached PROSPECTIVE TRUSTEE QUESTIONNAIRE, sign it and return it to me by (date)\_\_\_\_\_.

Sincerely,

(name)\_\_\_\_\_

Chairperson, Nominating Committee

Address:

fax:

email:

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PROSPECTIVE TRUSTEE QUESTIONNAIRE  
(A copy of the Prospective Trustee Questionnaire is located  
at the ASD website [www.dowsers.org](http://www.dowsers.org) under Dowsers Resources)

(Current trustees see PART II)



PART I

NAME \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_ FAX \_\_\_\_\_  
ADDRESS \_\_\_\_\_

I am 18 years of age or older. Yes \_\_\_\_\_ No \_\_\_\_\_

U.S. CITIZEN (Nominees must be citizens of the U.S.A.) Yes \_\_\_\_\_ No \_\_\_\_\_

NOMINATED BY

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

*Please use additional sheets as necessary*

1. Number of years of active dowsing \_\_\_\_\_

2. Explain your knowledge of and practical experience in the field of dowsing  
\_\_\_\_\_

3. Explain why you want to become a Trustee of ASD \_\_\_\_\_  
\_\_\_\_\_

4. What makes you proud of what ASD is doing \_\_\_\_\_

5. Number of years as a member of ASD \_\_\_\_\_

6. Are you a member of an ASD Chapter Yes \_\_\_\_\_ No \_\_\_\_\_ If yes:  
Chapter name \_\_\_\_\_  
Positions held \_\_\_\_\_  
Chapter accomplishments in which you took part \_\_\_\_\_

7. If you do not belong to a chapter: What accomplishments or contributions have you made for the betterment of ASD and your community

8. Have you attended ASD-sponsored Regional Conferences Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, Where \_\_\_\_\_ When \_\_\_\_\_

9. Have you attended the ASD National Convention Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, When \_\_\_\_\_

10. Have you been a speaker at the National Convention and/or Regional Conferences  
Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Where \_\_\_\_\_ When \_\_\_\_\_  
What were your subjects \_\_\_\_\_

11. Have you ever held a national position with ASD (Such as appointment to national committee(s) like Auditing, Nominating, or Awards, etc, or Regional Coordinator.)  
\_\_\_\_\_

12. Have you received any awards from ASD Yes \_\_\_\_\_ No \_\_\_\_\_  
List, describe, the award(s) \_\_\_\_\_

13. Will you have both the time and financial resources to attend all of the Trustee meetings held each year Yes\_\_\_\_\_No \_\_\_\_\_

Note: There are a minimum of two meetings held at the Annual Convention that require physical attendance. One is before the Convention and one is after the Annual Meeting. Others are called as needed at Convention or at other sites anywhere in the country. Convention and travel expenses are not reimbursed by ASD. Most meetings are conducted by conference call. All phone charges are the responsibility of the trustee.

14. Will you have time to fulfill your responsibilities as a Trustee Yes\_\_\_\_\_No \_\_\_\_\_

15. List and briefly describe past positions, similar to that of ASD Trustee, that you have held (include approximate dates), and how those experiences prepare you for being an ASD Trustee \_\_\_\_\_

16. Explain how your interpersonal relationship skills and ability to work harmoniously with others in a group setting would benefit the Board of Trustees, ASD and its members  
\_\_\_\_\_

17. Explain how you can/will make a positive contribution to the leadership of the Society and its members \_\_\_\_\_

18. Explain what other supportive specialized knowledge, experience, expertise and aptitudes you offer in such areas such as management, finance, accounting, human resources, law, marketing, advertising, science, engineering, parliamentary procedures, etc.  
\_\_\_\_\_

19. What committees (for example Convention, Membership, Scientific Affairs, Building and Grounds, Fund Raising, etc.) would you consider being an active part of. Why  
\_\_\_\_\_

20. What By-Laws, Policies or Procedures should be changed, if any, and why  
\_\_\_\_\_

21. What about ASD would you change. Why \_\_\_\_\_

22. Provide, as a reference, at least one member of the current Board of Trustees familiar with you and your qualifications who we may call

Name \_\_\_\_\_

Phone number \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

23. Provide, as references, three (3) people who are not Trustees who we may call

Name \_\_\_\_\_

Phone number \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Phone number \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Phone number \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

Note: Being a Trustee is not just an honor, it is a large responsibility. The first meeting of a term is a working meeting. All trustees must have a strong working knowledge of the By-Laws, and the Policy and Practices Manual, and be able to knowledgably discuss items on the agenda. Some meetings are teleconferences or are held at a specific location with the possibility of additional persons attending by telephone. Trustees communicate as much as possible by email. All Trustees are expected to have email access and to attend all of the meetings.

## PART II

### FOR CURRENT TRUSTEES

Would you like to continue to serve as an ASD Trustee Yes \_\_\_\_\_ No \_\_\_\_\_

If your answer is Yes, please answer the following additional questions.

1. Briefly explain your contributions, accomplishments and actions taken during your current 4 year term, which enhanced the Board of Trustee Meetings, the Society, and the membership-at-large \_\_\_\_\_  
\_\_\_\_\_

2. Which committees have you actively served on during this the current term  
\_\_\_\_\_

3. How many Trustee meetings have you attended during your current tenure as a Trustee In person \_\_\_\_\_ Telephone conferences \_\_\_\_\_

4. How many National Conventions and Regional Conferences did you attend during your tenure as Trustee Where and When National \_\_\_\_\_ Regional \_\_\_\_\_

5. If re-elected, detail how you will contribute to and enhance the leadership of this Society and its members \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above information is true.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

*Please return this questionnaire and any additional requested information, to the Nominating Committee representative below no later than (date) \_\_\_\_\_*

Name (NC Rep.) \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Fax \_\_\_\_\_

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## APPENDIX

**BALLOT COMMENTS** – this should be on the ballot sheet, in an obvious place.

A ballot is valid if:

1. it is received by the due date
2. you are a member in good standing, of ASD, at the date of mailing ballots to members
3. The supplied return envelope is used
4. no more than 7 persons have been voted for
5. the votes are legible and understandable

Before you vote, be knowledgeable about the candidates, beyond the short piece of information provided on each candidate. Here's an opportunity to dowse for the candidates that will be significantly contributing members of the Board of Trustees and be effective in furthering dowsing and the goals and mission of the American Society of Dowsers.

Voters should ask and know about all candidates:

- 1 What has the nominee done for ASD?
- 2 What will the nominee, as a Trustee, actively do for ASD?
- 3 Voters should ask of all current trustees
  - How effectively have they worked with their fellow Trustees?
  - Did they attend and participate in Trustee meetings outside of those held at the Annual Convention How many in person? How many by telephone conference?

This information should be gathered in person, by phone and/or by email, not only by casual reference.

Time Path For ASD Nominations And Elections

ACTION	Timing/ actions Guideline	62 week time table- Example 2004 -2005
NOMINATING COMMITTEE		
Appoint Committee	(2 wks to elect chair)	62 -- mid April 04
Elect chairperson	Within 30 days of committee appointment	60 -- last wk April 04
Issue by-Laws and PPM to committee members	Within 1 week after committee appointed	58 – mid May 04
Start campaign to alert members, and solicit nominations	(3 months to nominations due)	48 – 2 or 3 wk July
Nominating letters due to (whom) by (when)		36 – 2 <sup>nd</sup> wk Oct 04
Cover letter and questionnaire to all potential candidates	+3 wks to return	34 – 3 <sup>rd</sup> wk Oct 04
Bios due to Chair		31 – 2 <sup>nd</sup> wk Nov 04
Proposed slate of nominees for whole committee review by	(14 wks before ballot distribution)	31
Prepare final slate of candidates for trustees Committee review and give slate to B of T	(2 wks) (13 wks before ballot distribution)	30 -- 3 <sup>rd</sup> wk Nov 04
Chair will notify candidates in writing re: yes/no on candidate list; and request bio of all candidates for ballot Need word limit? 200 words?	(3 wks) (11 wks before ballot distribution)	27-- 2 <sup>nd</sup> wk Dec 04
	Early arrangements for printing, mailing	

Bio sketch due to chair by	8 weeks before ballot distribution	24 – mid Dec 04
Chair presents candidates to B of T Exec Sec, then Exec Sec send copy to OM	45 days before ballot distribution	23 – 1 <sup>st</sup> full wk Jan 05
OM prepare bio sketch of nominees for ballot and info to members Design ballot, set up for printing/ mailing		
Mail ballots to members (distribution) by	60 days prior to election	17 – mid Feb. 05
Ballots/Votes due to ASD by		9 -- last week April 05
ELECTION	ELECTION	9
	Notify by phone, if possible, those not elected, then...	7 – late April 05
Notify elected trustees in writing – with proof of delivery	Phone and send written notification of election to Trustees elect	7
	All communications to the outgoing Board are now also sent to all members of the B of T Elect	
	Last meeting of outgoing Board	7
	Incoming Board Elect holds meeting to choose Executive Officers	7
	Select committee assignments	
Keep ballots 90 days max, to allow for challenges	+ 30 days	
Destroy ballots after 90 days with out a challenge	After 30 days	
ANNUAL MEETING and 1 <sup>st</sup> Trustee meeting of new term	ANNUAL MTG and first B of T meeting of new term	1 – June 05
ACTION	timing/ actions guideline	62 week time table-- example 2004-2005

## THE ANNUAL CONVENTION

1. Deleted 1/15/14
2. Recommendations:
  - a. Establish a permanent Convention Committee.
  - b. Establish a trustee Committee to resolve problems over which the chairperson has no authority (non-budgeted needs i.e. unforeseen purchase or repair).
  - c. Preferably select a chairperson who lives in the vicinity of the convention site (NH or VT).
3. The Convention Committee is responsible for the mental planning and physical implementation of running the Convention. Headquarters staff needs to be as un-incumbered as possible during the Convention in order to deal with increased office convention workload.
4. Responsibilities of ASD Headquarters
  - a. Set day for Annual Membership Meeting.
    - (1) Make all arrangements for the Membership Meeting (i.e. Trustee seating, podium seating, tape recorder, gavel, the taking of minutes in election years, etc.)
    - (2) Provide necessary written materials (i.e. reports, financial statements, copies of the By-laws, etc.) at the door.
    - (3) Provide for checking Membership Cards at the door.
  - b. Provide meeting place, if needed, for Convention Committee.
  - c. Arrange for proper contracts with the chosen convention site and get necessary signatures. (April 5, 1995 Trustee Minutes)
  - d. Arrange for:
    - (1) Public Buildings
    - (2) Reserve Workshop/School times
    - (3) Two (2) Trustee Meetings
      - (a) Prepare agenda packets, except committee reports
      - (b) Prepare for room set ups, audio equipment, food, etc.
    - (4) Registration Table
  - e. Copy form letters required. NO ADDRESSING OR MAILING.
  - f. Obtain Convention Brochure and mail before April 1st.
  - g. Pre-register Workshops, Schools and Convention.
    - h. Prepare for the awards presentations with the appropriate committee or committees.
5. Responsibilities of the Convention Committee and Headquarters (HQ)
  - a. Planning and publication of all brochures, programs, etc. via HQ
    - (1) Brochure to printer by April 1st (HQ)
    - (2) Program to printer by July 1st (HQ)
  - b. Recruit volunteers with back-ups for emergencies
  - c. Confirm all speakers and others for workshops, seminars, evening presentations, etc.
  - d. Have someone available at Headquarters at all times during the Convention to take care of speaker needs and changes.

## ANNUAL CONVENTION GUIDELINES

1. The Convention is for the benefit of the membership, not an individual's personal agenda.
2. The Convention shall conform to:



- a. The Vermont State Charter
  - b. The American Society of Dowsters, Inc. By-laws
  - c. The Policy and Procedures Manual
  - d. Vermont State Laws
3. The President of the Board of Trustees shall appoint a Convention Chairperson (CC) as soon as possible after the General Membership Meeting.
  4. The CC in conjunction with the President and the Operations Manager (OM) appoints a Program Chairperson.
  5. The CC appoints other committee chairpersons.
    - a. Hospitality
    - b. Entertainment
    - c. Decoration
    - d. Volunteer
    - e. Refreshment Coordinator
    - f. Information Coordinator
    - g. Water for Humanities (Raffle Committee). This is a somewhat permanent position and will probably not be newly appointed each year.
    - h. Registration
    - i. Publicity
  6. Equipment and Taping Chairperson shall be appointed by the Operations Manager and the Taping Contractor.
  7. The CC shall consult with the OM throughout the year.
    - a. The CC shall submit a written report in addition to oral reports at least once a month until February.
    - b. Written semi-monthly reports shall be given through February and March.
    - c. After that, until the Convention starts, weekly reports shall be submitted.
    - d. Any emergency shall be reported immediately.

#### CONVENTION CHAIRPERSON (CC) RESPONSIBILITY

1. The CC and the committee chairpersons shall construct a schedule with deadlines for each activity.
  - a. The schedule shall be submitted to the OM to be incorporated into the Calendar of Events.
  - b. It is the CC's responsibility to see that deadlines are met.
2. The CC and the committee chairpersons with input from the OM shall submit a budget to the Boards of Trustees for approval at the mid-winter Trustee Meeting. The Budget shall be within the confines of the ASD budgeted amount.
3. The CC shall have regular meetings with the convention committee. It is suggested monthly but may need to be more often as the Convention plans advance.
4. The CC with the OM selects the site of the Convention. Such site must be approved by the Board of Trustees. (See Responsibilities of ASD Headquarters "C.")

5. The CC consults with the Program Chairperson to select speakers, including the main speaker. It is courteous and wise to consult with the President when considering a main speaker.
6. The CC works with the Registration Chairperson to:
  - a. Order ribbons
  - b. Stuff envelopes
  - c. Assemble ribbons, programs and information for registrant.
7. The CC and committee chairpersons plan the program schedule of events and submits such schedule to the OM according to the Calendar of Events.
8. The CC opens the Convention, "Thanks" the Committees, and introduces the President for opening remarks. The meeting is then turned over to the Program Chairperson for "Introduction of Speakers".
9. The CC acts as the CEO of the Convention and all committees. The CC has to be familiar with every phase of the Convention and every other chairperson's responsibilities.
10. The CC keeps the peace.

#### PROGRAM CHAIRPERSON RESPONSIBILITIES

1. Selects convention speakers, including the main speaker. The main speaker should be selected after consultation with the CC, the President, and the OM.
2. Plans the speaker program, time, days, taking into consideration that if the speaker is a trustee, that time must be scheduled when there is no trustee meeting. In new election years consider nominees that may be elected to the Board of Trustees.
3. Sends Headquarters provided "Speaker Applications" in accordance with the Calendar of Events.
4. Replies to Applicants are to be sent according to the Calendar of Events. Speakers need to know as soon as possible if they are expected to speak so they can make their plans.
5. The CC and Program Chairperson make a "draft copy" of the Convention Brochure to submit to the OM for final editing prior to the deadline.
- \* 6. Provides evaluation forms, collects evaluation forms, and evaluates them. This pertains to workshops, seminars and evening presentations. In addition, it also pertains to vendors so that convention attendees will have the opportunity to express their viewpoints on the products and services being offered. Results are given to Headquarters and the forms sent to the appropriate presenter and vendor.

\*Approved at Board Meeting, 4/8/98

## HOSPITALITY CHAIRPERSON

1. Works with Refreshment Coordinator, Entertainment Chairperson, Decoration Chairperson, Volunteer Coordinator and the site representative.
2. Is responsible for Hosts to greet and welcome Convention attendees. Hosts should know all the information needed or know where can be found (i.e. name of person, trustee, or place).
3. Receptions and any post-convention party
  - a. Hosting
  - b. Ordering, preparation, clean up, etc.
  - c. Trash removal
4. Photographer
5. Use of truck and services with enough man power to move large, bulky, heavy objects.

## ENTERTAINMENT CHAIRPERSON

Provides the evening entertainment or any entertainment that does not interfere with the scheduled convention program.

## DECORATION CHAIRPERSON

1. Decorates Hospitality Room, College Halls as permitted by the college, presentation platform, and any other areas deemed necessary.
2. Works with the Hospitality Chairperson, Entertainment Chairperson, Refreshment Coordinator, and Volunteer Coordinator.

## VOLUNTEER COORDINATOR

1. Provides volunteers for hosts, shuttle, "gofers", help with attendee luggage, and any other tasks as needed.
2. Coordinates schedule for volunteers. Checks to be sure that volunteers are "on the job".

## REFRESHMENT COORDINATOR

1. Provides refreshments for all non-college activities
2. Decides
  - a. Type of food.
  - b. Best place to buy.
  - c. Where to serve.

3. Works with volunteer Coordinator if help is needed to serve or clean up.

#### INFORMATION COORDINATOR

Provides information for local sights, trips, restaurants, and other places of interest.

#### WATER FOR HUMANITIES CHAIRPERSON (RAFFLE COMMITTEE)

1. In charge of all publicity concerning the Water for Humanities Fund.
2. Sells raffle tickets.
3. Obtains raffle prizes
4. Oversees the raffle.
5. Takes charge of raffle funds.

#### REGISTRATION CHAIRPERSON

1. Works with Headquarters to coordinate “WHO, WHAT, and WHERE”.
2. Works on Registration Desk
3. Provides registrants with information envelopes not provided by the college.

#### PUBLICITY CHAIRPERSON

1. Prepares all news releases.
2. Deals with news media before, during, and after the Convention.

#### EQUIPMENT AND TAPING CHAIRPERSON

1. Determines speaker equipment needs (projectors, screens, chalkboards, chalk, extension cords, projector tables, etc.).
2. Works with college to coordinate equipment.
3. Works with Taping Contractor concerning tapes, recording equipment, where when, who, and how.

In the final analysis the Convention is an ASD activity. It, therefore, falls under the direction of the Operations Manager.

\* A PROCEDURE FOR SUBMISSION OF PROPOSALS  
FOR PRE-CONVENTION SCHOOLS

Individuals wishing to offer a Pre-convention School can submit an outline for consideration at least four (4) month in advance. The outline is expected to contain:

1. A biography of the presenter.
2. A syllabus of material to be covered, specifying lecture or workshop presentation.
3. A request for teaching aids and/or space requirements.
4. If desired, a request for a retail table at the convention.
5. The number of days needed to present the material.
6. Applications are to be mailed to: The Operations Manager, ASD Headquarters, Danville, Vermont.

Information for Presenters at Pre-Convention Schools

- A. The opinions expressed by the presenter, are not necessarily those of the management.
- B. "Healing will not be performed" in a public forum in the State of Vermont.
- C. Teachers will prepare all handout materials in advance. These costs will be defrayed by an appropriate lab fee for the class. The costs are to be delivered to the Operations Manager in time for publication of convention fees.

The ASD Director of Schools shall submit a proposed budget for the next years schools, prior to the submission of the convention budget.

\* Approved 11/8/95

SEED MONEY FOR REGIONAL CONFERENCES

1. Seed Money may be provided by ASD for ASD approved conferences. Requests for seed money are to be made in writing less than twelve months before the first scheduled day of the conference. The request is to be signed by the President (s) of the Chapter(s) presenting the conference. At a minimum each request will:

- \* Identify specifically what the money is to be used for.
- \* State that the money will be repaid in full no later than ninety days after the last day of the conference.

2. If the request is for \$1,500 or less it will be reviewed by the Operations Manager, Treasurer and President. The Operations Manager and Treasurer will make their recommendations to the

President who will approve or disapprove the request. If the request is for more than \$1,500.00, it will be presented at a regular Board meeting for approval or disapproval.

Approved 11/6/96

## DIAGNOSIS AND HEALING (August 1984)

### NOTICE TO MEMBERSHIP FROM BOARD OF TRUSTEES

1. On the unanimous advice of the Society's three legal counsels, your Board of Trustee has adopted the following statement of Policy annunciating the Society's position regarding activities such as diagnosis and healing that may be construed as the practice of medicine.
2. This statement of Policy was drawn up by our Counsels to protect the Society from risk of prosecution and to alert the membership to the importance of informing themselves about Federal and state law before engaging in healing practices.

### STATEMENT OF POLICY

1. Whereas Authority for the existence and incorporation of ASD flows from its Articles of Association granted by the State of Vermont, which Articles cannot and do not authorize legally as a corporate purpose the practice of diagnosis or healing or their promotion or sponsorship; and whereas under Vermont Stature 'Medicine and Surgery', Chapter 23, T.26 Sec. 1311-12 and 1314, anyone who practices medicine 'by any system or method', including those of 'faith cure', laying on of hands' and 'mind healing' (excepting practice of the religious tenets of one's church), 'shall be deemed a physician or practitioner of medicine or surgery' and shall require licensing by the State of Vermont, or to be subject to prosecution, the following Policy has been adopted by our Board of Trustees.
2. Members of the Society wishing to diagnose or heal are notified they do not as members of ASD but personally, and at their own risk, and subject to the interpretation of the laws of their on state and the Pure Food, Drug, and cosmetic ACT, passed by the U. S. Congress, which makes it a felony to diagnose or heal without a license, and with the interstate use of instrument or devise.
3. Defense against prosecution by a State or the Federal Government could be a consuming costly affair, and members cannot be entitled to legal or financial support from ASD for what may be an illegal act.
4. Members who wish to write or talk on bodily diagnosis or treatment on the other hand, are entitled to do so under the First Amendment to the U.S. Constitution, which guarantees them freedom of speech, in view of ASD's position, however, they may not hold themselves out, in so doing, as representing ASD in any way, but rather as presenting a personal position.
5. Requests coming from a licensed medical doctor in this country should be considered in the context of applicable law, and at the member's own risk. It is pointed out that requests originating with a doctor outside the country, who is not duly licensed in the U.S., constitutes such a risk.
6. The question of the legality of discussion or treatment of "radiation detrimental to health" turns on whether one is holding oneself out as curing disease, it is noted that it would be attempted by a prosecuting attorney to show that this was done by a system or method that was prohibited.

7. Your Trustees have directed the ASD Staff to reject all requests of a medical nature, either directly or for referral to a member or chapter, noting to the petitioner that such requests may not be processed under the Society's interpretation of the terms of State and Federal Law.