

## 2016 Finances

Description	Actual Values
<b>CONVENTION INCOME</b>	
	\$
Convention Income	47,700.00
	\$
Schools, workshops	35,569.00
	\$
Miscellaneous	1,880.00
	\$
Vendors	5,165.00
	\$
Wellness Center	4,293.00
Miscellaneous	\$230.00
	\$
<b>TOTAL CONVENTION</b>	<b>94,837.00</b>
<b>BOOKSTORE INCOME</b>	
	\$
Non Taxable Sales	43,877.28
	\$
Shipping and Handling	5,645.66
	\$
Taxable Sales	5,801.08
	\$
<b>TOTAL BOOKSTORE</b>	<b>55,324.02</b>
<b>HEADQUARTERS INCOME</b>	
	\$
Dues	58,297.00
	\$
Interest Income	91.60
	\$
Raffle	1,250.00
	\$
Regional Workshops	300.00
	\$
Digest Advertising	772.00
	\$
Headquarters Income	284.70
Website Advertising	\$ -
	\$
<b>HEADQUARTERS INCOME</b>	<b>60,995.30</b>
	\$ -

	\$	
Donations	2,527.40	
	\$	-
<b>TOTAL INCOME ALL SOURCES</b>	<b>\$</b>	
	<b>213,683.72</b>	
	\$	
<b>Description</b>	<b>2,016.00</b>	
<b>GOODS SOLD</b>		
<b>BOOKSTORE</b>		
	\$	
Bookstore Items	33,065.20	
	\$	
Bookstore Freight	2,261.85	
	\$	
<b>BOOKSTORE TOTAL COGS</b>	<b>35,327.05</b>	
<b>HEADQUARTERS</b>		
	\$	
Convention	5,095.77	
	\$	
Schools & Workshops	16,061.73	
	\$	
Shipping	1.75	
	\$	
<b>TOTAL HQ COGS</b>	<b>21,159.25</b>	
<b>TOTAL COST OF GOODS SOLD</b>	<b>\$</b>	
	<b>56,486.30</b>	
	\$	
<b>INCOME minus COGS</b>	<b>157,197.42</b>	
<b>CONVENTION EXPENSES</b>		
	\$	
Facilities Fee	15,867.22	
	\$	
Printing	1,131.04	
	\$	
Postage	578.69	
Convention Rental	\$	-
Wellness Center		
	\$	
Advertising	1,606.00	

	\$	
Meals	484.49	
Vendor Setup		
	\$	
Convention Online Fees	2,303.77	
Instructor Honoraria		
Speaker Fee		
Speaker Expenses		
Secondary Speaker		
Giveaway		
Office Supplies		
Schools Handouts		
Miscellaneous		
	\$	
<b>TOTAL CONVENTION EXP.</b>	<b>19,667.44</b>	
	\$	-

<b>Description</b>	
<b>BOOKSTORE</b>	
	\$
Building	3,198.03
	\$
Equipment & Computers	520.62
	\$
Grounds	446.98
<b>TOTAL BOOKSTORE REP &amp; Ma</b>	<b>\$ 4,165.63</b>
	\$
Business Liability Insurance	3,034.30
	\$
Worker's Comp	2,044.11
Bookstore Other Insurance	
	\$
<b>TOTAL BOOKSTORE INSUR.</b>	<b>5,078.41</b>
	\$
Postage	6,351.87
	\$
Printing	205.24
	\$
Office Supplies	847.00
	\$
Dues / Subscriptions	870.73
	\$
Rental	42.00
	\$
<b>TOTAL OFFICE SUPPLIES</b>	<b>8,316.84</b>

	\$
Electricity	500.36
	\$
Propane	1,417.98
	\$
Telephone & Internet	1,000.13
	\$
Water & Sewer	700.00
	\$
Trash	363.00
	\$
<b>TOTAL UTILITIES</b>	<b>3,982.30</b>
	\$
Accounting Fees	530.67
	\$
Filing Fees	50.00
	\$
Website Maintenance	708.49
	\$
Advertising	150.00
	\$
<b>TOTAL PROFESSIONAL FEES</b>	<b>1,439.17</b>
	\$
Credit Card Fees	205.83
	\$
On Line Fees	2,217.88
	\$
Travel	203.40
Inventory Adjustment	
	\$
Bookstore Shortages	497.38
	\$
<b>TOTAL BOOKSTORE MISC</b>	<b>3,124.49</b>
	2015 - 2016
<b>Description</b>	Sum CD
<b>TOTAL BOOKSTORE EXPENSES</b>	<b>\$ 17,790.00</b>
<b>HEADQUARTERS</b>	
	\$
Building Maint	1,173.74
	\$
Equipment and Computers	1,489.34
	\$
Grounds	446.99

<b>TOTAL HQ REPAIRS &amp; MAINT</b>	<b>\$ 3,110.07</b>	
	\$	
Business Liability Ins	9,455.71	
Chapter Liability Ins	\$ -	
	\$	
Directors / Officers	1,485.00	
	\$	
Umbrella	1,924.43	
	\$	
Workers Comp	517.56	
	\$	
<b>TOTAL HQ INSURANCE</b>	<b>13,383.50</b>	
	\$	
Postage	9,448.81	
	\$	
Printing	16,207.03	
	\$	
Office supplies	3,936.60	
	\$	
Other Supplies	6.25	
	\$	
Dues / Subscriptions	2,115.10	
	\$	
Rental	87.00	
	\$	
<b>TOTAL SUPPLIES</b>	<b>31,800.79</b>	
	\$	
Electric	732.45	
	\$	
Propane	1,763.21	
	\$	
Phone / Internet	1,000.13	
	\$	
Water / Sewer	700.00	
	\$	
Trash	275.94	
	\$	
<b>TOTAL HQ UTILITIES</b>	<b>4,471.73</b>	
	\$	
Accounting	560.29	
	\$	
Filing Fees	70.00	
	\$	
Legal Fees	2,079.08	
	\$	
Website	2,146.42	
Contract Labor	\$ -	

	\$	
Advertising	642.13	
	\$	
<b>TOTAL PROFESSIONAL FEES</b>	<b>5,497.92</b>	
	\$	
Credit Card Fees	2,263.50	
	\$	
On Line Fees	496.12	
Educational Expenses		
	\$	
HQ Travel	2,250.77	
	\$	
Meals	238.68	
	\$	
Administration Over/Short Science Committee	678.45	
	\$	
<b>TOTAL MISC. FEES</b>	<b>5,927.52</b>	
	\$	
<b>TOTAL HQ EXPENSES</b>	<b>64,191.53</b>	
<b>EMPLOYEE EXPENSES</b>		
Bonuses	\$	-
	\$	
Medicare	937.62	
	\$	
Social Security	4,009.13	
	\$	
Un Employment Insurance	365.99	
Payroll Expenses	\$	-
	\$	
Bookstore Wages	10,020.69	
	\$	
HQ Wages	53,701.20	
	\$	
Convention Wages	941.55	
	\$	
<b>TOTAL EMPLOYEE EXPENSE</b>	<b>69,976.18</b>	
	\$	-
	\$	
Property Tax	4,335.45	
	\$	
Currency Exchange	<b>31.78</b>	
<b>Total Misc Expenses</b>		
<b>Total HQ Expense &amp; Labor</b>		

	\$
<b>TOTAL EST EXPENSES 2016</b>	185,653.24
	\$
<b>GROSS PROFIT EST 2016</b>	157,197.42
	\$
<b>TOTAL PROFIT EST 2016</b>	(28,455.82)

This is our deficit

# American Society of Dowers, Inc.

## Treasurer's Report, June 15, 2017

(Based upon May 31, 2017 data)

### Month of May 2017 Profit and Loss

Item	Amount
Convention Income	\$8,986
Bookstore Income	\$5,302.35
Headquarters Income (dues, interest, etc.)	\$4,913.06
WFHF Income (Donations, Interest, LPL)	\$76.00
<b>Total Income May, 2017</b>	<b>\$25,228.49</b>
Convention Expenses	(\$854.79)
Bookstore Expenses	(\$4,273.79)
Headquarters Expenses	(\$5,748.73)
Employee Expenses	(\$5872.00)
WFHF Expenses	(\$2,500.00)
Miscellaneous Expenses (includes property tax)	(\$6.00)
<b>Total Expenses May 2017</b>	<b>(\$24,469.927)</b>
<b>Total Profit (Loss) May 2017</b>	<b>\$758.57</b>



## Total ASD Assets and Liabilities

As of May 31, 2017

Total Checking and Savings (includes WFHF)	\$136,125.78
Accounts Receivable	(\$639.31)
Assets (Bookstore inventory, etc)	\$38,077.06
<b>Total Current Assets</b>	<b>\$173,563.53</b>
Total Fixed Assets (Buildings and Grounds, etc) <sup>1</sup>	\$303,397.90
<b>TOTAL ASSETS</b>	<b>\$476,961.43</b>
<b>Total Current and Long Term Liabilities<sup>2</sup></b>	<b>\$23,624.63</b>

Notes: <sup>1</sup> \$280,470 Buildings and Grounds. <sup>2</sup> Mostly sales taxes

### 2017 National Convention December 2016 to date

Source	Received
Total Gross Income all sources	\$59,946.80
Total Expenses (plus Nov 2016)	(\$15,295.34)
<b>Net Income</b>	<b>\$44651.46</b>

### Water for Humanity Fund as of May 31, 2017

Checking Account	\$19,607.23
LPL Investment (subject to stock market fluctuations)	\$13,815.01
<b>Total Assets</b>	<b>\$33,422.24</b>

### WFHF Itemized Profit and Loss May, 2017

LPL Financial and Interest Income	\$1.00
Raffle Income	\$0
Donations	\$75.00
Expenses (printing, postage, etc.)	\$0
Grants to Organizations	(\$2500)
<b>Total Profit (Loss)</b>	<b>(\$2424.00)</b>

All the details that produced the above numbers are available and I will answer any questions you may have. If there is more detail that you would like to have included in future Treasurer's Reports, please indicate.

6/5/17

Tick

## **Water for Humanity Fund Annual Committee Report for 2016:**

Last year (2016) saw a large reorganization of the WFH committee. The Board of Trustees installed Leroy Bull as the new committee chair, with Tick Gaudreau and Keith Schaffer as board appointed members. Several more members at large would be advantageous for the committee, therefore the committee could certainly use a few more ASD members.

We have 10 project applications approved and in progress, two of which are listed below.

Several special needs situations have come up and the WFH committee, through the Board of Trustees, have voted to distribute funds and dowsing talent to these areas:

1. The country of **Haiti** was severely damaged by hurricane Sandy. The fresh water systems were demolished, with the subsequent result of outbreaks of diseases from the serious lack of potable water.
2. **Tanzania** has had a yearlong continuing drought, due to an almost non-existent rainy season. Crops have just dried up or produced very little yield. Without the recharge of water from the rains, their aquifers are very low. The people are desperate for potable water. Two talented dowsers are helping out by dowsing and teaching dowsing wherever they are called to go.

Individuals can donate through ASD. These donations are considered US tax deductible gifts.

Please be aware that your gift to a 501.C3 nonprofit like ASD is a US tax deductible gift for you, as well as a Gift of Water for others.

At the 2017 Convention, the WFH Committee will have on display a true Marcel Vogel crystal and the tapes that accompany it, which have been donated to the Water for Humanity Committee. True Vogel crystals have been used both as healing or meditating tools as well as prayer manifesting tools. This one can fit nicely into your hand and can be laid on the body for energy work. In past years seminars highlighting the properties of a Vogel crystal have been given at ASD, including those by Catherine Sweet a prior trustee.

This year there will be a silent auction for this Vogel crystal and the cassette tapes with various examples on how to use it, rather than a raffle. The silent auction for the crystal will begin at \$400.

Respectfully submitted,

Leroy Bull, WFH Committee Chair

May 25, 2017

## **Convention Committee Report**

ASD's first convention at Skidmore College in 2016 was a success in every way thanks to the hard work of the Convention Committee, teachers, vendors, wellness practitioners, volunteers, and last but not least, all the wonderful attendees. People loved the variety offered by the convention, the beautiful campus and the accessibility to the town. The food was great, and people were very pleased with the quality as well as the various locations on campus for snacks, meals, and the coffee shop. Our Keynotes were very well received and added much to the convention. Our workshops and schools offer the opportunity for in-depth information and participation for the attendees. Unfortunately, we lost some volunteers and later, members, due to the hostility of a few at the General Membership meeting but we managed to get through it with the continuing support of the greater membership. We thank all of you who so generously participated with your joy, love and dowsing talents.

## **ASD Standing Committees**

The following are excerpts from the current By-Laws and the Policy and Procedures Manual of the American Society of Dowsers.

### Present ASD Committees and Advisors

Appointed by the President and Board of Trustees

- a. Convention Committee
- b. Membership Committee
- c. Scientific Committee
- d. Building and Grounds Committee
- e. Fund Raising Committee
- f. Education Committee
- g. Advertising and Marketing Committee

Appointed by the Regional Coordinators and President

Nominating Committee of seven (7) ASD members who are not Trustees.

Appointed at the Annual Membership Meeting

Auditing Committee of at least three (3) ASD members

### Convention Committee:

The Convention Committee is responsible for the mental planning and physical implementation of running the Convention.

- a. Planning and publication of all brochures, programs, etc. via HQ
- b. Recruit volunteers with back-ups for emergencies
- c. Recruit and confirm all speakers and others for workshops, seminars, evening presentations, etc.
- d. Have someone available at all times during the Convention to take care of speaker needs and changes.

### Convention Chairperson (CC)

The CC appoints other committee chairpersons.

- a. Hospitality
- b. Entertainment
- c. Decoration

- d. Volunteer
- e. Refreshment Coordinator
- f. Information Coordinator
- g. Registration
- h. Publicity

#### Nominating Committee

This Society shall have a Nominating Committee composed of Members in good standing. Its purpose and function is to nominate candidates for election to the Board of Trustees. From their respective regions, the Regional Coordinators, formerly Regional Vice Presidents of this Society shall each appoint one (1) Member of this committee, and the President shall appoint a Member. This Committee shall be appointed following elections of Trustees and Officers and shall serve until the next election. Said Committee shall elect its own Chairperson. It shall be the duty of this Committee to survey the entire Membership of this Society, including its Trustees, Officers, and Staff to prepare a list of candidates who are ready, willing, able, and qualified, to serve as Trustees of this Society.

#### Auditing

Members in good standing attending the General Meeting of this Society shall elect an Auditing Committee of three (3) Members of this Society to audit the accounts of the Treasurer of this Society. In the event the Membership fails to elect auditors, the annual Audit shall be in charge of the Trustees-at-Large who shall appoint said Auditing Committee of three (3) Members or hire a Certified Public Accountant to conduct the audit.

The Audit shall include an examination of the accounts of the Treasurer of this Society and shall determine compliance with the policies and procedures and by-laws of the organization. The auditors shall determine whether there is complete and accurate communication between the Offices of the President, Secretary, and Treasurer in all matters relating to money and finance and shall make a report with recommendations to both the Trustees and the Members of this Society.

#### Water for Humanity Fund

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.

The Committee will consist of 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 WFHF 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.

#### *American Dowser* or “Digest” Editors and Committee

The *American Dowser*, a quarterly journal, is sent to all members of the American Society of Dowsters world-wide, to various publishers and professional organizations in the United States, and to Forty-one foreign countries. 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.

#### Editors and Committee

The duties of the Digest editors and committee members is outlined as follows: 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. 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

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.

#### Science Committee

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.

#### Building and Grounds Committee

The Building and Grounds Committee is responsible for:

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

#### Advisory Committee

An Advisory Committee as deemed necessary of the American Society of Dowsers Inc., consisting of 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.

#### Fundraising Committee

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

#### Educational Committee

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.

#### Advertising Committee

The Advertising /Promotion Committee shall report to the Board of Trustees. Their primary directive is to co-ordinate all of ASD'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 members.

## Volunteer Application

Name \_\_\_\_\_

I would like to serve on the \_\_\_\_\_ committee.

I have the following interests and qualifications

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I have this much time per month to devote to such activities \_\_\_\_\_.

I can communicate with other members of the committee via (please check all that apply)

- Email
- Telephone
- In-person meetings
- other means \_\_\_\_\_

I would like to learn more and the best way to contact me is

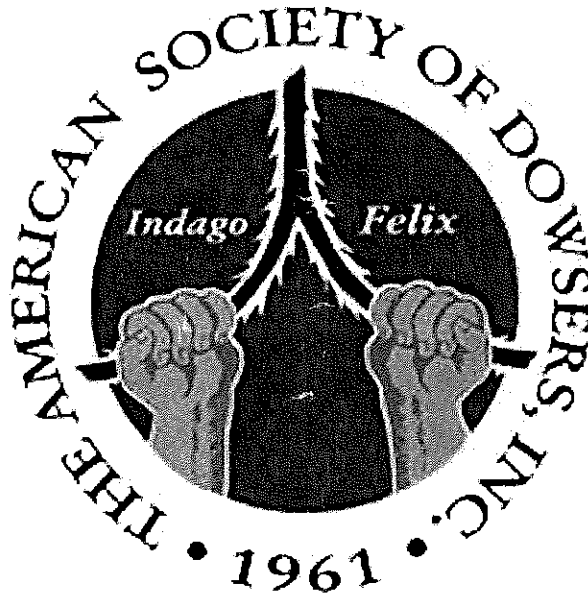
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**58th Annual Membership Meeting**  
**of**  
**The American Society of Dowers, Inc.**



**Thursday, June 14, 2018**

**8:00 PM**

**SUNY - NEW PALTZ**

**New Paltz, NY 12561**



AGENDA FOR ANNUAL MEETING OF

The American Society of Dowers, Inc., JUNE 14, 2018

Call to Order

Introductions

Minutes from 2017\*

Financial Report(s)\*

Summary of the Year\*

Committee Reports\*

Old Business:

    Volunteers

    Ethics Complaint

    WFHF

New Business:

    Plan for 2018-19

    Convention Venue for 2019

    Restructuring ASD's Charitable Waters Program

    Open floor to additional questions from the Members

Closure

## American Society of Dowsers Annual meeting – June 15, 2017

### Skidmore College, Saratoga Springs, NY

The meeting was called to order by Marty Lucas, president. Roll call: Marty Lucas, Tick Gaudreau, Matt Minor, Sandi Isgro, Sandi Ruelke, Annette Weis, LeeAnn Potter. Keith Schaffer- absent.

Welcome. Marty thanked the BOT and convention committee for the many, many hours of dedication to ASD. He also thanked the membership for their presence and local work. He hopes that the membership will find a niche where they would like to volunteer to help the organization. This is a volunteer organization, and it is run by those who volunteer.

The term for those elected in 2013 has ended and Marty will be stepping down as President. Will serve more if asked, and there are projects he would like to work on. Introduction of members: Annette Weis, Sandi Isgro, Sandi Ruelke, Tick Gaudreau, LeeAnn Potter, Matt Minor. Marty thanked all for serving, and the BOT thanked Marty.

There have been many challenges, as with most non-profits...finding volunteers and getting the work done. We got much of the work done. One goal was to have foundation course that we could export to the chapters around the country. Now chapters don't have to reinvent the wheel. Now you can just add what you want and customize it to you. Now, when people say they have had the ASD dowsing course, we know what they know, and that they are prepared to take more advanced classes.

Last year we had a problem with our charity fund, and it was actually frozen for a time for restaffing. It is again functioning. The committee Chair is Leroy Bull.

Membership is basically stable. 1525 membership, including all. Marty wants to put together a membership committee after this BOT term. (15)

We need volunteers. If you are unhappy with the way things are going, please volunteer to do the job if you are able to do it. Your talents are different from many of the current people doing the jobs. Help us. Diversity helps us all. Bring your expertise to the table. Speak to and learn from people who are not like you.

Marty accept a motion by LeeAnn, seconded by Tick, to accept the secretary's minutes from the June 2016 annual meeting. Motion passed.

Marty accepted a motion by Sandi Isgro, seconded by Annette, to accept the treasurer's report from June 2016. Tick asked that the members look it over carefully to learn more about the organization. Motion passed.

Most organizations make their money on membership, we rely on the national convention as our fundraiser. No other conferences contribute directly to the support of the organization. The West Coast and Southwest do have an increase in membership, due to a discount they give national members. National supports them with advertising on the website and in the Digest, and with insurance coverage. National convention income comes from attendance, workshops, wellness center, and vendors. Your board and convention committee pay all their own expenses involved in any way with convention or BOT meetings.

You can subscribe to Amazon Smile to have them donate a small portion of their profit from your order to your choice (ASD) non-profit organization. Also you can talk-to Lisa to set up an monthly deduction from your PayPal or Credit Card to ASD.

Gary Plapp from NM would like more communication between east and west.

Water for Humanity report: CK: \$19,607.23. LPL financial \$13,815.01, total \$33,422.24. No money goes to pay any of ASD's expenses (salary, etc.)

Marty asked for a motion to accept the WFHF and Convention Committee report. Moved by LeAnn, seconded by Sandi Isgro. Motion passed.

ASD is working at reaching out to members. Members and Leaders, Discover Dowsing, Specialty Dowsing groups. Let us know what you need. We will help you organize it. Nancy Bodenstein would like a Blog, but she is unable to do it. Greg Vinovich suggested that if we had a blog, snail mail could be copy and pasted to it, involving very little effort.

1. New Business: Call for volunteers. Convention Committee. Nominating Committee. Water for Humanity. Audit Committee. Digest Committee. Building and Grounds. Membership Committee. Education Committee. Finance Committee. Scientific Committee. Advertising and Marketing. By-laws and Policy and Procedures Committee.

2. Should ASD change its by-laws to allow non-citizen to serve on the BOT? Should we allow citizens of North America only or should we allow any citizens of any country to serve on the BOT as long as they are a member in good standing of ASD? Considerations are: language, time zones, significant numbers of the people.

3. There was a discussion about allowing non-citizens of the US, or Citizens of North America to be nominated and elected to the BOT. Main considerations were time zones and language use and comprehension of the English language. There were no clear decisions.

4. WFHF has stock in EXXON. (It was gifted to us.) Value is about the same now as 5 years ago. Majority would like to see the money in a "green" stock.

5. The Executive powers of the trustees shall include the authority to create regional divisions or branches and local chapters that shall be subordinate to the society articles of association preambles and by-laws. Each individual member of such subdivision shall be a member of the society, subject to all rules and enactments. This is something that we have not stressed.

There was a discussion about the lack of response from chapters regarding officers, use of our 501(C) 3 account, or any other chapter information, from many chapters.

Suggestion for a JOB FAIR for volunteers.

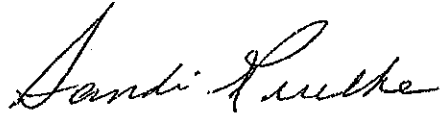
Dowsing for volunteer slots.

"Cut the politics and get with dowsing," closing comment from a member. " Look past the warts and find out what others can teach you. "

Motion by Tom Ruelke, seconded by Sandi Ruelke, that we adjourn. Motion passed.

Thank you all for attending.

Submitted by,

A handwritten signature in cursive script that reads "Sandi Ruelke". The signature is written in black ink and is positioned to the left of the typed name.

Sandi Ruelke  
Secretary  
ASD Trustee 2013-2017



## Total ASD Assets and Liabilities

As of December 31, 2017

Total Checking and Savings (includes WFHF)	\$88,154.25
Accounts Receivable	(\$582.70)
Assets (Bookstore inventory, etc)	\$35,124.96
<b>Total Current Assets</b>	<b>\$122,696.51</b>
Total Fixed Assets (Buildings and Grounds, etc) <sup>1</sup>	\$305,908.18
Other Assets, including Trademark	\$3,897.00
<b>TOTAL ASSETS</b>	<b>\$432,501.69</b>
<b>Total Current and Long Term Liabilities<sup>2</sup></b>	<b>(\$19,253.85)</b>
<b>TOTAL ASSETS MINUS TOTAL LIABILITIES 2017</b>	<b>\$413,247.84</b>

Notes: <sup>1</sup> \$280,470 Buildings and Grounds. <sup>2</sup> Mostly sales taxes

# American Society of Dowsters, Inc.

**\*\*Treasurer's Report, January thru December  
2017**

## **Profit and Loss**

<b>Item</b>	<b>Amount</b>
Convention Income	\$82,383.82
Bookstore Income	\$56,058.04
Headquarters Income (dues, interest, etc.)	\$58,451.91
Other Income (Foundation Grant, interest, Donations, misc.)	\$33,961.47
<b>Total Income, 2017</b>	<b>\$230,855.24</b>
Cost of Goods Sold, Bookstore, Headquarters, Convention	(\$45,803.74)
Convention Expenses	(\$26,127.51)
Bookstore Expenses	(\$21,465.68)
Headquarters Expenses	(\$76,679.78)
Employee Expenses	(\$60,318.48)
Miscellaneous Expenses (includes property tax, stock loss)	(\$4,268.33)
<b>Total Expenses 2017</b>	<b>(\$234,663.82)</b>
<b>Total Profit (Loss) 2017</b>	<b>(\$3,808.58)</b>

## American Society of Dowsters, Inc.

### \*\*Treasurer's Report, May 29, 2018

(Based upon April 30, 2018 data)

#### Month of April 2018 Profit and Loss

Item	Amount
Convention Income*	\$14,089.00
Bookstore Income	\$3,017.8
Headquarters Income (dues, interest, etc.)	\$5,773.99
Other Income (Foundation Grant, interest, misc.)	\$0.00
Donations	\$115.00
WFHF Donations & Interest	\$0.46
<b>Total Income April, 2018</b>	<b>\$22,996.25</b>
Cost of Goods Sold, Bookstore, Headquarters, Convention	(\$1,494.97)
Convention Expenses	(\$2,228.27)
Bookstore Expenses	(\$2,088.85)
Headquarters Expenses	(\$2,987.62)
WFHF Expenses	(\$0.00)
Employee Expenses	(\$5,083.66)
Miscellaneous Expenses (includes property tax, stock loss)	(\$0.00)
<b>Total Expenses April 2018</b>	<b>(\$12,403.55)</b>
<b>Total Profit (Loss) April 2018</b>	<b>9,092.82</b>

**Water for Humanity Fund as of December 31,  
2017**

Checking Account	\$9,542.76
LPL Investment (subject to stock market fluctuations)	\$14,230.45
<b>Total Assets</b>	<b>\$23,778.21</b>

**WFHF Itemized Profit and Loss, 2017**

LPL Financial and Interest Income	\$9.38
Raffle Income	\$0
Donations	\$2048.44
Expenses (printing, postage, etc.) (Accountant fees)	(\$904.51)
Grants to Organizations	(\$6,500.00)
<b>Total Profit (Loss) 2017</b>	<b>(\$5,346.69)</b>

### Total ASD Assets and Liabilities

As of April 30, 2018

Total Checking and Savings (includes WFHF)	\$105,714.92
Accounts Receivable	\$134.34
Assets (Bookstore inventory, etc)	\$36,859.47
<b>Total Current Assets</b>	<b>\$142,711.43</b>
Total Fixed Assets (Buildings and Grounds, etc) <sup>1</sup>	\$307,277.17
Other Assets, including Trademark	\$3,897.00
<b>TOTAL ASSETS</b>	<b>\$453,885.60</b>
<b>Total Current and Long Term Liabilities<sup>2</sup></b>	<b>(\$18,519.06)</b>
<b>TOTAL ASSETS MINUS TOTAL LIABILITIES</b>	<b>\$435,366.54</b>

Notes: <sup>1</sup> \$280,470 Buildings and Grounds. <sup>2</sup> Mostly sales taxes

### 2018 National Convention November 2017 to date

Source	Received
Total Gross Income all sources*	\$41,110.00
Total Expenses	(\$9,292.24)
<b>Net Income</b>	<b>\$31,818.76</b>

Total 2017 convention net income to date \$36,520.25

\*Additional income as of May 17, 2018 - \$9,858.00

**Water for Humanity Fund as of April 30, 2018**

Checking Account	\$10,660.09
LPL Investment (subject to stock market fluctuations)	\$13,231.06
<b>Total Assets</b>	<b>\$23,891.15</b>

**WFHF Itemized Profit and Loss, April 30, 2018**

LPL Financial and Interest Income	0.46
Raffle Income	\$0
Donations	\$70.00
Expenses (printing, postage, etc.) (Accountant fees)	(\$0)
Grants to Organizations	(\$0)
<b>Total Profit (Loss)</b>	<b>\$70.46</b>

**ASD Trust Fund April 30, 2018 Balance: \$1,341.61**

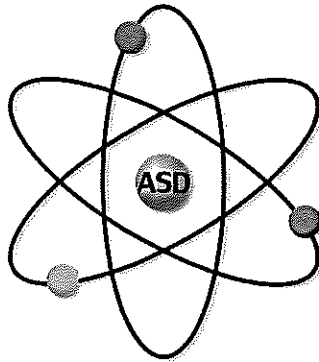
\*\*All reports are unaudited

All the details that produced the above numbers are available and I will answer any questions you may have. If there is more detail that you would like to have included in future Treasurer's Reports, please indicate.

5/28/18

Tick

## Report on ASD's 2017 Convention



The 57th Annual Convention and Expo has been described as one of the best learning and networking events that ASD has held in many a year. Sue and Aaron Singleton set the tone with opening ceremonies and an informative, member-inclusive annual meeting started convention with a comfortable and encompassing learning environment that stayed throughout the entire convention. "Water as Medicine" was the theme of Keynote Dowser Lindamarie Hill and P.M.H. Atwater delivered the Keynote Address on, "A Manual for Developing Humans." It was great to have two active ASD members as our keynotes. Time after time, participants commented that the lineup of speakers for 2017 was outstanding and helped to create that atmosphere for networking and learning that so many members told us they were comfortable asking questions and participating in discussions.

Pre and post-convention were filled with fourteen schools and workshops and proved to be our most successful workshop program ever. Special Happenings were well attended and added to the overall experience of the convention. These included early morning yoga and meditation; the experience of charging a ley line, taking a meditative sanctuary walk, experiencing a field of consciousness, speaking with and learning from Stone Tree, two evening socials, walking a rained out labyrinth, and field trips to haunted places and the famous mineral springs of Saratoga.

None of this would have been possible without the good spirits and cooperation of the attendees. The entire 2017 Convention Committee with Queenie Puryear, Matt Minor, Sandi Isgro, Suzanne Schwartz, and Lisa Lacoss wants to say loudly and clearly....**Thank YOU.**

*Annette Weis & Sandi Ruelke, 2017 Co-Chairs*

## **ASD Standing Committees**

The following are excerpts from the current By-Laws and the Policy and Procedures Manual of the American Society of Dowsers.

### Present ASD Committees and Advisors

Appointed by the President and Board of Trustees

- a. Convention Committee
- b. Membership Committee
- c. Scientific Committee
- d. Building and Grounds Committee
- e. Fund Raising Committee
- f. Education Committee
- g. Advertising and Marketing Committee

Appointed by the Regional Coordinators and President

Nominating Committee of seven (7) ASD members who are not Trustees.

Appointed at the Annual Membership Meeting

Auditing Committee of at least three (3) ASD members

### Convention Committee:

The Convention Committee is responsible for the mental planning and physical implementation of running the Convention.

- a. Planning and publication of all brochures, programs, etc. via HQ
- b. Recruit volunteers with back-ups for emergencies
- c. Recruit and confirm all speakers and others for workshops, seminars, evening presentations, etc.
- d. Have someone available at all times during the Convention to take care of speaker needs and changes.

### Convention Chairperson (CC)

The CC appoints other committee chairpersons.

- a. Hospitality
- b. Entertainment
- c. Decoration



American Dowsers or "Digest" Editors and Committee

The *American Dowsers*, a 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. 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.

Editors and Committee

The duties of the Digest editors and committee members is outlined as follows: 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. 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

- 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.

Science Committee

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.

- d. Volunteer
- e. Refreshment Coordinator
- f. Information Coordinator
- g. Registration
- h. Publicity

#### Nominating Committee

This Society shall have a Nominating Committee composed of Members in good standing. Its purpose and function is to nominate candidates for election to the Board of Trustees. From their respective regions, the Regional Coordinators, formerly Regional Vice Presidents of this Society shall each appoint one (1) Member of this committee, and the President shall appoint a Member. This Committee shall be appointed following elections of Trustees and Officers and shall serve until the next election. Said Committee shall elect its own Chairperson. It shall be the duty of this Committee to survey the entire Membership of this Society, including its Trustees, Officers, and Staff to prepare a list of candidates who are ready, willing, able, and qualified, to serve as Trustees of this Society.

#### Auditing

Members in good standing attending the General Meeting of this Society shall elect an Auditing Committee of three (3) Members of this Society to audit the accounts of the Treasurer of this Society. In the event the Membership fails to elect auditors, the annual Audit shall be in charge of the Trustees-at-Large who shall appoint said Auditing Committee of three (3) Members or hire a Certified Public Accountant to conduct the audit.

The Audit shall include an examination of the accounts of the Treasurer of this Society and shall determine compliance with the policies and procedures and by-laws of the organization. The auditors shall determine whether there is complete and accurate communication between the Offices of the President, Secretary, and Treasurer in all matters relating to money and finance and shall make a report with recommendations to both the Trustees and the Members of this Society.

### Building and Grounds Committee

The Building and Grounds Committee is responsible for:

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

### Advisory Committee

An Advisory Committee as deemed necessary of the American Society of Dowsers Inc., consisting of 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.

### Fundraising Committee

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

### Educational Committee

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.

### Advertising Committee

The Advertising /Promotion Committee shall report to the Board of Trustees. Their primary directive is to co-ordinate all of ASD'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 members.

## Volunteer Application

Name \_\_\_\_\_

I would like to serve on the \_\_\_\_\_committee.

I have the following interests and qualifications

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I have this much time per month to devote to such activities \_\_\_\_\_.

I can communicate with other members of the committee via (please check all that apply)

- Email
- Telephone
- In-person meetings
- other means \_\_\_\_\_

I would like to learn more and the best way to contact me is

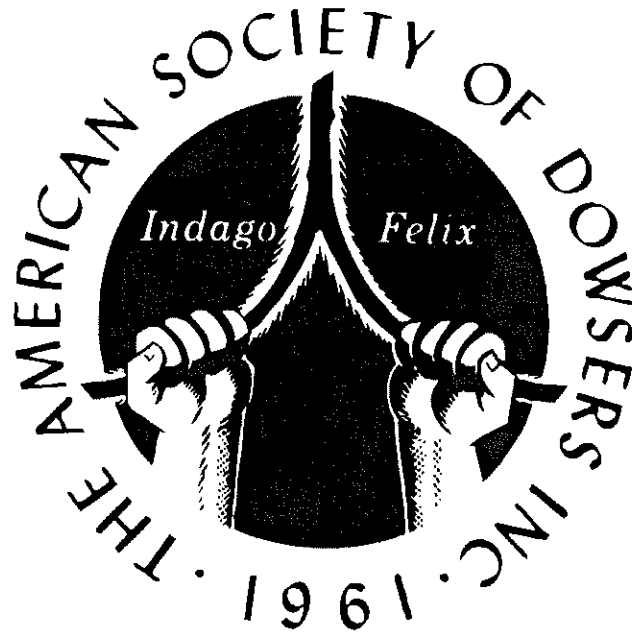
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56th Annual Membership Meeting  
of  
The American Society of Dowzers, Inc.



**Thursday, June 16, 2016  
8:00 PM**

**Skidmore College  
Saratoga Springs, NY 12866**



Annual Meeting 6-5

ANNUAL MEMBERSHIP MEETING JUNE 5, 2015

Annual Meeting, June 5 2015

Trustees: Annette Weis-President, Sandi Isgro-Vice President, Sandi Ruelke-Secretary, Kevin O'Brien, Treasurer, Marty Lucas, Adhi Two Owls.

Absent due to health issue, Keith Schaffer. Absent due to car failure, Tick Gaudreau,

Trustees Elect: Jean McDonald, Jenni Anderson, Rebecca Gurland.

Absent Trustees Elect: Richard Benishai, Janet Windsor. Living out of the country.

Annette started the meeting reading a quote we used at the beginning of all BOT meetings with Annette as President.

Listen actively, encourage brevity, respect confidentiality, enquire and challenge with consideration and respect. We also have to remember that it is not necessary to agree all the time. That's ok. We allow for silence when it serves a purpose or we take a breather. We try to be open to new thoughts and possibilities. One of the other things we are trying to do is to bring some fun back into volunteering for ASD so we try to have fun, stay loose, be flexible and trust.

Sandi Ruelke: attendance of the current Board of Trustees, as noted above.

Minutes of the 2014 meeting are available. Motion to approved June 2014 minutes made by Marty Lucas, seconded by Lee Ann Potter. 1 abstained, approve by all others. Motion to approve minutes passed.

President's report highlights (full report available for membership):

The first two paragraphs go into problems and how we dealt with things. Annette will be glad to answer questions if anyone has any later on. Get on to positive. There was a mass resignation of 5 BOT members, the remaining 5 stayed and put out a call to the membership. The response was fantastic. We needed 3 additional BOT members to make full board. Over 20 volunteered to fill the positions or help, and many more volunteered to help in any way possible.

Membership is holding steady, either increase or decrease. Our aim is to increase.

We have not had a financial audit since 2006. We do have provisions to have an internal audit to prepare for a formal audit at some time. Preston Hull, Bob Kort have volunteered, we need one more. Our 990 tax form was done on time this year. It is available if anyone wants to see it. It will be available on Guidestar on the internet also. We are not wealthy, but we are healthy. Rumors that we couldn't pay our staff, wouldn't have a convention this year, are only rumors!

Areas we are working on: Review and update and implement changes in many of our PPM and by-laws. Some have not been updated since 1980 or 1990. Things have changed.

Most important. Nominations and elections process. We would like volunteers to help with the process.

Employment section: In serious need of revision.

Convention Committee: It has not changed since 2003. It also is a work in progress.

Digest: Great people, winging it because much guidance information is out of date. We need help.

WFHF- Much updating is needed to help WFHF grow.

Southwest Conference will be starting again in Los Cruces, NM in 2017, replacing the one in Flagstaff, AZ. July 2016 the West Coast conference is in Santa Cruz, CA. The Appalachian Chapter had a lovely conference in North Carolina, although it did not bring in new memberships.

The BOT is working on: what makes ASD membership valuable to you? What more can we do so that you are proud and pleased to be an ASD member, and get something from it beside the Digest. Let us know. . . what you like or don't like!

WFHF is preparing to grow, so be on the lookout for that. We encourage all to support WFHF and we give thanks to those who have been working on the committee for years of dedicated service.

Annette stated that "one of the great things about taking the interim Presidency was getting to know all of you. I've met wonderful people in getting to know the membership."

Financial Report – if you have questions or concerns let us know and contact the office.

Buildings and Grounds have been very active. We have put in two furnaces, new windows, a lot of paint, rearranging the bookstore, a new copier, and more to do.

Convention committee, Education committee, Digest Committee, Nominating Committee Report, end of year report for WFHF,

New Business: Convention in Saratoga Springs in 2016. Maybe we will alternate with Lyndon, we will see.

Question from member: Why do we have to be a member of ASD if we are a member of chapter. Membership in ASD supports the organization, membership in a chapter only supports the chapter. 50% of our memberships are affiliated with a chapter, 50% independents. We need to consider the needs of both. What is value of membership? Bookstore, conference discounts, digest, and what else?

John Wayne Blassingame. When are the staff going to get help? We have a lot of work to do on by-laws and ppm.

Introduction of the new trustees, Rebecca, Diane, Jean, Jenni, Richard and Janet were out of the country. We had a Transition meeting today, working on getting everyone on the same page.

Annette asked three time if there was any more business. A motion to adjourn. 3 opposed, motion to adjourn passed.

Post questions: Why Saratoga? ...to be more accessible by bus, train and air. ...greater variety of off campus lodging available. ...decided best overall location for now. It is an area revolving around water, reasonably level, larger classrooms, and a town that welcomes a metaphysical dowsing Expo.

Roxanne Louise: Chapter politics. Please reconsider requirements to be a chapter. Also, why was financial information requested from those using ASD's Tax ID number? We cannot have not access to the account, but need the info to accurately report the amount of money using our account number.

Where are the chapters...or groups, and let's revise requirements.

Submitted by,

Sandi Ruelke  
Recording Secretary  
ASD Board of Trustees



**American Society of Dowers**  
**2016 Audit, Final Report**  
**EXECUTIVE SUMMARY**

Report presents the findings of the 2016 American Society of Dowers (ASD) Audit Committee. Records in ASD indicate that the last audit was performed in 2007. Although the audit will include all of ASD, the committee was asked to first look into the affairs of the ASD Water for Humanity Fund (WFHF); this specific request was given in order that the committee can evaluate statements made by the WFHF committee Chair, Mr. Dan Prater, upon his resignation as Chair. Mr. Prater made a number of statements in his resignation that concerned issues within WFHF that the Board of Trustees (BOT) believed warranted investigation. The priority will also allow the WFHF funds that have been frozen by the BOT to be released so that the committee can gain move forward.

The audit team had no pre-conceived ideas about what we would find when the audit began; we strove to keep an open mind about what we would find. We do acknowledge the good that WFHF and ASD have done in the past; WFHF in particular has had a history of bringing water to the needy throughout the world. While this is very significant, it is somewhat tempered by their unaccountability and their flawed outlook on their role in the organization. Our audit was conducted in a professional and un-biased manner; the appendixes contain sufficient detail to justify the findings.

The audit team did not find evidence of financial wrongdoing; funds seem to be accounted for, except as noted in this report. Many management irregularities exist, both within WFHF and ASD; however, ASD leadership is now in a position to begin addressing problems as they are recognized. We also found evidence of extensive ethics concerns within the WFHF Committee and program; these include contractor favoritism, individuals exceeding the limits of their authority, soliciting for funds specifically for travel and salary (from multiple sources outside of ASD), and incidents that could adversely impact ASD's 501(c)3 status. In the lifetime of the organization, WFHF indicates that they have raised a total of \$348,000; that works out to an annual funding amount of \$13,920, a very small amount in the aggregate.

For ASD, there has been a multi-year history of ineffective management. Evidence includes failure to operate the organization under even basic business principles, failure to maintain and update the By Laws and PPM to address changes in operations, failure to abide by the ethics section of the By Laws (specifically to follow through on ethics charges that have been filed), failure to provide accountability for both the WFHF Committee and the 2015 Nominating Committee, failure to conduct business in an open and transparent manner, failure to provide timely engagement to active questions on social media (e.g., Facebook). In addition, ASD's records are in a state of disorder; information is generally not filed in any order, nor are they indexed. This is complicated by the fact that ASD does not have many hard copy files from WFHF, as they have been retained in the residence of the WFHF Secretary for years. For a time, "passion" has been confused for competent management, highlighting the importance of minimum basic experience requirements for people on the Board of Trustees as well as committees.

Recommendations are included for many of the findings; although many of the management and procedural inadequacies appear significant, effective management controls can be put in place to resolve the issues, prioritize the work, and acquire a competent volunteers with requisite experience to assist in the work.

This audit contains significant appendixes to act as documentation of the issues, and to provide examples of where work may need to be focused.



## ATTORNEY REVIEW

Dear Annette and Ms. Potter,

You have asked us to review your audit report before you have it published for the membership at the annual meeting. I have done so, and although it is evident that a great deal of hard work went into the report, unfortunately, I am not convinced that it will accomplish your goals to provide clarity and accountability to your members. I am also concerned, based upon your report, that your status as a 501(c)(3) organization and as a Vermont non-profit is in jeopardy due to poor record keeping and a lack of accountability. It is imperative that you have an independent auditor conduct a thorough audit of the overall organization including WFHF to determine what corrective measures need to be taken to maintain your status and to move forward with procedures for accountability and proper record keeping in place. Having an independent auditor will also mitigate members' claims of bias by certain members and trustees. I know you indicated in the report that hiring an outside CPA is cost prohibitive, but it will be well worth the expense and may in fact reduce attorneys' fees in the future. We would recommend either Corrette & Associates at <http://www.corrette.com/> or A.M. Peisch at <http://www.ampeisch.com/>

Please let us know if we can be of further assistance.

Best regards,

Jen



Jennifer B. Black, Esquire (licensed in Vermont and Massachusetts) Bucknam & Black, P.C. 1097 Main Street  
PO Box 310 St. Johnsbury, VT 05819

**American Society of Dowsers  
2016 Audit Committee  
Audit Findings**

This report is for the findings of the 2016 American Society of Dowsers (ASD) Audit Committee. Records within ASD indicate that the last audit was performed in 2007, so an audit was overdue. The audit is divided into two sections: the Water for Humanity Fund audit report, and the American Society of Dowsers audit report.

**Water for Humanity Fund Audit Report**

Although the audit includes all of ASD, the committee was asked to first look into the affairs of the ASD Water for Humanity Fund (WFHF); this specific request was given in order that the committee can evaluate statements made by Mr. Dan Prater, the WFHF Committee Chair, upon his resignation. Mr. Prater made a number of statements in his resignation that concerned issues within WFHF that the Board of Trustees (BOT) believed warranted investigation. The priority will also allow the WFHF funds that have been frozen by the BOT to be released so that the committee can again move forward. Mr. Prater's statements included:

- 1) The WFHF Committee was unable to fulfill its fiduciary responsibilities due to the immobility and futile decisions made by the Board of Trustees;
- 2) The lockout of Steve Herbert from ASD Headquarters;
- 3) The removal of any and all Water for Humanity Fund nomenclature at convention to commemorate the Fund's 25<sup>th</sup> Anniversary;
- 4) Purposeful muzzling of members during public meetings;
- 5) Secretive Trustee meetings related to PPM and By-Law changes;
- 6) Trustee requests to apply a percentage of your WFHF donation to the ASD general fund;
- 7) The forced resignation of President Adhi Two Owls as well as Trustees Richard Benishai, Rebecca Gurland, and Janet Windsor;
- 8) Placing the WFHF in escrow indefinitely due to the immobility and futile decisions made by the Board of Trustees;
- 9) The trustees have also made false written and orally libelous statements in an attempt to discredit Steve and now more recently our (WFHF) committee.

Mr. Prater's resignation letter is enclosed at Appendix A, while the letter referred to in statement 9 above, written by Marty Lucas, is at Appendix B. These specific statements of Mr. Prater elevated the level of concern of the Board of Trustees regarding the operations of the WFHF Committee, implying possible fiduciary problems with the WFHF.

In addition to answering these specific concerns, the Audit Committee was tasked to perform an audit of the organization from the perspective of adherence to common business practices, management, management effectiveness, adherence to ASD By-Laws and PPM, applicable laws and regulations, and gross handling of funds. This audit was never intended to be a CPA level audit; the ASD Board of Trustees has had difficulty finding sufficient CPA expertise within the organization willing to volunteer for this task, as well as difficulty finding qualified people to participate in committees. In addition, ASD does not have the necessary financial resources needed to bring in an outside CPA to conduct the audit.

The initial portion of the report will begin with addressing the questions regarding the Dan Prater resignation (1 through 9 above).

**The WFHF Committee was unable to fulfill its fiduciary responsibilities due to the immobility and futile decisions made by the Board of Trustees.**

This comment provides no additional information regarding the concerns. The “immobility” of the Board of Trustees did not occur; through many actions intended to correct problems both within ASD and the WFHF Committee, it is apparent that the WFHF Committee Chair perceived immobility. “Futile” is also not characterized; the WFHF Chair may have perceived futility because of repeated attempts by the ASD Board of Trustees to exercise their authority and try to find some level of accountability with the WFHF activities. Inability to fulfill its fiduciary responsibilities will be addressed later. *Our finding is that this statement lacks proper evaluation criteria, and appears to be a perception on the part of the WFHF Committee, possibly in part due to their inability to provide clear and concise information in response to inquiries from the Board of Trustees.*

**The lockout of Steve Herbert from ASD Headquarters**

The WFHF Committee claims that the WFHF Secretary, Steve Herbert, was locked out of ASD Headquarters (HQ), and therefore unable to perform his WFHF functions. This statement is only partially true, but it also fails to mention the rationale behind it.

The WFHF Committee filed a grievance, signed by their treasurer (Michelle Hicks); their complaint is at appendix C. Briefly, the complaint stems from a donation made to the WFHF prior to the 2015 ASD National Convention; WFHF received a number of crystals as a donation, some to be sold at a silent auction. The ASD Trustees were never made aware of this donation; in December 2015, HQ staff was presented a \$600 check as proceeds of the silent auction. As many of the trustees did not see crystals in a silent auction during convention, they began making inquiries to determine what was happening. As a part of this inquiry, a number of trustees made contact with the original donor to determine the nature of the donation; the WFHF treasurer was also subject to multiple queries in order to determine specifics regarding accountability, inventory, and valuation of this donation. The WFHF Committee felt that this was a violation of privacy laws of the donor and harassment of the Secretary and Treasurer, Steve Herbert and Michelle Hicks respectively. The targets of the grievance were Annette Weis, an ASD Trustee and Secretary, and Lisa Lacoss, the acting ASD Operations Manager (OM). Since the OM works at headquarters, the Board of Trustees determined that a separation of Mr. Herbert and Ms. Lacoss was required in order to eliminate the possibility of physical contact and other concerns. Despite the WFHF statement, Mr. Herbert was not “locked out” of HQ; ASD HQ had an additional volunteer working part time at HQ, and Mr. Herbert was told that he was allowed to be at HQ while that volunteer was there, and was instructed to have no contact with Ms. Lacoss. *Our finding is that this statement is not factual.*

**The removal of any and all Water for Humanity Fund nomenclature at convention to commemorate the Fund’s 25<sup>th</sup> Anniversary**

Convention planning has been occurring since late summer of 2015; The Audit Committee Chair has been involved with convention planning since early January of 2016. It has been clear from early in convention planning that a 25<sup>th</sup> anniversary party for WFHF will occur, and has been a focus point for the Convention Chair. At no point have there been any discussions when the involvement of the WFHF has not been contemplated. *Our finding is that this statement is not factual.*

**Purposeful muzzling of members during public meetings**

Although the statement provides no context for this statement, nor is there an indication as to the number of times this occurred, there is one incident where this is known to have occurred. During a monthly meeting of the Board of Trustees, a discussion began to occur regarding information involving WFHF, a conversation that was intended for a later closed session because it involved personnel actions. At one point during the discussion, Jean McDonald, an ASD Trustee, began reading from an apparent prepared document, and began criticizing an ASD member for posting “the Marty Memo” (appendix B) on ASD’s social media. Marty Lucas, at that time the ASD Vice President, immediately took the call into executive session and terminated the call for people who were not on the Board of Trustees. An open board meeting was an inappropriate venue for the discussion that Ms. McDonald intended to have, due in large part to her chastising ASD members. There was no “muzzling” of any member; in other meetings and in social media, there have been many discussions involving the WFHF activities and concerns, where the venue for the discussion was appropriate for that discussion. *Our finding is that this statement is not factual.*

### **Secretive Trustee meetings related to Policy and Procedures Manual and By-Law changes**

The ASD Board of Trustees does not have “Secretive” meetings; they do periodically have closed meetings to discuss personnel and staffing activities and issues, in order to protect the privacy of the employees and staff. The Board of Trustees will also convene in closed session, serving in the capacity of the Ethics Committee; the Ethics Committee meets in closed session in order to protect the privacy rights of those involved in the ethics complaint.

The ASD Board of Trustees has established committees in order to rewrite all or portions of the By Laws and Policy and Procedures Manual (PPM) to bring them current. In each case, announcements were made regarding the committee meetings, and seeking members to participate. Nobody from the WFHF Committee responded to any of these requests. It was later determined that part of the issue may have been caused by a faulty computer belonging to one of the ASD Board Liaisons to the WFHF Committee. However, there is no record that any WFHF Committee member making an inquiry regarding any meeting of the By Laws or PPM Committee; in addition, it would be counterproductive to exclude any ASD member from this activity, since the diversity of opinions and experience provide for a much more robust document. *Our finding is that this statement is false, there have been no “secretive Trustee meetings” related to the PPM and By Laws changes.*

### **Trustee requests to apply a percentage of your WFHF donation to the ASD general fund**

After making inquiries to both of the ASD Secretaries, we can find no reference where any ASD Trustee made any request such as that stated.

In order for the Trustees to formally make this kind of request, it would have to be voted on by the Board of Trustees; there is however, no record of this even being discussed. One of the Secretaries has a vague recollection of a passive comment from a Board of Trustees member that WFHF should provide some level of remuneration for the service that ASD provides. From a business perspective, this is done as a routine business matter for many companies; subordinate units do pay “overhead” for the services that they provide, and the “overhead” fees can be anywhere from 8% to 15% or more, depending on the services provided, the number of people involved, and the complexity of the tasks. In the case of the WFHF, an “overhead” may well be warranted, if it is considered that they reimburse HQ for postage and supplies. WFHF donations, in addition to checks, include donations via credit card, PayPal, and other online money transfer companies. Through a review of the records of the donations to WFHF for the past 6 years, there are MANY instances where WFHF did not reimburse ASD for credit card or PayPal fees. Credit card fees do depend on the type of card used and the benefits the card provides to the cardholder, and they can be as high as 10%. Because there is no tracking information available for each credit card transaction, it was not possible to identify the costs for the transactions; in many cases, PayPal may have the same concerns, since PayPal does allow transactions to occur using a credit card. The PayPal receipts available do not always provide enough of an indication of the total fees assessed.

Other overhead work includes handling donations as they come in (entering them into the financial records, taking the checks to the bank), paying bills related to WFHF, and answering inquiries from WFHF committee members. The Audit Committee does not have enough resolution of assessed fees and work done in support of WFHF in order to recommend a proper assessment. However, a standard overhead rate of 8% to 12% may be appropriate, considering the overhead required on the part of the ASD Board of Trustees. *Our findings regarding this statement of Mr. Prater is that it is false; however, an overhead fee assessed to WFHF may be appropriate due to the reasons cited.*

### **The forced resignation of President Adhi Two Owls as well as Trustees Richard Benishai, Rebecca Gurland, and Janet Windsor**

The WFHF Committee has provided no information regarding their stated belief behind these resignations. However, based on an examination of the correspondence surrounding these resignations, the following information is available: Rebecca Gurland has not resigned as a Trustee of ASD.

President Adhi Two Owls states in her resignation: “I feel it is not possible for me to function as president and carry out my duties for many reasons, some of them personal, professional and because of the unfolding events which have occurred between the BOT and WFHF.” She provides no indication that her resignation was forced.

Trustee Richard Benishai states in his resignation:

Adhi shalom,

I am quitting the job of trustee.

Richard Benishai

Janet Windsor states in her resignation:

o Everyone,

resigning from the Board of Trustees for the American Society of Dowsers. Opportunities have arrived and I will no longer be available to serve as a Trustee.

Thank you for all who voted for me.”

In none of the resignations are there anything indicating a “forced” resignation; in one resignation, there is an indication that the continued conflict between the Board of Trustees and WFHF was a contributing factor. ***Our finding is that the statement in Mr. Prater’s resignation is inaccurate, and there is no supporting information that would provide any indication regarding how this conclusion was reached.***

### **Placing the WFHF in escrow indefinitely due to the immobility and futile decisions made by the Board of Trustees**

From an email from the ASD President:

“Recently the Water for Humanity Fund Chairman resigned. In his resignation he accused the committee of being “unable to fulfill its fiduciary responsibilities”. In lieu of these serious charges, all Water for Humanity Funds have been frozen, until we can determine whether there have been improprieties or not. I have asked the audit committee to prioritize their work in order to clear the reputation of the committee so their work can resume. Rest assured, should the audit reveal that the former chairman’s allegations are true, we will take the necessary remedial actions. Likewise, should they prove false.

The ASD Board of Trustees currently has NO evidence that there are fiduciary issues concerning how the committee handles funds. However, when the chairman of a committee makes allegations such as these we must take them at face value and investigate.”

***Our finding is that the Board of Trustees froze the funds of the WFHF specifically because of the statements made by the WFHF Chair in his resignation, and NOT “due to the immobility and futile decisions made by the Board of Trustees”.***

### **The trustees have also made false written and orally libelous statements in an attempt to discredit Steve and now more recently our (WFHF) committee**

This relates directly to the letter at appendix B. This letter was written in response to an acute lack of information available regarding the removal of Steve Herbert as Secretary of the WFHF Committee. It was required because of a failure in communications between the leadership of ASD and the WFHF Committee. The letter names only two people, Steve Herbert and Dan Prater; it provides a high level rationale for the removal of Mr. Herbert, which includes a 2 year investigation and a vote of the ASD Executive Committee, in line with the processing of an ethics complaint and investigation. Mr. Prater is mentioned because of his decision to terminate his chapter’s affiliation with ASD. As is customary with ethics investigations, little detail was provided in the letter, nor was detail provided to the WFHF committee. The ASD legal council prior to its release also reviewed this letter.

Despite providing their interpretations of the statements in the letter as “false...and orally libelous statements in an attempt to discredit Steve and...the WFHF Committee”, the statements were of fact, and based largely on their investigation over the preceding two years. This audit has been able to confirm many of the statements in the letter, which will be detailed in our further findings. The statements were not false; libel requires false statements, so the statements in the letter at appendix B were not libelous. ***Our finding is that there is no evidence of either false or libelous statements being made against either Steve or the WFHF Committee by any ASD Trustees.***

The Audit Committee has performed an extensive review of the available records regarding the management and operations of the WFHF Committee and its operations. The findings of that review follow.

- 1) ***We have found no obvious indication of a theft of funds.*** It is worth noting that records do appear to be unaccounted for; missing records include hard copies of receipts sent to donors (hard copy files are required by the IRS), incomplete copies of donations, lack of detail regarding fees paid for credit card transactions, and lack of supporting documentation regarding WFHF Committee travel and payroll details. What records exist are generally in no particular order, are in folders that are largely unorganized (soft copy) or generally by month or quarter (hard copy), and have no further identifying information; this has resulted in the audit taking an immense amount of time to sort through the records in order to determine what is there before it can actually begin. Bank records, in the form of monthly statements, are generally readily available, for both ASD and WFHF accounts. In

our work, we examined deposits and debits from the WFHF checking account, back to approximately February of 2011, the last date for which soft or hard copy records could be found readily. Other concerns regarding unaccounted for documents will be detailed later.

- 2) ***WFHF seems to want to operate under a different set of rules than ASD does.*** From the ASD By Laws, Chapter X, Section 3(a): Any committee created is not an entity unto itself. This section of the By Laws indicates that the WFHF Committee should be operating under the By Laws and PPM of ASD. From the By Laws, Chapter VIII, Section 4: "Until otherwise voted by this Society, no Official thereof shall receive any compensation for services rendered to the society." From The Policy and Procedures Manual (PPM), General Employee Policy, item 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; ASD PPM section regarding "Conflict of Interest; ASD By Laws, Chapter V: The location of the principal or Headquarters Office of this Society shall be the Town of Danville, County of Caledonia, in the State of Vermont; ASD PPM section regarding "Document Destruction and Retention".

The WFHF, an established committee under ASD, has prepared its own PPM, as well as an MOU between WFHF and ASD; there is no evidence that either document was presented to the ASD BOT for approval. The PPM identifies a procedural flow of documents and information for the committee; the MOU defines the relationship between the WFHF committee and ASD. Although the WFHF PPM was written in March of 2016, there is no indication that any portion of it has been implemented. The MOU (see appendix E), prepared in June of 2015, identifies a number of roles of ASD that are entirely subordinate to WFHF, many in violation of the existing ASD By Laws and PPM. It is clear from these documents, as well a history of other documents and activities on the part of the WFHF Committee that they see themselves as an autonomous organization that at best has minimal accountability to the ASD BOT.

While ASD has a formal business address in Danville, VT, the WFHF Secretary has routinely communicated to others that they should communicate with him through his personal address, and personal email address (see appendix F); this presented a problem during the period of the audit because it was found that WFHF donation checks were being sent to the WFHF Secretary at his personal address. In addition, extensive communication has occurred between WFHF Grant seekers and the WFHF Secretary, none of which is available to anybody in ASD (specifically ASD HQ staff or ASD BOT members). Many communications involving receipts for tax-deductible donations are unaccounted for as well. Despite many requests on the part of ASD BOT members to provide the information, the WFHF Secretary has failed to comply, as is required in the ASD PPM. The WFHF Secretary has furnished many documents in "soft copy" computer files, in Microsoft Word format, without signatures, so there is no way to know if the files are the actual files that were sent out. This activity adds to the lack of accountability of the WFHF Committee, but it is also a violation of the document retention requirements of the PPM, and Federal Laws. There are other documents that the Audit Committee were unable to locate: Correspondence from the IRS regarding the IRS Audit that was done on WFHF; Correspondence from an Arizona Attorney regarding legal issues involving a WFHF grant to Hopi Indians; Correspondence surrounding the 2015 donation of Healing Crystals valued at several thousand dollars. All of this requires permanent retention at ASD HQ. The Audit team is also aware that WFHF has records stored on Drop box accounts accessible only to them; the Audit team asked for a number of documents from WFHF Committee members, and were given the absolute bare minimum to answer our questions. We did put a number of requests for information that would support the work of the team, but nobody on the WFHF Committee has come forward with any additional information. The Audit team was able to obtain emails between WFHF Committee members and supporters that indicated an acute lack of professionalism and integrity in their dealings with the Audit team with respect to providing data for our efforts. See appendix D for the emails.

The WFHF Secretary has for years sent out tax-deductible receipts for donations to WFHF, despite no evidence of any authority to do so (WFHF is not a 501(c)3 charity, the WFHF secretary is not an officer of ASD, the WFHF Secretary is not a current employee of ASD, nor could we find any kind of appointment authority). Unfortunately, many receipts were provided to people when either services or goods were exchanged for at least a portion of the funds received. This has also presented another issue; there are records involving at least 4 different dowers who, in lieu of accepting payment for their dowsing efforts, instructed their clients to write a check to WFHF. In each case, the clients received a tax deduction letter from WFHF; however, in each case there is a written statement on the receipt indicating the name of the dowser, and a statement indicating that the payment was in lieu of payment to the dowser. Apart from not being in compliance with IRS tax deductible



contributions, it puts at legal risk ASD, the Dowser involved (all of them, not just the single Dowser), and anybody that these receipts were written for; should anybody in this chain be audited for any reason, a definitive paper trail exists implicating all involved in various failures of the tax codes. Appendix G provides an example of the statements used.

There are positive indications of the existence of a conflict of interest, in violation of the ASD By Laws and PPM. This particular issue involved the use of a Littleton NH graphics and printing company, owned by the sister of the WFHF Secretary, by the WFHF Secretary, for years; there is no indication that any efforts were made to obtain additional quotes for the work. There are indications that minimal quantities were bought, just under a price break point, and some time later additional products were bought. To their credit, the WFHF Committee acknowledged this activity in their October 2015 monthly meeting, and did take some rudimentary actions to stop the conflict of interest. Appendix H is a copy of the WFHF October 2015 meeting minutes.

Under this item, there is one additional example. The By Laws and PPM only make allowances for the ASD President and Trustees to be reimbursed for travel expenses, and no allowances are made for payment for time (since it is a stated volunteer run organization). However, the WFHF Secretary routinely solicits donations for both travel expenses and salary. The Audit team was able to identify at least 3 separate occasions where the WFHF Secretary has solicited funds from an individual, specifically for salary; one instance included a grant application that included approximately \$2400 for salary to fulfill the requirements of the grant. He has also actively solicited to establish a position within ASD, for himself, with a salary of \$30,000, to conduct WFHF activities. He has been an "employee" of ASD on 3 occasions; the first two he was erroneously classified as an "independent contractor", and the third he was an employee, paid for by grant funding. Vermont has been cracking down on the erroneous classification of employees, presenting a problem for ASD. There are records for travel reimbursement as well, for trips Overseas (Central America, India, and Africa), for trips within the United States, and for "local" travel in support of a NOFA Conference where ASD had a presence. There are no records of receipts, no indication of an effort to compare costs for flights, lodging and meals; there are payments for a "stipend" in addition to reimbursement of expenses, as well as reimbursement for personal items, such as sunglasses and toiletries. Appendix I contains examples of the travel claim information.

- 3) ***The WFHF Secretary had been reimbursed for postage and printer supplies, used for his personal printer.*** It is apparent that many documents were printed regarding ASD business, there is no way to assess any other possible personal uses for the printer. Although the printer supplies, including ink and paper, are no longer reimbursed, the postage is. It is worth noting that when he was buying printer ink locally, coupons were generally used, saving a considerable amount. Direction was given by the Board of Trustees to no longer reimburse for printer supplies. The per cost page for printing documents is less for the machines located at ASD HQ because they are intended for bulk operations at a lower cost. As for postage, ASD generally sends out bulk (>200 pieces) correspondence at a special rate for non-profits, which is considerable less than first class postage (\$.47 for first class vs. \$.19 for the non profit rate). Although this would not provide a cost savings for routine letters, it would for bulk mailings (such as annual reports), yet there is no indication that this has ever been taken advantage of.
- 4) ***WFHF, on their own, desires to establish their own criteria for who can be on their committee.*** They have in the past outright rejected a WFHF Chair that was duly appointed by the ASD President (in accordance with the ASD By Laws); they have written documents that require that members have experience dealing with people from third world countries, and they invite only some to apply for their committee. There is no indication that any of this has been presented to the ASD BOT for a review or approval, nor is there any indication that their process could stand up to any level of scrutiny. The criteria appear to be highly selective, but there is no indication that subject matter expertise is required for any position. Appendix E has details of their proposed personnel requirements.
- 5) ***WFHF has effectively isolated itself from the broader membership of ASD.*** WFHF sends out documents a number of times per year; it appears that hard copy documents are mailed to approximately 200 people (based largely on the number of documents printed). There is very little information available online, despite spending a portion of a grant to do exactly that. The WFHF website will allow people to sign up to receive their E-Newsletter, but it is unknown how many are on that list, or who they may be. In general, nothing is sent out to the broader ASD membership regarding WFHF or any of their activities. It appears that most of their mailing list consists of previous donors. They

do not advertise, so there is little opportunity to raise additional funding. It is important to also realize that ASD has, at best, incomplete records of the people on the WFHF mailing lists.

- 6) ***WFHF has expended funds for purposes other than its charters purpose.*** From the Waterforhumanityfund.org website: “In 1991, the Water for Humanity (WFH) Fund was established within the American Society of Dowsers to provide funding for water resources development, purification, protection and conservation worldwide in areas of critical need. The goal in each case is to increase water resources in terms of quality, quantity and accessibility. Its second purpose is to demonstrate the practical and humanitarian application of dowsing and to establish credibility for the art.” In 2012, WFHF provided funding to establish the All Indian Society of Dowsers, through the Tamil Nadu Tribal Development Society; in 2015, WFHF provided funding for the second All India Dowsers Society Annual Convention. Support for this activity funding should have required approval of the ASD BOT, since this activity is not in agreement with the WFHF stated purpose. There is no indication that any discussion occurred with the ASD BOT regarding this matter. Supporting documents are at appendix J.
- 7) ***Since early 2011, WFHF has had an Agent in India.*** There is no indication that the ASD BOT was aware of this, nor were we able to find any other mention of this. It is unknown why, if this were factual, the WFHF would not choose to make this a highlight of their work in India. The name of the agent is Mr. C. Paul Rasan. His biography:

“I was born December 29<sup>th</sup>, 1953, in Maruthangudi (Pillayarpati) village near Madurai in Sivagangai District, state of Tamil Nadu, southern India. Though I grew up in a poor agricultural family, I received my primary education in Pillayarpati and Siravayal and passed matriculation at Madurai (Kamara) University. Later, I attended college at St. Joseph’s College and did my post-graduate work at Annamalai University. I was the first person of my village to graduate from college.

My career in social service began as a Youth Club Leader and advanced to Project Coordinator of a local NGO. After twelve years of such experience, I founded Foundation for Rural Development (FORD Trust) in my village to help the rural poor and needy people in any part of India. Over my career, I have received a multitude of specialized trainings from state and national governmental and non-governmental organizations in, for example, Participatory Rural Appraisal, Human Rights and Child Empowerment, Micro-enterprise Development, Appropriate Technology and Organic Farming. I have presented several research papers at Bharadhidasan University on the environment, child care and the problems of aged persons. To my credit are numerous project implemented or in progress, including vocational skills development for women and girls, establishment of Self Help Groups (SHGs), revolving funds management, domestic violence prevention and water resources development. The work of FORD Trust has been supported by various international organizations in Italy, Netherlands and the UK, in addition to the ASD Water for Humanity Fund in the USA.

I was married in the year 1980 and have two children. My son is a practicing lawyer in Madurai Bench of Madras (Chennai) High Court. My recently married daughter is a nursing assistant. My wife is a house mentor.”

## American Society of Dowers Audit Report

This section of the audit report covers the Audit Committee's findings pertinent to ASD as a whole.

Our findings:

1) ASD has at least three outstanding ethics complaints outstanding that no action has been taken on. The ASD By Laws, Chapter XV, Section 2(b) states that:

"If a party to the grievance chooses not to participate at any level of the process, the process will go forward without their participation."

Two of the ethics complaints were against an individual who chose to resign rather than address the merits of the complaints; the third ethics complaint was against the 2015 Nominating Committee and its "advisor". In each case, the Board of Trustees and/or the Executive Committee (acting as the Ethics Committee) has failed to act on the complaints, which is not in accordance with the By Laws stated above. It is also worth noting that members having outstanding or unresolved ethics charges are not deemed a "member in good standing" in accordance with Chapter 3, Section 1 of the By Laws; the failure of the BOT to address the charges only extends the length of time the member is "not in good standing".

RECOMMENDATION: Investigate the outstanding ethics complaints and take appropriate action.

2) There has, for some time, been a "thought" among many that ASD is not a business, and should not be administered as such. Previous leadership has seen ASD as a "Social" organization requiring little financial or management accountability, nor an obligation to abide by the organization's By Laws or PPM. There are others who believe that management decisions made from a "business" perspective require strict adherence to the ethics portion of the By Laws.

RECOMMENDATION: Although there are references to the "business of the Society" in the By Laws, a change to the By Laws to emphasize that the Society should be run in accordance with standard business practices should be considered; elements of the business elements should be further delineated in the Policy and Procedures Manual (PPM).

3) The records of the Society are in a state of disorder, and they appear to have been this way for many years. It is difficult to locate and identify relevant information (particularly WFH information), and it appears that much information may not be permanently archived in accordance with the PPM. Although some information is archived off site electronically (through a Drop Box account), there is information that is not, likely due to a lack of adequate resources to scan it in to an electronic format. It is worth noting that final documents sent out under formal signature are included in this, and that documents in a Microsoft Word format may well not meet this requirement (a formal document has a signature, while a draft in Word format may have changed before being signed). Much information regarding WFHF activities also appears to be unaccounted for, and seems to have been stored off site, is not archived, and is not stored in accordance with the Document Destruction and Retention requirements of the PPM.

Another significant problem concerns the use of email. Many people in leadership positions within the organization (including committee members, such as WFHF) have made extensive use of electronic mail exclusively; a problem arises because ASD does not have access to any of this information, much of which has been a source of record communications within the organization. And even though there has been a recent effort made to address this by establishing personal email accounts under the domain dowers.org, there are members of the BOT who may not have the requisite technical skills necessary to access these accounts on a regular basis. It is also unknown if the email accounts under dowers.org can be configured so that emails are unable to be deleted. The problem is particularly acute with WFHF, as they have (as a committee) been largely unresponsive to requests to provide all records, instead providing only limited hardcopies.

RECOMMENDATION: ASD should identify resources that are able to develop and implement a logical means for document storage and retention, in a searchable format, so that documents can be located quickly and efficiently. ASD must also identify a better plan for document storage and retention; ASD HQ is not fireproof, so much of the historical information retained in the building is at significant risk. And although information is retained off site through a Drop Box account, a process should be in place that provides for access to the account by others, should they not be accessible from ASD HQ.

Archiving of email communications is being addressed by directing the use of an account under [dowsers.org](mailto:dowsers.org); one suggestion would be to also include, as a bcc: address, another email account (such as [archive@dowsers.org](mailto:archive@dowsers.org)), in order to provide an ability to readily search for emails with a common theme.

4) Chapter II, Section 1 of the By Laws pertains to education in all areas of dowsing, promoting dowsing to a larger audience, the incorporation and use of the principles of science into dowsing, and anything that may foster greater acceptance of dowsing outside of the dowsing community. This requires review, as ASD does not tend to focus on several of the areas included in this section. Although ASD actively teaches water dowsing at convention every year, and has had classes in map dowsing, ASD does little to address any of the other specialty areas involving dowsing. And outside of an occasional article, ASD does not do a good job at all of promoting itself or dowsing to a larger audience. Within ASD, there have been at times rifts between ASD proper and regional ASD groups; while there may have been a common root, ASD has been slow to attempt to heal, and they are slow to address elements of the organization that seem to actively harm the organization and it's members. While the ASD Board has spent a disproportionate amount of time with WFHF (which has apparently been an issue for several of the past Board of Trustees), they have failed to focus on the other elements of Section 1 of Chapter II of the By Laws. Although WFHF could be a great example of the effectiveness of dowsing by funding high profile efforts that could become known by a much larger community, that element of the organization has been horribly mismanaged, they have focused almost exclusively on the development of water resources in third world countries, they have done a very poor job of promoting themselves, and there appears to be no strategic goal that is in line with anything identified in this section of the By Laws. As a result of this, among other things, the lack of cohesion and common beneficial goals has led to a distinct lack of trust within elements (and members) of the organization.

RECOMMENDATION: The ASD Board needs to examine the goals of the organization as outlined in the By Laws, and determine if they are still viable; they need to decide if ASD should have a primary focus on water (as certain members in the Northeast seem to believe), or if "dowsing" has a much greater application, for example, *the inclusion in the use of a number of healing modalities, or evaluation and working with Earth Energies*, that they should also provide training for and promote. In either case, it may be desirable to appoint a focused team begin to rewrite sections of the document.

5) As part of our inquiry, it was brought to the attention of the Audit Committee members that in the past employees have been ordered to do things that would be considered unethical. This includes writing checks without any supporting documents to justify the expense (including payroll checks and payments for miscellaneous expenses), handing out life memberships to members without meeting the By Law requirement of approval by the membership, making purchases via credit card without sufficient backup or written justification to support the purchase, and covering up the mistakes of others. In most cases, the employee felt that their job was in jeopardy if they either refused or requested further documentation. In short, if leadership at any level is less than trustworthy, they have the means to intimidate or bully an employee to undertake unethical activities in order to save their job. While these actions in the past have come from the Operations Manager or the President of the Society, even the Operations Manager would not be immune from this type of coercion for an ASD Board member or ASD President.

RECOMMENDATION: Although all employees and volunteers report to the President of the Society, the ASD BOT may want to consider implementing a process that would require a two thirds majority vote (of the full Board of Trustees) to terminate or discipline an employee. It may be worth considering that the termination of an employee under these circumstances could invite a lawsuit against ASD for wrongful termination, which could irreparably harm the organization.

6) In the recent past, the ASD Board of Trustees, as well as several of the committees of the Society, have been faced with a lack of significant competence in certain areas needed to carry out the responsibilities of their position. Examples include a total lack of any managerial experience, a total lack of any real project management experience, a lack of knowledge of the operations of computers sufficient to perform the functions of the job they are given or elected to, a complete lack of IT skills necessary for any level of oversight, a lack of any element of business experience, and the appointment of people to a "science" position that have no experience whatsoever with any form of science. Part of this problem is due to an acute lack of suitable volunteers with the expertise that is relevant to the Society, but a larger part is likely due to the lack of understanding of the importance of qualified people in these positions. It has been said that "passion" was enough to run the organization, but "passion" without any sense of business fundamentals can only lead to mismanagement; likewise, dowsing could be said to be enough, but dowsing without knowing any business or leadership fundamentals would likely lead to leaders who do not know the relevant questions to dowse.

RECOMMENDATION: The ASD BOT needs to identify the core experience and knowledge requirements that are needed for certain positions within the organization to fulfill its mission; ASD then needs to identify the core experience levels that would best suit the needs to the Society at large. Examples of core experience include the following:

- a) Experience managing a business or office of at least 10 employees;
- b) Experience managing a program with a budget of at least \$100,000;
- c) Experience or working knowledge of IT, computer, or communications systems and networks
- d) Financial experience that demonstrates basic financial principles and accountability;
- e) Experience in a scientific field of endeavor;
- f) Experience working with people from other countries;
- g) Logistics experience;
- h) Sales experience;
- i) Experience running or administering a non-profit;

Although these have been mentioned to the ASD BOT before, they may not have been in a position to properly address this topic. However, faced with the management failures within the organization, it may be time to address the viability and requirement of getting experienced people, rather than utilizing members lacking the specific expertise needed to properly fill a position.

7) There are a number of ASD committees that have demonstrated a lack of accountability. This includes WFHF has taken steps to declare their independence (in violation of the ASD By Laws and PPM), and the 2015 ASD Nominating Committee failing to provide any level of accountability to the Board of Trustees as well. ASD's WFHF Committee has chosen to restrict access to any of its work product to only people that they "approve"; they have withheld the bulk of their documents and refused to provide them to ASD HQ, in violation of the ASD By Laws and PPM. They have failed to identify any processes involved in their decision making processes, criteria used to determine who gets funding, who their in country contact are, and all email correspondence to either their benefactors or donors. They have tried to maintain extreme sensitivity to any of their donors, choosing to file groundless complaints against any who contact donors for additional clarification of activities and donations.

In the case of the 2015 Nominating Committee, the committee failed to provide any information about the qualifications of potential nominees, how the information was evaluated, the criteria used for the evaluation, or the final rationale used for their decisions; there was a claim of "secrecy" in their processes, but neither the By Laws or the PPM makes any allowance for any form of "secrecy". Based on the final outcome, it would appear that they did engage in discrimination and/or favoritism in their process, which could open the Society to possible liability.

While the Board of Trustees did take actions to begin to address the management and oversight of WFHF, they have not yet taken action to ensure accountability of any subordinate committee, nor taken corrective action to recover the work product of the Nominating Committee. The Board is in the process of taking corrective action in the case of the WFHF Committee.

RECOMMENDATION: "Secrecy" within the organization has been counterproductive for the Society, and has added to the lack of trust between members and the ASD leadership. This has been a factor with the difficulties encountered with the WFHF Committee. The ASD Board of Trustees may want to consider publishing abbreviated minutes from closed sessions that would provide a general discussion of the issues being discussed and addressed. They should also eliminate "secrecy" or the perception of secrecy in any of its subordinate committees in order to create a more positive environment within the Society, and foster better communications.

8) ASD has a number of pages on Facebook, all with a slightly different theme. Not all appear to be monitored on a regular basis, and when input from a member of the Board of Trustees is sought, the answers can sometimes be slow to come. In addition, the conversations tend towards confrontation – at times between members, and at times with those who try to provide information. There is a definite lack of trust among those online; many believe that some have greater access to information, and that there is too much "secrecy" in the organization.

RECOMMENDATION: The ASD social media presence needs to be monitored closer, preferably by a member of the Board of Trustees who is competent in social media, and who can speak for the Board. ASD should also consolidate the different ASD Facebook pages to minimize the number of pages the member must review and post to in order to communicate. ASD should also consider moderating the Facebook posts, in order to keep them on topic, minimize the potential for confrontation, and provide consistently accurate information to the membership.

9) ASD has in the past had a number of ethics complaints lodged against members, and they have had to administer some form of discipline. However, many of these incidents, while initially properly documented, may not have been archived for easy access. In some cases, extensive research has been required to find all of the information. In addition, because the information generally involved an ethics complaint, the results of the incident and subsequent actions have been kept from the membership.

**RECOMMENDATION:** ASD should consider creation of a permanent reference file to maintain all disciplinary records in a single location; when new Board of Trustees are elected or appointed, this file should be provided as a basic reading file. It should include the charges, the detailed findings of any investigation, and the action taken.

This does present additional concerns. The "secrecy" involved in this process has been part of the reason for conflict within the organization; members see actions taken, but no additional information is provided, except by the person(s) that the action was taken against. ASD should consider publishing some level of information in order to increase the level of transparency within the process. In addition, ASD may want to consider changing the eligibility for reapplication of membership; in some cases, removal from a position within the organization may still leave an intact membership. However, ASD should consider that some activities might warrant permanent removal from the organization, in order to prevent further actions detrimental to the organization.

## APPENDIX A

### Dan Prater Resignation

27FEB2016

Board of Trustees and Members of the American Society of Dowsers,

I have been the Water For Humanity Fund® Committee Chairman for the past 9 months and would like to take this opportunity to update our fellow members and donors so you are aware of recent events that have severely impacted my Committees ability to manage your charitable Fund and some of the decisions our Committee have been forced to make in response.

As you may know, the ASD Trustees decided it was in their best interests to fire Steve Herbert effective after the June 2016 convention in Sarasota Springs, New York. Steve has been in a volunteer capacity for nearly 20 years and this was to be the 25<sup>th</sup> Anniversary of the Water For Humanity Fund®. Steve, having kept the Fund afloat through some rough times became a pillar in which ASD was able to gain footing again. My Committee is thankful and considers itself extremely fortunate to have met, worked closely with, and even been inspired-by Steve's dedication to water resources and a lifelong service to those less fortunate.

Between your member donations and Steve's procurement of grants along with the hard work of past and present committees the Fund has received and dispersed donations that exceed \$380,000. The Fund has also had the honor of memorializing many Sky Dowsers over the years with water wells in their name. Some of these Sky Dowsers include: Lynn Monroe, Brett Wentworth, David Pitkin, Robert Conary, Andy Bray, Rene Lincoln and Frank Hoenig. The donations from your Fund have changed the lives of tens of thousands of people all over the world and the membership has a lot to be proud of.

Recently under protest and in the best interests of preserving the Fund, our Committee attempted to change the minds of the Trustees and allow them the opportunity to rescind their decision based on the lack of due process, unjustifiable accusations and the extremely detrimental effect this has on sustaining the Fund in the future.

Our Fund Committee has followed every relevant policy and procedure written by ASD and has never in the past 9 months been contacted by any Trustee with questions related to any wrongdoing, negligence or violations of any kind. Steve has never been given an opportunity to defend himself and there was no due process followed from any document, including the Policy and Procedures Manual, By-Laws, Roberts Rules of Order, or the State of Vermont prior to his forced dismissal. Our Committee has heard the accusations they have levied against Steve and they are a complete Jest and without merit.

To the detriment of both ASD and the Fund they publicly voted not to rescind their decision. The Trustees have also publicly made false written and orally libelous statements in an attempt to discredit Steve and now more recently our Committee. We would like to ensure the membership that these written accusations are very far from the truth and are the sole efforts of a few people's vindictive motives. There has yet to be one single piece of evidentiary support to their libelous statements. If they continue to tell their story long enough people will begin to believe it. We are here to put the rabbit back in the hat. We ask the membership to look deep into the "Common Denominators" of the past and present ASD troubles and see who is still in play within the Trustee ranks. These are not coincidental difficulties, these are fundamental commonalities. Sometimes the only vote we have as members of an organization is where we spend our *time* and *money*, so I advise you to spend it wisely.

Other recently non-publicized news includes; the lockout of Steve Herbert from headquarters, the removal of any and all Water For Humanity Fund® nomenclature at convention to commemorate the Fund's 25<sup>th</sup> Anniversary, purposeful muzzling of members during public meetings, secretive Trustee meetings related to PPM and By-Law changes, Trustee requests to apply a percentage of your WFHF donation directly to the ASD general fund, the forced resignation of President Adhi Two Owls as well as Trustee Richard Benishai, Rebecca Gurland and Janet Windsor, just to name a few newsworthy items withheld from the membership.

More recently having placed the Fund in further jeopardy the BOT discussed dismissing our entire Committee and placing the Fund in escrow indefinitely. At this juncture I now find our Committee unable to fulfill its fiduciary responsibilities due to the immobility and futile decisions made by the Board of Trustees. So it is with deep regret and a heavy heart that I now find it necessary to resign my Committee position as Chairman of the Water For Humanity Fund®, effective immediately.

Sincerely,  
Dan Prater

## APPENDIX B

### Marty Lucas Letter

The recent removal of Steve Herbert as Secretary of the Water for Humanity Fund Committee by the Board of Trustees Executive Committee deserves further explanation. The long standing issues and 2 yr. investigation led to this hard decision in Nov. 2015. Explanation of the facts were not possible during the recent Board of Trustees meeting due to confidentiality issues associated with the decision. The idea was to allow the committee sufficient time for proper transition of the secretarial duties as well as recognize Mr. Herbert for his contributions to the society without publicizing the significant ongoing deficiencies in administration of the committee. Sadly, that well intentioned idea only led to more misunderstanding.

It is the responsibility of the Board of Trustees to protect the reputation and integrity of not only the Society but it's Water for Humanity Fund as well. In addition, the BOT is responsible to make sure that we comply with the wishes of our donors, properly account for their donations and comply with all applicable laws.

The Executive Committee took this action with great reluctance after diligently evaluating the issues and considering the possible and probable ramifications. The President is not only part of the Executive Committee but was tasked to convey the decision to the affected persons along with the reasons why the action was taken. It is now obvious that this communication was not optimal, since the Chairman of WFHF indicated that this action was taken without communicating with either he or the President of the ASD.

Unfortunately that cannot be undone; hence the reason for this letter.

Water for Humanity Fund is a long standing committee of ASD that has done a tremendous amount of good around the world. Steve Herbert has been an integral part of that good work. No one is questioning either his intentions or hard work. Without Steve Herbert, Water for Humanity Fund would not exist in its' current form.

The issue is a long standing pattern of administrative failures, mistakes, oversights, misstatements and lack of attention to detail. These issues expose our entire organization and our donors to legal and ethical issues. While the committee and its current members have worked diligently to make the projects successful the administrative failures have been left to the staff and Board of Trustees to solve.

Tax laws must be adhered to without exception or mistake. Donations must be accounted for properly and in accordance with the wishes of the donor. Official communications must be accurate, especially concerning the percentage of monies used for projects and the amounts spent on staff and overhead.

Repeated attempts to deal with these long standing issues have been met with resistance. The members and leaders of the committee have repeatedly chosen to defend their secretary without questioning, inquiring or seeking clarification.

In their defense, many committee members were lead to believe that successive boards of trustees have had vendettas against the secretary and that the very real administrative deficiencies were nothing more than personality conflicts. That could not be further from the truth.



## APPENDIX B (cont.)

Proper administration of a charity can be neither frivolous nor haphazard. Tax regulators and donors do not care how nice the people are that manage the charity. They care that it be done properly and in accordance with standard business practices. Water for Humanity Fund does not currently meet those stringent standards. It cannot continue to be affiliated with ASD unless it does.

The Executive Committee took the action to remove the Secretary of the Water for Humanity Fund; Steve Herbert in order to protect the society, correct the administrative deficiencies and make sure that the charity is operated in a manner consistent with all applicable laws, rules and regulations so it can grow beyond the level it has maintained for the last 10 years.

In apparent frustration Dan Prater, the WFHF Committee Chairman and President of Southeast Michigan Drovers has reported his chapter has terminated its' affiliation with ASD; effective immediately. While we regret the decision of his chapter to leave, their decision will not change the decision of the Board or reinstate Mr. Herbert.

Even as this letter is being drafted, the President has been tasked with offering the Water for Humanity Committee Chairman three alternative courses for action for the committee. Water for Humanity Fund has done valuable work around the world and it is our hope that it is allowed to continue to do so. However the Executive Board of ASD will not allow administrative mismanagement of WFHF to jeopardize our society or our primary mission of promoting and teaching dowsing.

This has been a challenging year and this decision was one of the most difficult. Leaders are often asked to make difficult decisions where we are not at liberty to divulge all of the details as to why the decisions were made. That is the case here. You will not be given any details that will compromise the privacy of our members our donors or violate the ethics of our organization. That is just the way it is. If that doesn't set well with you, I ask that YOU put yourself forward, instead of criticizing those that did.

On a personal note: I accepted a leadership role in this organization without preconceptions or prejudice concerning any of the longstanding issues or conflicts. I was shocked and dismayed at the level of disorganization and bickering between those that were working to improve the organization and those that sat on the sidelines and complained. The issues the current board are dealing with should have been dealt with when they first became apparent. Ignoring these issues only exacerbates the problems and drives members away. I am sorry that it has come to this. Frankly, I wish I had turned away when I was asked to serve. But having accepted the position, I will continue to do what I can to protect ASD and provide our members with the kind of organization they expect and deserve. Marty Lucas

## **APPENDIX C**

### **WFHF/Michelle Hicks Grievance**

The WFHF is filing a grievance or complaint against two individuals affiliated with the ASD, under Section 2 of the Disciplinary Process in the By-Laws found on pages 13 and 14. Any Member, Trustee or Officer, may be reprimanded, suspended, removed from office or lose their membership by a 2/3 vote of the full BOT if shown to be guilty of misconduct. Examples of misconduct would include: (1) Violating the Code of Ethics. (2) The abuse or misuse of power. (3) Personal activities prejudicial to the best interests of the Society, including placing personal interests ahead of those of the Society. (4) Slanderous remarks against another member affecting their ability to carry out their duties. (5) Any other form of misconduct not listed above.

The WFHF believes that Annette Weis and Lisa Lacoss have acted in ways that are in violation of these policies and are guilty of misconduct. It is the opinion of the WFHF Committee that Steven Herbert is currently the subject of harassment within the organization and defamation and the Committee will no longer allow this to continue.

The American Society of Dowsers, Inc. is a scientific and educational non-profit organization whose mission is "to support, encourage and promote... dowsers in a manner consistent with the highest standards of personal integrity and behavior... to promote and foster communication and fellowship among all persons in any way interested in dowsing."

From December 9 to December 13, various actions were taken that were initiated by Annette and Lisa and were directed at two members of ASD, who are volunteers and also happen to be members of the Water for Humanity Fund. The actions taken by Annette and Lisa are directly in conflict with the mission of the organization and do not promote or foster communication and fellowship among all persons interested in dowsing. As I am one of the organization's members who were targeted, act as the Treasurer of the WFHF and am also on the ASD Finance Committee, I have various perspectives on what has occurred. As well, I was asked by Dan Prater to follow up on the concerns expressed by various members of the WFHF Committee, so I am lodging this complaint as two members of the WFHF were targeted in less than a week.

#### **Background:**

The Water for Humanity Fund has funded 206 grants in eighteen countries totaling more than \$348,000.00. The Water for Humanity Fund celebrates its 25<sup>th</sup> anniversary in 2016. The Water for Humanity Fund Committee has two BOT members, picked by the BOT, who attend meetings, vote on anything WFH does and act as liaisons informing the BOT of anything WFH does and providing direction to WFH from the BOT. This ensures that the BOT and its interests are represented at all times and the WFH can't act alone or independent of the organization. These BOT liaisons could be Adhi and Kevin, the ASD organizational heads, the selection of the BOT Liaisons is at the discretion of the BOT. As well, there are policies in place that mitigate ASD's financial risks like the fact that the Water for Humanity Fund Checking Account can only be accessed and managed by Lisa Lacoss and/or Kevin O'Brien, the Water for Humanity Fund Committee has no way to access these funds without their knowledge or consent.

In late October / early November Dan Prater and Adhi had a teleconference to discuss concerns and issues impacting on ASD, the Water for Humanity Fund and its members.

## **APPENDIX C (cont)**

A protocol was established and agreed upon that questions and inquiries from the BOT related to the WFHF were to either come from Adhi or through the WFHF Trustee Liaisons. (Some exceptions to this may apply like required communication between Kevin and Michelle related to finances or communication within members of committees). This was necessary due to individuals acting in a way that is contrary to the mission of the ASD and in violation of the code of ethics, which some may label as harassment or defamation.

I myself have recently been the target of this behavior. December 9, I received an email from Annette Weis with questions about WFHF and its financial statements. I replied to the questions and received an email with further questions, which I replied to, and received the response from Annette Weis: "Thank you, again, for the complete answer. We are on the same page."

These two incidents, were not the first occasion where I had been singled out by Annette, as during the WFHF election teleconference prior to Convention, Annette told our committee that I could not run for Treasurer unless I was bonded or bondable. This made no sense as I do not handle any money (I'm not even in the same country as the money, so there is no financial risk to the organization). This is also a double standard as Kevin and Lisa are not bonded and they handle all the organization's finances. Lisa is even able to write checks valued at hundreds of dollars without a joint signature.

After having spent significant volunteer time December 9, looking into Annette's questions and writing two separate responses, I believed that we were perhaps on the same page. Little did I know that further actions would be initiated by Annette that would show, we obviously were not.

Dan Prater sent messages to Adhi, December 10 in which he expressed his concern and directed her to have Annette channel her financial inquiries through Kevin. He also reminded Adhi, that there had been past emails and conversations about these sorts of issues. Dan also expressed concern in writing to Kevin and Diane.

December 9, Steven Herbert received an email from Lisa Lacoss, asking for more information on a donation after being given a receipt letter and check. Steve explained that though the individual made a bid on the item, the receipt letter he gave her was intended to be used for a business deduction, not as explained above for a tax-deductible straight donation. Since he received no more requests from her for clarification, he assumed she was satisfied with this explanation.

Dan Prater and I were also copied in on the request for information and reply, and were also under the impression that things were fine.

However the culmination of events occurred December 13 which could not be ignored and needed to be acted upon. Behavior initiated by Lisa and Annette, extended far beyond the internal bounds of the organization of ASD and impacted directly on an elderly donor. That these two individuals took it upon themselves to initiate a series of events, acting of their own accord, not involving Kevin, or Adhi or the ASD Finance Committee or Dan Prater or Michelle Hicks or Steven Herbert, and violated the privacy of a donor is incomprehensible, and shows a lack of restraint or ability to control their ongoing interpersonal conflict with Steve.

Dan received a call from Jenni Anderson, Sunday December 13. She had just spent four hours of her personal time on the phone with 85 year old Joanne Van Gelder, the previous WFHF

## APPENDIX C (cont.)

Chairman who also happens to be a *substantial* donor to the WFHF. She was asked to call her by Annette Weis. Lisa had told Annette about the donation and the donor and Annette asked Jenni to call the donor. So personal information about the donor had just passed through three individuals.

It has been suggested that what occurred was a bookkeeping clarification. However, Steve sent email clarification to Lisa about what happened, and he had also given her copy of the letter he gave to the donor. Why would it be Annette or Jenni's role to clarify bookkeeping issues, finances or donations? Why were none of the people who actually deal with the ASD finances not consulted? Why would such a convoluted series of events be put into action? I could understand asking Kevin or Diane to call the donor if they really thought something was amiss.

There was no follow up from Lisa with either Dan Prater or Michelle Hicks who both thought everything was fine.

I have read through the financial policies of the ASD PPM and By-Laws a few times and I am still not sure at this time, what wrongdoing has occurred. Currently, I can only speculate that the ASD may be referring to that donation as noncash contribution because the value is more than \$500, however they have 125 days to file the form after the disposition of the item. So if that is the issue, it still didn't concern Annette or Jenni and neither of them could fix it. Steve has been holding a silent auction since 2011 and donation items have been received in the past with a value over \$500.

When I worked in Revenue and Taxation, when we dealt with enforcement issues we looked at intent.

Did Lisa intend to clarify a bookkeeping issue? If so after Steve's email response, why did she not request further clarification from Steve, Dan, Michelle, Kevin, Diane, Adhi, or the Finance Committee? Going through Annette would not clarify a bookkeeping issue. Did Annette intend to clarify a bookkeeping issue? If so, why did she not request further clarification from Adhi, Kevin, Diane, the Finance Committee? Going through Jenni would not clarify a bookkeeping issue.

Are we dealing with one isolated incident or a series of events by individuals? Will these events clear up on their own if they are not addressed? This harms ASD as an organization as a whole. Do we think it's going to improve and what will change so that it does?

Did Steve intend to do anything wrong? Did anyone tell him the item had to be registered? Is there anything in the PPM or By-Laws about it? Could Steve be expected to know there was anything special to do with the donation? What would a reasonable person have done or known to do? I can honestly say, I myself, could have very well done the exact same thing. When I took the role as Treasurer for WFHF, I received an email from Lisa stating that she would no longer be forwarding financial information to Steven Herbert, she would only send it to me. So there is no willingness from Lisa to communicate with Steve.

The members of the WFHF Committee have a sincere interest in working with the ASD to deal with any issues that occur. We cannot deal with or fix issues that are not brought to our attention.

The management of people's personal information (like donors) within organizations is a big deal. There is legislation in place in Vermont about Privacy and Data Security.

<http://ago.vermont.gov/focus/consumer-info/privacy-and-data-security1.php#CCC>

Personal information such as Social Security Numbers, credit and debit card numbers, and bank account information must be kept confidential and secure under Vermont law. This page describes how businesses and state agencies must protect consumers' personal information and notify consumers in the event of a data security breach.

[Duty to Notify Vermont Consumers and Attorney General of a Security Breach](#)

Having people who do not handle donations or finances contact a donor about a donation, would indicate to the donor that there is something wrong within ASD and create doubts about the stability and professionalism of the organization. ASD has a large volume of personal information, including credit card and banking information. This is a very serious matter.

As well there are Federal directives on Protecting Personal Information from the Federal Trade Commission.

[https://www.ftc.gov/system/files/documents/plain-language/bus69-protecting-personal-information-guide-business\\_0.pdf](https://www.ftc.gov/system/files/documents/plain-language/bus69-protecting-personal-information-guide-business_0.pdf)

In marketing or external relations we often encourage people to ask themselves: if this person was your mother how would you want them to be treated? So imagine for a moment if you will, that the donor is your elderly mother. She is 85 years old, confined to a wheelchair, and living in a small apartment after having had to downsize some of her prized possessions like a collection of crystals. She entrusted these crystals to Steven Herbert, with whom she worked as a Water for Humanity Fund Committee Member and as Chairperson of WFHF for two terms. Imagine what it would have been like for that woman to have someone call her randomly to inquire about the crystals she donated and speak to her for four hours. The caller was asked to call her by Annette, who was contacted by Lisa, who didn't even attempt to deal with the issue internally within the organization through proper channels. Instead they thought it reasonable and necessary to choose to disturb an elderly lady. Is that how ASD treats its donors and wants them to be treated? Is that how an organization shows its gratitude to a donor who has chosen to part with something of significant value to them?

## **APPENDIX C (cont.)**

Some of the crystals donated by the donor are currently on display for sale through John Serino, the new president of the Danville Chapter who had just opened up a crystal shop in Littleton, NH. Set prices would be tagged on each specimen and since the proceeds would go to WFHF, John offered to do this without even charging a commission. These items are a specialty item and will fetch the best price by being offered for sale in an establishment that specializes in these items and will attract the right client base. I have also been informed by Committee members that the store owner who has been displaying some of the crystals was visited a week or so ago by a member of the BOT to observe/check on the crystals that have not been sold yet.

Part of my old job in Revenue in Taxation included doing business process documentation and risk assessment, the links I have included about Vermont Legislation were included largely to create awareness among the BOT of the risks inherent within harassment of

volunteer members, defamation, or the privacy issues related to personal information the organization manages. At any point members who are being defamed or targeted through the organization could have someone look into defamation on their own behalf.

### **What is defamation libel and slander law?**

Defamation is any statement, whether written or oral, that injures the good name or reputation of another person. For a statement to be defamatory, it must not be true. A defamation designed to be read is libel. Libel also may include harmful statements in a fixed medium, especially writing but also a picture, sign, or electronic broadcast. An oral defamation is slander. Slander is a harmful statement in a transitory form, especially speech.

Defamation is largely the same whether committed by more traditional means or online. Internet based defamation can be dangerous because it is so easy to have widespread public access to the defamatory statement. A seemingly innocent rant can spread quickly through Internet web sites, emails, and online postings.

As a volunteer and member of this organization, I hope the complaints presented in this email will be taken seriously and given the attention they deserve. This is a sincere attempt to allow the organization to deal with these issues internally and to deal with them in such a way that similar events do not occur again.

Sincerely

Michelle Hicks

ASD Member and Treasurer Water For Humanity

## APPENDIX D

### Amy Loomis Email Thread

On Thu, Mar 10, 2016 at 9:42 PM, Idaho Dowsers <> wrote:

Thanks, Michelle! It is fair and direct. Good job. I wonder when it is time to tell them Steve left 10 years of data at HQ, that there are no originals because everything is done by electronics. If they are going to examine grant proposals I think we might insist that they have a non-profit charitable fund person as part of the audit. This seems so inappropriate. Wonder how many years Lisa can go back with Quickbooks? She has all the Original Data" checks, etc.

Amelia "Amy" Loomis, MSW, CCHt  
Idaho Dowsers

On Mar 10, 2016, at 5:25 PM, Michelle Hicks <> wrote:

Jenni, Jean, Steve, Dan, Don, Amy & Dreama,

I believe I have copied in all the WFHF members who were present in last night's meeting. I received this from the Audit Committee today. I copied Jenni, Jean and Steve on my response. I will forward momentarily.

*Yours in Health and Wellness,*

**Michelle C. Hicks**

**Owner of Michelle C. Hicks Healing Arts, Treasurer and Member-at Large, Water for Humanity Committee, the American Society of Dowsers Inc., Member of the Atlantic Society of Dowsers, Member of the American Society of Dowsers Inc., Member of the International Society of Dowsers and Research Association, Quantum Healing Hypnosis Therapy, and Vibrational Energy Therapy**

Facebook, LinkedIn, Twitter, Website: [www.MichelleCHicks.com](http://www.MichelleCHicks.com)

----- Forwarded message -----

From: **Lee Ann Potter** <>  
Date: Thu, Mar 10, 2016 at 5:32 PM  
Subject: Re: Two other donations not deposited into WFH checking account.  
To: Michelle Hicks <>  
Cc: [asdauditor@dowsers.org](mailto:asdauditor@dowsers.org)

Michelle,

Thank you for the input.

The audit committee will be looking at this type of activity as part of our audit, but our plan is to go back approximately 7 years, the time we believe the last audit was. We do want to make sure that funding has been allocated properly, and we will be making suggestions regarding how to eliminate this as a problem area in the future.

If you have, or know of, any additional information that would assist us, please let us know; if there is too much information to email (or if it is hardcopy), we can provide you with a mail address; we would scan it as PDFs and return the information.

Our understanding is that Steve possesses much information at his residence, information that may be critical to our doing an accurate and complete audit. This would include letters to/from ASD lawyers, contribution information, meeting minutes, WFH/WFHF source/founding documents, etc.

There is no part of this audit that has been pre-determined; we have an idea of what information is available, and are starting to learn what is not available. We do not know what any of this information will show, but whatever we can get, it will be used. Our goal, simply, is to determine facts, and document what we find. We do anticipate that our audit will result in changes to procedures and policies; our findings will be reported to the executive committee, but they will also be reported to the membership at the annual meeting at convention this year. We are aware that WFHF does have beliefs regarding what has been happening, and we are very interested in know what you know; and if we can document impropriety, we certainly will.

Lee Ann Potter  
Chair, ASD Audit Committee

## **APPENDIX D (cont.)**

On Thu, Mar 10, 2016 at 10:52 AM, Michelle Hicks <> wrote:

I am attaching two other donations that have not been deposited into the WFH checking account.

As you can see they are date stamped December 18, 2015 by HQ.

I have no way of knowing how frequently errors such as this occur within the organization.

*Yours in Health and Wellness,*

**Michelle C. Hicks**

**Owner of Michelle C. Hicks Healing Arts, Treasurer and Member-at Large, Water for Humanity Committee, the American Society of Dowsters Inc., Member of the Atlantic Society of Dowsters, Member of the American Society of Dowsters Inc., Member of the International Society of Dowsters and Research Association, Quantum Healing Hypnosis Therapy, and Vibrational Energy Therapy**

## **APPENDIX E**

### **WFHF-ASD Draft MOU**

#### **MEMORANDUM OF UNDERSTANDING**

The Memorandum of Understanding is made this June 02, 2015, by and between the Water for Humanity Fund and its umbrella organization, the American Society of Dowsers of 184 Brainerd Street, Danville, VT 05828.

Whereas the American Society of Dowsers (ASD) agrees to recognize that the Water for Humanity Fund (WFH Fund), while managed by a committee operating under the auspices of the ASD, and sharing the same 501(c)3 status, is an organization in its own right functioning as an international water resources development organization.

And whereas the ASD recognizes that the WFH Fund and its committee operates on an international scope and with significant sums of money, the By-Laws and Policies & Procedures which govern the WFH Fund and the committee managing the WFH Fund must necessarily differ from ordinary committees, principally in regards to degree of autonomy and self-determination.

And whereas the parties, ASD and WFH are desirous to enter into a Memorandum of Understanding between them, setting out the working arrangement that each of the parties agree are necessary to allow the operation of each at maximum efficiency while affording the optimum mutual benefit.

The ASD agrees that the WFH Fund Committee, recognizing that the WFH Committee operates at least an order of two of magnitude above other committees within ASD, needs a certain amount of autonomy and self-determination.

Volunteers on the WFH Committee need to have a certain minimum level of relevant education, and of experience in travel, language and culture in foreign countries, particularly in the developing world. Therefore, the sitting WFH Committee members are the best judge of who qualifies to join their ranks. They have the right to screen candidates, and vote whether or not to invite the applicant to join them. The sitting Committee also votes on who will fill Executive Committee positions within the Committee when such become vacant. This encourages the formation of a compatible team with strong skills and assets which complement each other and provide stability to the operation of the WFH Fund. The ASD recognizes that the Water for Humanity Fund looks forward to a lifetime of at least many decades, and needs committee members with a certain level of competence in the specialized field of water resources

#### **APPENDIX E (cont.)**

development and who have staying power. Such an organization needs institutional memory, and the WFH Fund Committee and WFH Fund operations must be protected and not be vulnerable to disruption every two years from reinvention by a new group of Trustees.

##### **Services to be rendered by the American Society of Dowsers:**

Provision of office space and storage space at ASD Headquarters.

Shouldering the WFH fair share of total ASD overhead costs, reflected by the percentage of space that WFH Fund takes up (6.24%) at ASD Headquarters.

Allowing use of copiers and other office equipment as needed.

Communication with the ASD membership through list serves (WFH E-Newsletter) and print media.

Provision of accounting services throughout the year, and ASD – WFH Fund combined tax assessment for annual return.

Sharing of telephone, cable, internet services, etc.

To allow some staff time to be allotted in the performance of incidental tasks requested by the WFH Fund manager or other committee volunteers.

Performance of certain duties by ASD staff in connection with the WFH Fund bank account; writing checks for projects, materials or services, and providing bank statement and related information each month.

##### **Services to be provided by the Water for Humanity Fund:**

WFH Fund agrees to function as the practical and humanitarian arm of ASD, demonstrating its practical application and building credibility for the art. WFH Fund agrees to attract attention to the art of dowsing, promoting it as service to humanity, and guiding those interested into becoming dowsers to join the ASD.

WFH Fund agrees to the degree which it is able, to reimburse ASD for overhead costs and use of equipment through percentages of grant monies obtained.

WFH agrees to allow two voting positions on its committee for Trustee Liaisons, to help provide oversight and transparency to ASD as its umbrella, with the understanding that these Trustee Liaisons must pass the same scrutiny of any other member.



## **APPENDIX F**

### **Use of personal address for ASD business**

January 17, 2009

Phillip Kuras

John's Creek, GA 30022-7460

Dear Phil:

Please find enclosed an official document from the American Society of Dowzers' Water for Humanity Fund which can be presented to the IRS as proof of your donation (monies generated from sales of your contribution of a collection of crystals and minerals). In the document I list the amount of \$6,648.90 as the amount generated to date, without mentioning that this has been generated over a three year period. For your own information, the amount generated from crystal sales in 2006 was \$4,470.50, followed by \$641.50 in 2007 and \$1,536.90 in 2008. I will be sending another letter like this at the end of 2009, and from then on every year until the entire collection is sold.

As Secretary of the WFH Fund and on behalf of the entire committee, I would like to thank you again for this generous donation. What has been raised just so far is enough to construct as many as ten wells in some places, and enough to dramatically improve the lives of hundreds, if not thousands of people.

We of the committee hope your move to Georgia has proved to be a positive choice and we wish you all the best in the New Year.

Sincerely,  
Steven G. Herbert, WFH Secretary

P.S. For future reference, my own new contact information is:

Steve Herbert, XXX Spring St., Apt. X, St. Johnsbury, VT 05819

(802) 751-XXXX (home) (603) 616-XXXX (cell)

[waterdowser@hotmail.com](mailto:waterdowser@hotmail.com)

# APPENDIX G

## Tax statement example



The American Society of Downers  
PO Box 24, Danville, VT 05823 USA  
Telephone (802) 634-3444 Fax (802) 634-2555  
ASD@downers.org www.asdowners.org

July 10, 2015

Bill Getz  
239 Webster Road  
Schoharie, NY 12157

Dear Bill:

The committee of the Water for Humanity Fund would like to acknowledge the receipt of your check (#1271, dated 6/5/2015) for \$500, which was deposited into the WFH bank account on 6/19/15. Unless otherwise directed, your contribution will go into the WFH general funds, which will be applied to any project deemed worthy by majority vote of our nine member committee.

As Secretary of the WFH Fund and on behalf of the entire committee, I would like to thank you for your generous contribution. With nearly a quarter of the earth's population lacking either accessibility or adequate amounts of safe potable water, the need far outweighs our ability to address the problem everywhere. However, a donation such as yours can make a tremendous difference in the lives of a family or a village.

We of the committee are pleased to report that we have expanded on many fronts in the past few years, and with increased publicity are becoming better known to the general public, expanding our funding base beyond the ASD membership. You are invited to look in the pages of the ASD publications for news and reports from completed projects. Please also check out our website ([www.waterforhumanityfund.org](http://www.waterforhumanityfund.org)) and watch for our bimonthly e-newsletter. Below is a summary of our grant allocations and projects over the last three years.

At its teleconference meeting of January 18<sup>th</sup>, 2013, the slate of projects included a well in Uganda, another community dug well in western Kenya, our fifth ceramic water filter distribution project in El Salvador, and nine more wells in India. One other Indian organization received a small grant to hold awareness campaigns and conduct workshops in ten villages in Tamil Nadu over two days, in recognition of World Water Day on March 22<sup>nd</sup>. In March, we received a grant to support a second-phase ceramic water filter distribution project in Kenya. At the June 9<sup>th</sup> meeting at convention, annual support was approved for Brother Kimpton in India and St. Bonaventure on the Navajo reservation, plus four more wells in India. In our November 11<sup>th</sup> teleconference, the WFH Committee approved a replacement pump for a community well in western Kenya, support

## APPENDIX G (cont.)


for a ceramic water filter factory and filter distribution in northern Tanzania, two wells each for two organizations in southern India, two wells and four composting latrines for a new organization in Kenya, and a filter distribution project for a village in Honduras.

Our first meeting of 2014 was on March 5<sup>th</sup>, at which the sixth phase of the filter distribution project in El Salvador and the second funding of World Water Day activities in India was approved, along with an institutional-size composting latrine in Uganda. A memorial well for Trustee Andy Bray was initiated with RPDS of the southern Indian state of Tamil Nadu, along with five other wells in India between IRWED, VDC and Children Watch. Once again we supported water delivery on the Eastern Navajo reservation in New Mexico, USA. Our first project in Zimbabwe was a drilled well. In our teleconference meeting of September 11<sup>th</sup>, a well was approved for Ghana and memorial wells in India were approved for Andy Bray, Rene Lincoln and Robert Conary. The committee also approved funding to help sponsor the second national convention of the newly formed India Society of Dowsers.

The WFH Committee met on February 17<sup>th</sup> for its first teleconference meeting of 2015, in which a dug well in western Kenya was funded along with the second composting latrine for a primary school in Uganda. The slate of projects also included six organizations in southern India which received one bore well with hand pump each. Four organizations were new and two had one previous project under their belt. At the committee's meeting held during convention, on-going funding was again approved for water delivery on the Eastern Navajo Reservation in NM, USA. A ceramic water filter distribution project was given the go-ahead in Tanzania. And in southern India approval was given to a rainwater harvesting project, two composting latrines two wells. We look forward to another good year with your generous help.

If you have any questions or comments about any of the WFH activities, they may be directed to Secretary Steve Herbert at (603) 616-7872.

Once again we thank you for your valued support in this worthy cause.

Sincerely, 

Steven G. Herbert, WFH Secretary

P.S. The WFH Fund operates under the auspices of the ASD and shares the same 501(c)3 status with tax exempt #03-6010613. For purposes of your 2015 tax return, your donation of \$500 is fully tax-deductible.

*We thank you for this generous contribution as well as many others sent our way over the years in lieu of accepting payment for your dowsing services.*

## APPENDIX G (cont.)



The American Society of Dowsers  
PO Box 24, Danville, VT 05828 USA  
Telephone (802) 684-3417 · Fax: (802) 684-2555  
asd@dowsers.org · dowsers.org/water-for-humanity

July 11, 2015

Glen Johnson  
P.O. Box 71  
N. Berwick, ME 03906

Dear Glen:

The committee of the Water for Humanity Fund would like to acknowledge the receipt of your cash donation of \$50, received on June 7<sup>th</sup>, which was deposited into the WFH bank account on 6/19/15. Unless otherwise directed, your contribution will go into the WFH general funds, which will be applied to any project deemed worthy by majority vote of our nine member committee.

As Secretary of the WFH Fund and on behalf of the entire committee, I would like to thank you for your generous contribution. With nearly a quarter of the earth's population lacking either accessibility or adequate amounts of safe potable water, the need far outweighs our ability to address the problem everywhere. However, a donation such as yours can make a tremendous difference in the lives of a family or a village.

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## APPENDIX G (cont.)

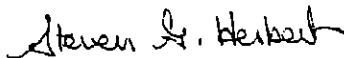
for a ceramic water filter factory and filter distribution in northern Tanzania, two wells each for two organizations in southern India, two wells and four composting latrines for a new organization in Kenya, and a filter distribution project for a village in Honduras.

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If you have any questions or comments about any of the WFH activities, they may be directed to Secretary Steve Herbert at (603) 616-7872.

Once again we thank you for your valued support in this worthy cause.

Sincerely,   
Steven G. Herbert, WFH Secretary

P.S. The WFH Fund operates under the auspices of the ASD and shares the same 501(c)3 status with tax exempt #03-6010813. For purposes of your 2015 tax return, your donation of \$50 is fully tax-deductible.

*We thank you for this and other contributions sent our way in lieu of accepting payment for dowsing services. We appreciate your support in many forms over the years.*

## **APPENDIX H**

**Oct, 2015 WFHF Minutes**

### **Minutes of Water for Humanity Committee meeting**

**October 26, 2015**

**held by teleconference**

Attending this meeting: Standing committee members Dan Prater - Chairperson, Steve Herbert – Secretary, Michelle Hicks - Treasurer, Trustee Liaisons Jean McDonald and Jennie Anderson, Advisor Amy Loomis, and guest Don Black.

The meeting started promptly at 6:00 PM EST, beginning with the topic of highest priority, the 2016 budget prepared by Treasurer Michelle Hicks upon request by the ASD Board of Trustees. Amy commented that it was good that Michelle averaged three different years in the past to come up with her estimates. It was noted that we had approved more funding allocated to this country, agreeing on a figure of 15% increase. There was discussion on what percentage in the grants we write will go to administration (defined as everything else but the foreign or domestic grants). There was also the suggestion that we designate administrative costs vs. program costs which are directly related to one grant. Jean suggested we should draft a policy statement of what goes in what category. Amy suggested a cover sheet be written to accompany whatever we give Lisa to advise her on what categories to use so she can code it correctly. Amy also recommended that some money be set aside in the budget for a review by an accountant or attorney (to make us safe if audited), suggesting about \$250. Questions would be submitted in writing and we would review them together before submitting them. Amy and Don agreed to work on a letter (note – subsequently, Amy was able to talk directly to the accountant which may make this moot).

Dan requested that Jean stand in for him in delivering a WFH Fund report to the BOT tomorrow evening. It was decided that a letter outlining the proper use of the logo be sent ASAP by Steve to Jean also in preparation.

Regarding the graphic work we hire out, the company we have been using is Advanced Graphic Communication in Littleton, NH, owned and operated by Gail Kimball, who happens to be Steve's sister. It was decided, that to avoid issues of conflict of interest, from this point that we obtain an estimate first

on any future requests, and that communication be direct between Ms. Kimball and Dan Prater as Chairperson.

Steve reminded those present that next year, 2016, is the 25<sup>th</sup> anniversary of the Water for Humanity Fund®, and suggested we begin thinking about some special events or projects to mark this event in celebration. Previous to the meeting, Steve had emailed a communication with resume attached from a woman by the name of Diane Johnson of Iowa. Diane expressed interest in joining our committee in some capacity. Of greatest interest is the fact that she has much experience to offer as a professional videographer.

The above prompted a discussion of distinguishing formal from informal advisors.

A motion was made by Jean McDonald to approve the minutes of the previous meeting on September 21<sup>st</sup>.

This was seconded by Michelle Hicks with all in favor.

A second motion was made by Michelle Hicks to accept the WFH Fund 2016 budget as written with the changes discussed. This was seconded by Jean McDonald and approved unanimously.

The meeting adjourned at 8:00 PM.

# APPENDIX I

## WFHF Secretary Travel Budget/Claim

Honduras 2009	February USA	March USA	March Honduras	March USA pt	April USA pt	Totals
Medical	155.55					155.55
Phone/Card						0
Trvr's Insurance	49					49
Traveler's chks						0
Photography		29.64				29.64
Stipend	800					800
Tickeling	407.7		238			645.7
Food&Water		7.57	113.57	18.47		139.61
Transport	40	38	114.74	26		218.74
Gear&Supplies	9.28	10.42	14.38			34.08
Copies/Internet			11.43			11.43
Personal			133.32			133.32
Leftover.Curr.			27.35			27.35
Room&Board			270			270
Lang.Lessons						0
Ent&Exit Fees			34			34
Project Exp.s			1.59			1.59
Interp/Guide						0
Hotels			82.56			82.56
Discrepancy			1.06			1.06
Postage						0
Trip Itself						0
Beginning Total	Total Feb	Tot Mar U	Tot Mar H	Tot Mar U	Tot Apr U	2633.63
	8,126.99	1461.53	85.63	1042	44.47	0
	clipboard	glasses				
	& journal	& notepad				

APPENDIX I (cont.)

	November USA	December USA	January USA	January Ecuador	February Ecuador	February Uspost trip	Totals
Medical		110.99	40			248	398.99
Phone/Card			70	0.76	5.57		76.32
Trvlr's Insurance			80				80
Traveler's chks							0
Photography			50.5			31.98	82.46
Storage Unit		38					38
Ticketing			1,287.40				1287.4
Food&Water			22.12	54.14	185.47	17.85	279.58
Transport			16	72.4	94.1	\$15	196.5
Gear&Supplies	32.32	3.15	33.78				69.25
Copies/Internet				3.27	15.3	21	39.57
Personal				111.45	216.05		327.5
Leftover.Curr.					0.17		0.17
Room&Board							0
Lang.Lessons							0
Ent&Exit Fees					40.8		40.8
Project Exp.s			35.82	5.4	18.95		60.17
Interp/Guide				260			260
Hotels				152	136.8		288.8
Discrepancy					64.43		64.43
Postage							0
Trip Itself			37.12	659.41	767.64	32.85	1464.17
Beginning Total	Total Nov.	Total Dec.	Tot./USA	Tot J/Ecu	Tot F/Ecu	Tot F/USA	3579.94
	8,126.99	32.32	152.14	1634.62	659.41	767.64	333.81
	sp glasses	ml proph	supplemts				Remaindr
	umbrella		cell 1 mo.				4,547.05
	flashlights	calculator	& ph card				
	sm caribnr		film				
			1st Aid kit				
			compbook				
			lamination				





## APPENDIX J

### Funding for establishing Indian Dowsing Society

## Announcing the formation of the All India Society of Dowsers

With this notice, let all of us of dowsing societies of the English-speaking world and of dowsing societies everywhere, be informed of the formation of the first national society of dowsers in the populous country of India. This occurred at the first national gathering and convention of Indian dowsers, held on November 23<sup>rd</sup> and 24<sup>th</sup> of 2012 in Avur, Tiruvannamalai District, state of Tamil Nadu, India. Fifty two experienced and novice dowsers representing the southern Indian states of Tamil Nadu, Andhra Pradesh, Kamataka and Puducherry gathered that weekend to share their experience and advice in successful water location. They also offered each other fraternal support and demonstrated their various tools of choice, such as the V-shaped Neem stick, pendulum, bottle filled with water, coconut, watch, small bell, and stone tied to a rope. Furthermore, the participants advocated to one another the responsibility they share to respect and protect water as well as promote its conservative and sustainable use. The dowsers gathered took their roles seriously in service to the needy and in dedication of reasonable access to adequate quantities of safe and potable water as a basic human right.

The inspiration for the convention came from an organization calling themselves Tamil Nadu Tribal Development Society (TNTDS), the members of which are all traditional dowsers. The secretary of this registered non-profit, Mr. C. Arokia Dass, contacted Steve Herbert, Secretary of the American Society of Dowsers' Water for Humanity Fund, which is well known in the Indian state of Tami Nadu for funding many water resource development projects. The proposal which was later submitted as a result requested funding for constructing two bore wells and hand pumps in needy villages, with a smaller portion requested to help fund an organizational meeting and convention at which they hoped to form a national Indian society of dowsers. The funds were provided and the ASD WFH Fund also lent its moral support and advice, including in the formation of by-laws.

Mr. Dass presided over the convention, and the result was the historic establishment of the All India Society of Dowsers (AISD). At that first gathering, elections were held and a seven-member Executive Board was formed, and by-laws were finalized and passed. Mr. Alavandan, a retired teacher with more than 35 years experience as a professional dowser was elected as the first president of the AISD. During the convention, Mr. Alavandan gave his personal account of what drew him into dowsing. Thirty five years ago, there was a famine in the village in which he was teaching, caused by the consecutive failure of the seasonal monsoon. After much difficulty in the digging, a dowser was sought out who with a V-shaped stick identified the best spot for digging. Mr. Alavandan took an interest watching the dowser, tried it himself and found good reactions. After many successes at locating water his reputation grew and he became much sought after. The new membership made a fine choice for first leader of AISD.

Let us join together in congratulating our fellow dowsers of India and in wishing them much success and a long and fruitful association.

*For more information about the AISD, contact Steve Herbert, WFH Secretary, at [waterdowser@hotmail.com](mailto:waterdowser@hotmail.com).*

## WATER FOR HUMANITY E-NEWSLETTER

Volume 6, Number 6: December, 2014

Submitted by WFH Secretary Steve Herbert

Welcome to the Water for Humanity E-Newsletter, created to keep you the membership and our supporters better informed of the activities of the WFH Fund, in supplement to our regular postings in the American Dowser.

### A few news items:

**An email vote:** During the period October and November, the first news item was that on October 22<sup>nd</sup>, an email vote was conducted and finalized approving a grant of \$2,100 for Tamil Nadu Tribal Development Society (TNTDS) to fund the expenses of holding the second conference of the All India Society of Dowsers (AISD), and sanctioning a supplemental grant of \$580 for Rita Marley Foundation (RTF) to adjust their recent grant amount for a recent change in currency exchange rate.

## APPENDIX J (cont.)

### Progress Report of 2nd National Convention of Indian Society of Dowsers

<b>1. Grantee organization</b>	Tamil Nadu Tribal Development Society Church Road, Avur.S.O., Tiruvannamalai Dsit. Tamil Nadu, S. India. PIN Code: 606 755 Phone :+91 4175 244372 Email : info@tntribalrights.org
<b>2. Identification of the Project</b>	2nd National Convention of Indian Society Of Dowsers (Formerly All India Society of Dowsers).
<b>3. Thematic area</b>	Annual General Body Meeting.
<b>4. Location of the Project</b>	Scripture Union Camp Site, Mamallapuram, A UNESCO asserted Monumental Site, India.
<b>5. Project Date</b>	22 <sup>nd</sup> March 2015.

## 6. Results

Sl. No.	Activities Approved	Outcomes	Progress as on date.	Remarks
1.	Communicating ,Publicizing of the Convention and Drawing Dowsers and activist in water related activities	Dowsers in a total of 59 and large number of activists involved water related services participated in the convention from 3 States of India	Completed	As there was late in securing the funds chances were high to travel to nearby states and contact delegates
2.	Website for Indian Society of Dowsers construction and hosting.	Website construction is completed abut waiting for hosting as delay occurs in legal registration. Of the Society. The registration of Indian Society almost over; necessary fee was received by the Department but Certificate issuance is waited.	90% achieved	Efforts are on to receive the certificate in a week or two; then the website will be activated.  The coming up website would serve as link to dowsers nation wide.
3	Media Advocacy	Reports were given to press directly and by post with photographs; 2 press reporters also participated in the Convention.	Attempted; educating media for such programs are started.	The media is lacking in understanding the importance of the Convention and theme. So, it may publish later.

4.	Capacity building of delegate's and active participation in the convention.	Delegates were aware with the service, power of dowsing practices and acquired the skills in water conservation, rational use methods and water rights to all. World water day and decade on Global action were realized and celebrated.	Completed with satisfactory level.	The delegates openly shared their experiences in dowsing practices with great interest.
5	Annual General body endorsement past year activities and planned for the coming year.  Formation of Dowsers chapters planning.	Society's previous year actions were ratified democratically. Next year activities were streamlined that provided chance to enhance members involvement. Representatives attended the convention from 3 states other than Tamil Nadu committed themselves to form chapters within a year.	Under taken; progressing in the process.	Democratic process is appreciated by members.  Positive signs of Dowsers society expansion noticed.

### 7. New activities/ unexpected difficulties/ Action taken to solve

The convention delayed due to some unexpected situations; first it was the interest to transfer funds by wire, missing of the check in the bank, meeting venue availability, sickness of the President Mr. Alavandan, resignation of Secretary Mr. Joseph Peter Kumar to leave for US for onsite job etc. However the interest of Dowsers and Steven Herbert made it possible.

### 8. Lessons learned

Registration with the Government brought problems for a long time. Dowsers prepared for change and patience brought to this stage. Hope this time the success will be with us.

### 9. Others

As it was the first big imitative there were some difficulties; hope the future will strengthen the organization. Mr. Steven Herbert's encouragements should not be forgotten.

### 10. Reported by

C. Arokia Dass  
Secretary, Secretary TNTDS





# **American Society of Dowers**

## **2016 Audit, Final Report**

### **EXECUTIVE SUMMARY**

This report presents the findings of the 2016 American Society of Dowers (ASD) Audit Committee. Records within ASD indicate that the last audit was performed in 2007. Although the audit will include all of ASD, the committee was asked to first look into the affairs of the ASD Water for Humanity Fund (WFHF); this specific request was given in order that the committee can evaluate statements made by the WFHF committee Chair, Mr. Dan Prater, upon his resignation as Chair. Mr. Prater made a number of statements in his resignation that concerned issues within WFHF that the Board of Trustees (BOT) believed warranted investigation. The priority will also allow the WFHF funds that have been frozen by the BOT to be released so that the committee can again move forward.

The audit team had no pre-conceived ideas about what we would find when the audit began; we strove to keep an open mind about what we would find. We do acknowledge the good that WFHF and ASD have done in the past; WFHF in particular has had a history of bringing water to the needy throughout the world. While this is very significant, it is somewhat tempered by their unaccountability and their flawed outlook on their role in the organization. Our audit was conducted in a professional and un-biased manner; the appendixes contain sufficient detail to justify the findings.

The audit team did not find evidence of financial wrongdoing; funds seem to be accounted for, except as noted in this report. Many management irregularities exist, both within WFHF and ASD; however, ASD leadership is now in a position to begin addressing problems as they are recognized. We also found evidence of extensive ethics concerns within the WFHF Committee and program; these include contractor favoritism, individuals exceeding the limits of their authority, soliciting for funds specifically for travel and salary (from multiple sources outside of ASD), and incidents that could adversely impact ASD's 501(c)3 status. In the lifetime of the organization, WFHF indicates that they have raised a total of \$348,000; that works out to an annual funding amount of \$13,920, a very small amount in the aggregate.

For ASD, there has been a multi-year history of ineffective management. Evidence includes failure to operate the organization under even basic business principles, failure to maintain and update the By Laws and PPM to address changes in operations, failure to abide by the ethics section of the By Laws (specifically to follow through on ethics charges that have been filed), failure to provide accountability for both the WFHF Committee and the 2015 Nominating Committee, failure to conduct business in an open and transparent manner, failure to provide timely engagement to active questions on social media (e.g., Facebook). In addition, ASD's records are in a state of disorder; information is generally not filed in any order, nor are they indexed. This is complicated by the fact that ASD does not have many hard copy files from WFHF, as they have been retained in the residence of the WFHF Secretary for years. For a time, "passion" has been confused for competent management, highlighting the importance of minimum basic experience requirements for people on the Board of Trustees as well as committees.

Recommendations are included for many of the findings; although many of the management and procedural inadequacies appear significant, effective management

controls can be put in place to resolve the issues, prioritize the work, and acquire a competent volunteers with requisite experience to assist in the work.

This audit contains significant appendixes to act as documentation of the issues, and to provide examples of where work may need to be focused.

## **ATTORNEY REVIEW**

Dear Annette and Ms. Potter,

You have asked us to review your audit report before you have it published for the membership at the annual meeting. I have done so, and although it is evident that a great deal of hard work went into the report, unfortunately, I am not convinced that it will accomplish your goals to provide clarity and accountability to your members. I am also concerned, based upon your report, that your status as a 501(c)(3) organization and as a Vermont non-profit is in jeopardy due to poor record keeping and a lack of accountability. It is imperative that you have an independent auditor conduct a thorough audit of the overall organization including WFHF to determine what corrective measures need to be taken to maintain your status and to move forward with procedures for accountability and proper record keeping in place. Having an independent auditor will also mitigate members' claims of bias by certain members and trustees. I know you indicated in the report that hiring an outside CPA is cost prohibitive, but it will be well worth the expense and may in fact reduce attorneys' fees in the future. We would recommend either Corrette & Associates at <http://www.corrette.com/> or A.M. Peisch at <http://www.ampeisch.com/>

Please let us know if we can be of further assistance.

Best regards,

Jen



Jennifer B. Black, Esquire (licensed in Vermont and Massachusetts) **Bucknam & Black, P.C.** 1097 Main Street PO Box 310 St. Johnsbury, VT 05819



# **American Society of Dowers**

## **2016 Audit Committee**

### **Audit Findings**

This report is for the findings of the 2016 American Society of Dowers (ASD) Audit Committee. Records within ASD indicate that the last audit was performed in 2007, so an audit was overdue. The audit is divided into two sections: the Water for Humanity Fund audit report, and the American Society of Dowers audit report.

### **Water for Humanity Fund Audit Report**

Although the audit includes all of ASD, the committee was asked to first look into the affairs of the ASD Water for Humanity Fund (WFHF); this specific request was given in order that the committee can evaluate statements made by Mr. Dan Prater, the WFHF Committee Chair, upon his resignation. Mr. Prater made a number of statements in his resignation that concerned issues within WFHF that the Board of Trustees (BOT) believed warranted investigation. The priority will also allow the WFHF funds that have been frozen by the BOT to be released so that the committee can again move forward. Mr. Prater's statements included:

- 1) The WFHF Committee was unable to fulfill its fiduciary responsibilities due to the immobility and futile decisions made by the Board of Trustees;
- 2) The lockout of Steve Herbert from ASD Headquarters;
- 3) The removal of any and all Water for Humanity Fund nomenclature at convention to commemorate the Fund's 25<sup>th</sup> Anniversary;
- 4) Purposeful muzzling of members during public meetings;
- 5) Secretive Trustee meetings related to PPM and By-Law changes;
- 6) Trustee requests to apply a percentage of your WFHF donation to the ASD general fund;
- 7) The forced resignation of President Adhi Two Owls as well as Trustees Richard Benishai, Rebecca Gurland, and Janet Windsor;
- 8) Placing the WFHF in escrow indefinitely due to the immobility and futile decisions made by the Board of Trustees;
- 9) The trustees have also made false written and orally libelous statements in an attempt to discredit Steve and now more recently our (WFHF) committee.

Mr. Prater's resignation letter is enclosed at Appendix A, while the letter referred to in statement 9 above, written by Marty Lucas, is at Appendix B. These specific statements of Mr. Prater elevated the level of concern of the Board of Trustees regarding the operations of the WFHF Committee, implying possible fiduciary problems with the WFHF.

In addition to answering these specific concerns, the Audit Committee was tasked to perform an audit of the organization from the perspective of adherence to common business practices, management, management effectiveness, adherence to ASD By-Laws and PPM, applicable laws and regulations, and gross handling of funds. This audit was never intended to be a CPA level audit; the ASD Board of Trustees has had difficulty finding sufficient CPA expertise within the organization willing to volunteer for this task,

as well as difficulty finding qualified people to participate in committees. In addition, ASD does not have the necessary financial resources needed to bring in an outside CPA to conduct the audit.

The initial portion of the report will begin with addressing the questions regarding the Dan Prater resignation (1 through 9 above).

**The WFHF Committee was unable to fulfill its fiduciary responsibilities due to the immobility and futile decisions made by the Board of Trustees.**

This comment provides no additional information regarding the concerns. The “immobility” of the Board of Trustees did not occur; through many actions intended to correct problems both within ASD and the WFHF Committee, it is apparent that the WFHF Committee Chair perceived immobility. “Futile” is also not characterized; the WFHF Chair may have perceived futility because of repeated attempts by the ASD Board of Trustees to exercise their authority and try to find some level of accountability with the WFHF activities. Inability to fulfill its fiduciary responsibilities will be addressed later. *Our finding is that this statement lacks proper evaluation criteria, and appears to be a perception on the part of the WFHF Committee, possibly in part due to their inability to provide clear and concise information in response to inquiries from the Board of Trustees.*

**The lockout of Steve Herbert from ASD Headquarters**

The WFHF Committee claims that the WFHF Secretary, Steve Herbert, was locked out of ASD Headquarters (HQ), and therefore unable to perform his WFHF functions. This statement is only partially true, but it also fails to mention the rationale behind it.

The WFHF Committee filed a grievance, signed by their treasurer (Michelle Hicks); their complaint is at appendix C. Briefly, the complaint stems from a donation made to the WFHF prior to the 2015 ASD National Convention; WFHF received a number of crystals as a donation, some to be sold at a silent auction. The ASD Trustees were never made aware of this donation; in December 2015, HQ staff was presented a \$600 check as proceeds of the silent auction. As many of the trustees did not see crystals in a silent auction during convention, they began making inquiries to determine what was happening. As a part of this inquiry, a number of trustees made contact with the original donor to determine the nature of the donation; the WFHF treasurer was also subject to multiple queries in order to determine specifics regarding accountability, inventory, and valuation of this donation. The WFHF Committee felt that this was a violation of privacy laws of the donor and harassment of the Secretary and Treasurer, Steve Herbert and Michelle Hicks respectively. The targets of the grievance were Annette Weis, an ASD Trustee and Secretary, and Lisa Lacoss, the acting ASD Operations Manager (OM). Since the OM works at headquarters, the Board of Trustees determined that a separation of Mr. Herbert and Ms. Lacoss was required in order to eliminate the possibility of physical contact and other concerns. Despite the WFHF statement, Mr. Herbert was not “locked out” of HQ; ASD HQ had an additional volunteer working part time at HQ, and Mr. Herbert was told that he was allowed to be at HQ while that volunteer was there, and was instructed to have no contact with Ms. Lacoss. *Our finding is that this statement is not factual.*

### **The removal of any and all Water for Humanity Fund nomenclature at convention to commemorate the Fund's 25<sup>th</sup> Anniversary**

Convention planning has been occurring since late summer of 2015; The Audit Committee Chair has been involved with convention planning since early January of 2016. It has been clear from early in convention planning that a 25<sup>th</sup> anniversary party for WFHF will occur, and has been a focus point for the Convention Chair. At no point have there been any discussions when the involvement of the WFHF has not been contemplated. *Our finding is that this statement is not factual.*

### **Purposeful muzzling of members during public meetings**

Although the statement provides no context for this statement, nor is there an indication as to the number of times this occurred, there is one incident where this is known to have occurred. During a monthly meeting of the Board of Trustees, a discussion began to occur regarding information involving WFHF, a conversation that was intended for a later closed session because it involved personnel actions. At one point during the discussion, Jean McDonald, an ASD Trustee, began reading from an apparent prepared document, and began criticizing an ASD member for posting “the Marty Memo” (appendix B) on ASD’s social media. Marty Lucas, at that time the ASD Vice President, immediately took the call into executive session and terminated the call for people who were not on the Board of Trustees. An open board meeting was an inappropriate venue for the discussion that Ms. McDonald intended to have, due in large part to her chastising ASD members. There was no “muzzling” of any member; in other meetings and in social media, there have been many discussions involving the WFHF activities and concerns, where the venue for the discussion was appropriate for that discussion. *Our finding is that this statement is not factual.*

### **Secretive Trustee meetings related to Policy and Procedures Manual and By-Law changes**

The ASD Board of Trustees does not have “Secretive” meetings; they do periodically have closed meetings to discuss personnel and staffing activities and issues, in order to protect the privacy of the employees and staff. The Board of Trustees will also convene in closed session, serving in the capacity of the Ethics Committee; the Ethics Committee meets in closed session in order to protect the privacy rights of those involved in the ethics complaint.

The ASD Board of Trustees has established committees in order to rewrite all or portions of the By Laws and Policy and Procedures Manual (PPM) to bring them current. In each case, announcements were made regarding the committee meetings, and seeking members to participate. Nobody from the WFHF Committee responded to any of these requests. It was later determined that part of the issue may have been caused by a faulty computer belonging to one of the ASD Board Liaisons to the WFHF Committee. However, there is no record that any WFHF Committee member making an inquiry regarding any meeting of the By Laws or PPM Committee; in addition, it would be counterproductive to exclude any ASD member from this activity, since the diversity of

opinions and experience provide for a much more robust document. ***Our finding is that this statement is false, there have been no “secretive Trustee meetings” related to the PPM and By Laws changes.***

### **Trustee requests to apply a percentage of your WFHF donation to the ASD general fund**

After making inquiries to both of the ASD Secretaries, we can find no reference where any ASD Trustee made any request such as that stated.

In order for the Trustees to formally make this kind of request, it would have to be voted on by the Board of Trustees; there is however, no record of this even being discussed. One of the Secretaries has a vague recollection of a passive comment from a Board of Trustees member that WFHF should provide some level of remuneration for the service that ASD provides. From a business perspective, this is done as a routine business matter for many companies; subordinate units do pay “overhead” for the services that they provide, and the “overhead” fees can be anywhere from 8% to 15% or more, depending on the services provided, the number of people involved, and the complexity of the tasks. In the case of the WFHF, an “overhead” may well be warranted, if when it is considered that they reimburse HQ for postage and supplies. WFHF donations, in addition to checks, include donations via credit card, PayPal, and other online money transfer companies. Through a review of the records of the donations to WFHF for the past 6 years, there are MANY instances where WFHF did not reimburse ASD for credit card or PayPal fees. Credit card fees do depend on the type of card used and the benefits the card provides to the cardholder, and they can be as high as 10%. Because there is no tracking information available for each credit card transaction, it was not possible to identify the costs for the transactions; in many cases, PayPal may have the same concerns, since PayPal does allow transactions to occur using a credit card. The PayPal receipts available do not always provide enough of an indication of the total fees assessed.

Other overhead work includes handling donations as they come in (entering them into the financial records, taking the checks to the bank), paying bills related to WFHF, and answering inquiries from WFHF committee members. The Audit Committee does not have enough resolution of assessed fees and work done in support of WFHF in order to recommend a proper assessment. However, a standard overhead rate of 8% to 12% may be appropriate, considering the overhead required on the part of the ASD Board of Trustees. ***Our findings regarding this statement of Mr. Prater is that it is false; however, an overhead fee assessed to WFHF may be appropriate due to the reasons cited.***

### **The forced resignation of President Adhi Two Owls as well as Trustees Richard Benishai, Rebecca Gurland, and Janet Windsor**

The WFHF Committee has provided no information regarding their stated belief behind these resignations. However, based on an examination of the correspondence surrounding these resignations, the following information is available:

Rebecca Gurland has not resigned as a Trustee of ASD.

President Adhi Two Owls states in her resignation: “I feel it is not possible for me to function as president and carry out my duties for many reasons, some of them personal, professional and because of the unfolding events which have occurred between the BOT and WFHF.” She provides no indication that her resignation was forced.

Trustee Richard Benishai states in his resignation:

Adhi shalom,  
I am quitting the job of trustee.  
Richard Benishai

Trustee Janet Windsor states in her resignation:

“Hello Everyone,  
I’m resigning from the Board of Trustees for the American Society of Dowers. Opportunities have arrived and I will no longer be available to serve as a Trustee.  
Thank you for all who voted for me.”

In none of the resignation is there anything indicating a “forced” resignation; in one resignation, there is an indication that the continued conflict between the Board of Trustees and WFHF was a contributing factor. ***Our finding is that the statement in Mr. Prater’s resignation is inaccurate, and there is no supporting information that would provide any indication regarding how this conclusion was reached.***

### **Placing the WFHF in escrow indefinitely due to the immobility and futile decisions made by the Board of Trustees**

From an email from the ASD President:

“Recently the Water for Humanity Fund Chairman resigned. In his resignation he accused the committee of being “unable to fulfill its fiduciary responsibilities”. In lieu of these serious charges, all Water for Humanity Funds have been frozen, until we can determine whether there have been improprieties or not. I have asked the audit committee to prioritize their work in order to clear the reputation of the committee so their work can resume. Rest assured, should the audit reveal that the former chairman’s allegations are true, we will take the necessary remedial actions. Likewise, should they prove false.

The ASD Board of Trustees currently has NO evidence that there are fiduciary issues concerning how the committee handles funds. However, when the chairman of a committee makes allegations such as these we must take them at face value and investigate.”

***Our finding is that the Board of Trustees froze the funds of the WFHF specifically because of the statements made by the WFHF Chair in his resignation, and NOT “due to the immobility and futile decisions made by the Board of Trustees”.***

**The trustees have also made false written and orally libelous statements in an attempt to discredit Steve and now more recently our (WFHF) committee**

This relates directly to the letter at appendix B. This letter was written in response to an acute lack of information available regarding the removal of Steve Herbert as Secretary of the WFHF Committee. It was required because of a failure in communications between the leadership of ASD and the WFHF Committee. The letter names only two people, Steve Herbert and Dan Prater; it provides a high level rationale for the removal of Mr. Herbert, which includes a 2 year investigation and a vote of the ASD Executive Committee, in line with the processing of an ethics complaint and investigation. Mr. Prater is mentioned because of his decision to terminate his chapter's affiliation with ASD. As is customary with ethics investigations, little detail was provided in the letter, nor was detail provided to the WFHF committee. The ASD legal council prior to its release also reviewed this letter.

Despite providing their interpretations of the statements in the letter as “false...and orally libelous statements in an attempt to discredit Steve and...the WFHF Committee”, the statements were of fact, and based largely on their investigation over the preceding two years. This audit has been able to confirm many of the statements in the letter, which will be detailed in our further findings. The statements were not false; libel requires false statements, so the statements in the letter at appendix B were not libelous. ***Our finding is that there is no evidence of either false or libelous statements being made against either Steve or the WFHF Committee by any ASD Trustees.***

The Audit Committee has performed an extensive review of the available records regarding the management and operations of the WFHF Committee and its operations. The findings of that review follow.

- 1) ***We have found no obvious indication of a theft of funds.*** It is worth noting that records do appear to be unaccounted for; missing records include hard copies of receipts sent to donors (hard copy files are required by the IRS), incomplete copies of donations, lack of detail regarding fees paid for credit card transactions, and lack of supporting documentation regarding WFHF Committee travel and payroll details. What records exist are generally in no particular order, are in folders that are largely unorganized (soft copy) or generally by month or quarter (hard copy), and have no further identifying information; this has resulted in the audit taking an immense amount of time to sort through the records in order to determine what is there before it can actually begin. Bank records, in the form of monthly statements, are generally readily available, for both ASD and WFHF accounts. In our work, we examined deposits and debits from the WFHF checking account, back to approximately February of 2011, the last date for which soft or hard copy records could be found readily. Other concerns regarding unaccounted for documents will be detailed later.
- 2) ***WFHF seems to want to operate under a different set of rules than ASD does.*** From the ASD By Laws, Chapter X, Section 3(a): Any committee created is not an entity unto itself. This section of the By Laws indicates that the WFHF Committee should be operating under the By Laws and PPM of ASD. From the By Laws, Chapter VIII, Section 4: “Until otherwise voted by

this Society, no Official thereof shall receive any compensation for services rendered to the society.” From The Policy and Procedures Manual (PPM), General Employee Policy, item 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; ASD PPM section regarding “Conflict of Interest; ASD By Laws, Chapter V: The location of the principal or Headquarters Office of this Society shall be the Town of Danville, County of Caledonia, in the State of Vermont; ASD PPM section regarding “Document Destruction and Retention”.

The WFHF, an established committee under ASD, has prepared its own PPM, as well as an MOU between WFHF and ASD; there is no evidence that either document was presented to the ASD BOT for approval. The PPM identifies a procedural flow of documents and information for the committee; the MOU defines the relationship between the WFHF committee and ASD. Although the WFHF PPM was written in March of 2016, there is no indication that any portion of it has been implemented. The MOU (see appendix E), prepared in June of 2015, identifies a number of roles of ASD that are entirely subordinate to WFHF, many in violation of the existing ASD By Laws and PPM. It is clear from these documents, as well a history of other documents and activities on the part of the WFHF Committee that they see themselves as an autonomous organization that at best has minimal accountability to the ASD BOT.

While ASD has a formal business address in Danville, VT, the WFHF Secretary has routinely communicated to others that they should communicate with him through his personal address, and personal email address (see appendix F); this presented a problem during the period of the audit because it was found that WFHF donation checks were being sent to the WFHF Secretary at his personal address. In addition, extensive communication has occurred between WFHF Grant seekers and the WFHF Secretary, none of which is available to anybody in ASD (specifically ASD HQ staff or ASD BOT members). Many communications involving receipts for tax-deductible donations are unaccounted for as well. Despite many requests on the part of ASD BOT members to provide the information, the WFHF Secretary has failed to comply, as is required in the ASD PPM. The WFHF Secretary has furnished many documents in “soft copy” computer files, in Microsoft Word format, without signatures, so there is no way to know if the files are the actual files that were sent out. This activity adds to the lack of accountability of the WFHF Committee, but it is also a violation of the document retention requirements of the PPM, and Federal Laws. There are other documents that the Audit Committee were unable to locate: Correspondence from the IRS regarding the IRS Audit that was done on WFHF; Correspondence from an Arizona Attorney regarding legal issues involving a WFHF grant to Hopi Indians; Correspondence surrounding the 2015 donation of Healing Crystals valued at several thousand dollars. All of this requires permanent retention at ASD HQ. The Audit team is also aware that WFHF has records stored on Drop box accounts accessible only to them; the Audit team asked for a number of documents from WFHF Committee members, and were given the absolute bare minimum to answer our questions. We did put a number of requests for information that would support the work of the team, but nobody on the WFHF



Committee has come forward with any additional information. The Audit team was able to obtain emails between WFHF Committee members and supporters that indicated an acute lack of professionalism and integrity in their dealings with the Audit team with respect to providing data for our efforts. See appendix D for the emails.

The WFHF Secretary has for years sent out tax-deductible receipts for donations to WFHF, despite no evidence of any authority to do so (WFHF is not a 501(c)3 charity, the WFHF secretary is not an officer of ASD, the WFHF Secretary is not a current employee of ASD, nor could we find any kind of appointment authority). Unfortunately, many receipts were provided to people when either services or goods were exchanged for at least a portion of the funds received. This has also presented another issue; there are records involving at least 4 different dowsers who, in lieu of accepting payment for their dowsing efforts, instructed their clients to write a check to WFHF. In each case, the clients received a tax deduction letter from WFHF; however, in each case there is a written statement on the receipt indicating the name of the dowser, and a statement indicating that the payment was in lieu of payment to the dowser. Apart from not being in compliance with IRS tax deductible contributions, it puts at legal risk ASD, the Dowsers involved (all of them, not just the single Dowser), and anybody that these receipts were written for; should anybody in this chain be audited for any reason, a definitive paper trail exists implicating all involved in various failures of the tax codes. Appendix G provides an example of the statements used.

There are positive indications of the existence of a conflict of interest, in violation of the ASD By Laws and PPM. This particular issue involved the use of a Littleton NH graphics and printing company, owned by the sister of the WFHF Secretary, by the WFHF Secretary, for years; there is no indication that any efforts were made to obtain additional quotes for the work. There are indications that minimal quantities were bought, just under a price break point, and some time later additional products were bought. To their credit, the WFHF Committee acknowledged this activity in their October 2015 monthly meeting, and did take some rudimentary actions to stop the conflict of interest. Appendix H is a copy of the WFHF October 2015 meeting minutes.

Under this item, there is one additional example. The By Laws and PPM only make allowances for the ASD President and Trustees to be reimbursed for travel expenses, and no allowances are made for payment for time (since it a stated volunteer run organization). However, the WFHF Secretary routinely solicits donations for both travel expenses and salary. The Audit team was able to identify at least 3 separate occasions where the WFHF Secretary has solicited funds from an individual, specifically for salary; one instance included a grant application that included approximately \$2400 for salary to fulfill the requirements of the grant. He has also actively solicited to establish a position within ASD, for himself, with a salary of \$30,000, to conduct WFHF activities. He has been an “employee” of ASD on 3 occasions; the first two he was erroneously classified as an “independent contractor”, and the third he was an employee, paid for by grant funding. Vermont has been cracking down on the erroneous classification of employees, presenting a problem for ASD. There are records for travel reimbursement as well, for trips Overseas (Central America,

India, and Africa), for trips within the United States, and for “local” travel in support of a NOFA Conference where ASD had a presence. There are no records of receipts, no indication of an effort to compare costs for flights, lodging and meals; there are payments for a “stipend” in addition to reimbursement of expenses, as well as reimbursement for personal items, such as sunglasses and toiletries. Appendix I contains examples of the travel claim information.

- 3) ***The WFHF Secretary had been reimbursed for postage and printer supplies, used for his personal printer.*** It is apparent that many documents were printed regarding ASD business, there is no way to assess any other possible personal uses for the printer. Although the printer supplies, including ink and paper, are no longer reimbursed, the postage is. It is worth noting that when he was buying printer ink locally, coupons were generally used, saving a considerable amount. Direction was given by the Board of Trustees to no longer reimburse for printer supplies. The per cost page for printing documents is less for the machines located at ASD HQ because they are intended for bulk operations at a lower cost. As for postage, ASD generally sends out bulk (>200 pieces) correspondence at a special rate for non-profits, which is considerable less than first class postage (\$.47 for first class vs. \$.19 for the non profit rate). Although this would not provide a cost savings for routine letters, it would for bulk mailings (such as annual reports), yet there is no indication that this has ever been taken advantage of.
- 4) ***WFHF, on their own, desires to establish their own criteria for who can be on their committee.*** They have in the past outright rejected a WFHF Chair that was duly appointed by the ASD President (in accordance with the ASD By Laws); they have written documents that require that members have experience dealing with people from third world countries, and they invite only some to apply for their committee. There is no indication that any of this has been presented to the ASD BOT for a review or approval, nor is there any indication that their process could stand up to any level of scrutiny. The criteria appear to be highly selective, but there is no indication that subject matter expertise is required for any position. Appendix E has details of their proposed personnel requirements.
- 5) ***WFHF has effectively isolated itself from the broader membership of ASD.*** WFHF sends out documents a number of times per year; it appears that hard copy documents are mailed to approximately 200 people (based largely on the number of documents printed). There is very little information available online, despite spending a portion of a grant to do exactly that. The WFHF website will allow people to sign up to receive their E-Newsletter, but it is unknown how many are on that list, or who they may be. In general, nothing is sent out to the broader ASD membership regarding WFHF or any of their activities. It appears that most of their mailing list consists of previous donors. They do not advertise, so there is little opportunity to raise additional funding. It is important to also realize that ASD has, at best, incomplete records of the people on the WFHF mailing lists.
- 6) ***WFHF has expended funds for purposes other than its charters purpose.*** From the Waterforhumanityfund.org website: “In 1991, the Water for Humanity

(WFH) Fund was established within the American Society of Dowsers to provide funding for water resources development, purification, protection and conservation worldwide in areas of critical need. The goal in each case is to increase water resources in terms of quality, quantity and accessibility. Its second purpose is to demonstrate the practical and humanitarian application of dowsing and to establish credibility for the art.” In 2012, WFHF provided funding to establish the All Indian Society of Dowsers, through the Tamil Nadu Tribal Development Society; in 2015, WFHF provided funding for the second All India Dowsers Society Annual Convention. Support for this activity funding should have required approval of the ASD BOT, since this activity is not in agreement with the WFHF stated purpose. There is no indication that any discussion occurred with the ASD BOT regarding this matter. Supporting documents are at appendix J.

- 7) ***Since early 2011, WFHF has had an Agent in India.*** There is no indication that the ASD BOT was aware of this, nor were we able to find any other mention of this. It is unknown why, if this were factual, the WFHF would not choose to make this a highlight of their work in India. The name of the agent is Mr. C. Paul Rasan. His biography:

“I was born December 29<sup>th</sup>, 1953, in Maruthangudi (Pillayarpatti) village near Maduri in Sivagangai District, state of Tamil Nadu, southern India. Though I grew up in a poor agricultural family, I received my primary education in Pillayarpatti and Siravayal and passed matriculation at Madurai (Kamara) University. Later, I attended college at St. Joseph’s College and did my post-graduate work at Annamalai University. I was the first person of my village to graduate from college.

My career in social service began as a Youth Club Leader and advanced to Project Coordinator of a local NGO. After twelve years of such experience, I founded Foundation for Rural Development (FORD Trust) in my village to help the rural poor and needy people in any part of India. Over my career, I have received a multitude of specialized trainings from state and national governmental and non-governmental organizations in, for example, Participatory Rural Appraisal, Human Rights and Child Empowerment, Micro-enterprise Development, Appropriate Technology and Organic Farming. I have presented several research papers at Bharadhidasan University on the environment, child care and the problems of aged persons. To my credit are numerous project implemented or in progress, including vocational skills development for women and girls, establishment of Self Help Groups (SHGs), revolving funds management, domestic violence prevention and water resources development. The work of FORD Trust has been supported by various international organizations in Italy, Netherlands and the UK, in addition to the ASD Water for Humanity Fund in the USA.

I was married in the year 1980 and have two children. My son is a practicing lawyer in Madurai Bench of Madras (Chennai) High Court. My recently married daughter is a nursing assistant. My wife is a house mentor.”

## American Society of Dowsers Audit Report

This section of the audit report covers the Audit Committee's findings pertinent to ASD as a whole.

Our findings:

1) ASD has at least three outstanding ethics complaints outstanding that no action has been taken on. The ASD By Laws, Chapter XV, Section 2(b) states that:

“If a party to the grievance chooses not to participate at any level of the process, the process will go forward without their participation.”

Two of the ethics complaints were against an individual who chose to resign rather than address the merits of the complaints; the third ethics complaint was against the 2015 Nominating Committee and its "advisor". In each case, the Board of Trustees and/or the Executive Committee (acting as the Ethics Committee) has failed to act on the complaints, which is not in accordance with the By Laws stated above. It is also worth noting that members having outstanding or unresolved ethics charges are not deemed a “member in good standing” in accordance with Chapter 3, Section 1 of the By Laws; the failure of the BOT to address the charges only extends the length of time the member is “not in good standing”.

RECOMMENDATION: Investigate the outstanding ethics complaints and take appropriate action.

2) There has, for some time, been a “thought” among many that ASD is not a business, and should not be administered as such. Previous leadership has seen ASD as a “Social” organization requiring little financial or management accountability, nor an obligation to abide by the organization's By Laws or PPM. There are others who believe that management decisions made from a “business” perspective require strict adherence to the ethics portion of the By Laws.

RECOMMENDATION: Although there are references to the “business of the Society” in the By Laws, a change to the By Laws to emphasize that the Society should be run in accordance with standard business practices should be considered; elements of the business elements should be further delineated in the Policy and Procedures Manual (PPM).

3) The records of the Society are in a state of disorder, and they appear to have been this way for many years. It is difficult to locate and identify relevant information (particularly WFH information), and it appears that much information may not be permanently archived in accordance with the PPM. Although some information is archived off site electronically (through a Drop Box account), there is information that is not, likely due to a lack of adequate resources to scan it in to an electronic format. It is worth noting that final documents sent out under formal signature are included in this, and that documents

in a Microsoft Word format may well not meet this requirement (a formal document has a signature, while a draft in Word format may have changed before being signed). Much information regarding WFHF activities also appears to be unaccounted for, and seems to have been stored off site, is not archived, and is not stored in accordance with the Document Destruction and Retention requirements of the PPM.

Another significant problem concerns the use of email. Many people in leadership positions within the organization (including committee members, such as WFHF) have made extensive use of electronic mail exclusively; a problem arises because ASD does not have access to any of this information, much of which has been a source of record communications within the organization. And even though there has been a recent effort made to address this by establishing personal email accounts under the domain dowers.org, there are members of the BOT who may not have the requisite technical skills necessary to access these accounts on a regular basis. It is also unknown if the email accounts under dowers.org can be configured so that emails are unable to be deleted. The problem is particularly acute with WFHF, as they have (as a committee) been largely unresponsive to requests to provide all records, instead providing only limited hardcopies.

RECOMMENDATION: ASD should identify resources that are able to develop and implement a logical means for document storage and retention, in a searchable format, so that documents can be located quickly and efficiently. ASD must also identify a better plan for document storage and retention; ASD HQ is not fireproof, so much of the historical information retained in the building is at significant risk. And although information is retained off site through a Drop Box account, a process should be in place that provides for access to the account by others, should they not be accessible from ASD HQ.

Archiving of email communications is being addressed by directing the use of an account under dowers.org; one suggestion would be to also include, as a bcc: address, another email account (such as [archive@dowers.org](mailto:archive@dowers.org)), in order to provide an ability to readily search for emails with a common theme.

4) Chapter II, Section 1 of the By Laws pertains to education in all areas of dowsing, promoting dowsing to a larger audience, the incorporation and use of the principles of science into dowsing, and anything that may foster greater acceptance of dowsing outside of the dowsing community. This requires review, as ASD does not tend to focus on several of the areas included in this section. Although ASD actively teaches water dowsing at convention every year, and has had classes in map dowsing, ASD does little to address any of the other specialty areas involving dowsing. And outside of an occasional article, ASD does not do a good job at all of promoting itself or dowsing to a larger audience. Within ASD, there have been at times rifts between ASD proper and regional ASD groups; while there may have been a common root, ASD has been slow to attempt to heal, and they are slow to address elements of the organization that seem to actively harm the organization and its members. While the ASD Board has spent a disproportionate amount of time with WFHF (which has apparently been an issue for several of the past Board of Trustees), they have failed to focus on the other elements of Section 1 of Chapter II of the By Laws. Although WFHF could be a great example of the

effectiveness of dowsing by funding high profile efforts that could become known by a much larger community, that element of the organization has been horribly mismanaged, they have focused almost exclusively on the development of water resources in third world countries, they have done a very poor job of promoting themselves, and there appears to be no strategic goal that is in line with anything identified in this section of the By Laws. As a result of this, among other things, the lack of cohesion and common beneficial goals has led to a distinct lack of trust within elements (and members) of the organization.

RECOMMENDATION: The ASD Board needs to examine the goals of the organization as outlined in the By Laws, and determine if they are still viable; they need to decide if ASD should have a primary focus on water (as certain members in the Northeast seem to believe), or if “dowsing” has a much greater application, for example, *the inclusion in the use of a number of healing modalities, or evaluation and working with Earth Energies*, that they should also provide training for and promote. In either case, it may be desirable to appoint a focused team begin to rewrite sections of the document.

5) As part of our inquiry, it was brought to the attention of the Audit Committee members that in the past employees have been ordered to do things that would be considered unethical. This includes writing checks without any supporting documents to justify the expense (including payroll checks and payments for miscellaneous expenses), handing out life memberships to members without meeting the By Law requirement of approval by the membership, making purchases via credit card without sufficient backup or written justification to support the purchase, and covering up the mistakes of others. In most cases, the employee felt that their job was in jeopardy if they either refused or requested further documentation. In short, if leadership at any level is less than trustworthy, they have the means to intimidate or bully an employee to undertake unethical activities in order to save their job. While these actions in the past have come from the Operations Manager or the President of the Society, even the Operations Manager would not be immune from this type of coercion for an ASD Board member or ASD President.

RECOMMENDATION: Although all employees and volunteers report to the President of the Society, the ASD BOT may want to consider implementing a process that would require a two thirds majority vote (of the full Board of Trustees) to terminate or discipline an employee. It may be worth considering that the termination of an employee under these circumstances could invite a lawsuit against ASD for wrongful termination, which could irreparably harm the organization.

6) In the recent past, the ASD Board of Trustees, as well as several of the committees of the Society, have been faced with a lack of significant competence in certain areas needed to carry out the responsibilities of their position. Examples include a total lack of any managerial experience, a total lack of any real project management experience, a lack of knowledge of the operations of computers sufficient to perform the functions of the job they are given or elected to, a complete lack of IT skills necessary for any level of

oversight, a lack of any element of business experience, and the appointment of people to a “science” position that have no experience whatsoever with any form of science. Part of this problem is due to an acute lack of suitable volunteers with the expertise that is relevant to the Society, but a larger part is likely due to the lack of understanding of the importance of qualified people in these positions. It has been said that “passion” was enough to run the organization, but “passion” without any sense of business fundamentals can only lead to mismanagement; likewise, dowsing could be said to be enough, but dowsing without knowing any business or leadership fundamentals would likely lead to leaders who do not know the relevant questions to dowse.

RECOMMENDATION: The ASD BOT needs to identify the core experience and knowledge requirements that are needed for certain positions within the organization to fulfill its mission; ASD then needs to identify the core experience levels that would best suit the needs to the Society at large. Examples of core experience include the following:

- a) Experience managing a business or office of at least 10 employees;
- b) Experience managing a program with a budget of at least \$100,000;
- c) Experience or working knowledge of IT, computer, or communications systems and networks
- d) Financial experience that demonstrates basic financial principles and accountability;
- e) Experience in a scientific field of endeavor;
- f) Experience working with people from other countries;
- g) Logistics experience;
- h) Sales experience;
- i) Experience running or administering a non-profit;

Although these have been mentioned to the ASD BOT before, they may not have been in a position to properly address this topic. However, faced with the management failures within the organization, it may be time to address the viability and requirement of getting experienced people, rather than utilizing members lacking the specific expertise needed to properly fill a position.

7) There are a number of ASD committees that have demonstrated a lack of accountability. This includes WFHF has taken steps to declare their independence (in violation of the ASD By Laws and PPM), and the 2015 ASD Nominating Committee failing to provide any level of accountability to the Board of Trustees as well.

ASD’s WFHF Committee has chosen to restrict access to any of it’s work product to only people that they “approve”; they have withheld the bulk of their documents and refused to provide them to ASD HQ, in violation of the ASD By Laws and PPM. They have failed to identify any processes involved in their decision making processes, criteria used to determine who gets funding, who their in country contact are, and all email correspondence to either their benefactors or donors. They have tried to maintain extreme sensitivity to any of their donors, choosing to file groundless complaints against any who contact donors for additional clarification of activities and donations.

In the case of the 2015 Nominating Committee, the committee failed to provide any information about the qualifications of potential nominees, how the information was evaluated, the criteria used for the evaluation, or the final rationale used for their decisions; there was a claim of “secrecy” in their processes, but neither the By Laws or the PPM makes any allowance for any form of “secrecy”. Based on the final outcome, it would appear that they did engage in discrimination and/or favoritism in their process, which could open the Society to possible liability.

While the Board of Trustees did take actions to begin to address the management and oversight of WFHF, they have not yet taken action to ensure accountability of any subordinate committee, nor taken corrective action to recover the work product of the Nominating Committee. The Board is in the process of taking corrective action in the case of the WFHF Committee.

RECOMMENDATION: “Secrecy” within the organization has been counterproductive for the Society, and has added to the lack of trust between members and the ASD leadership. This has been a factor with the difficulties encountered with the WFHF Committee. The ASD Board of Trustees may want to consider publishing abbreviated minutes from closed sessions that would provide a general discussion of the issues being discussed and addressed. They should also eliminate “secrecy” or the perception of secrecy in any of its subordinate committees in order to create a more positive environment within the Society, and foster better communications.

8) ASD has a number of pages on Facebook, all with a slightly different theme. Not all appear to be monitored on a regular basis, and when input from a member of the Board of Trustees is sought, the answers can sometimes be slow to come. In addition, the conversations tend towards confrontation – at times between members, and at times with those who try to provide information. There is a definite lack of trust among those online; many believe that some have greater access to information, and that there is too much “secrecy” in the organization.

RECOMMENDATION: The ASD social media presence needs to be monitored closer, preferably by a member of the Board of Trustees who is competent in social media, and who can speak for the Board. ASD should also consolidate the different ASD Facebook pages to minimize the number of pages the member must review and post to in order to communicate. ASD should also consider moderating the Facebook posts, in order to keep them on topic, minimize the potential for confrontation, and provide consistently accurate information to the membership.

9) ASD has in the past had a number of ethics complaints lodged against members, and they have had to administer some form of discipline. However, many of these incidents, while initially properly documented, may not have been archived for easy access. In some cases, extensive research has been required to find all of the information. In addition, because the information generally involved an ethics complaint, the results of the incident and subsequent actions have been kept from the membership.

RECOMMENDATION: ASD should consider creation of a permanent reference file to maintain all disciplinary records in a single location; when new Board of Trustees are



elected or appointed, this file should be provided as a basic reading file. It should include the charges, the detailed findings of any investigation, and the action taken.

This does present additional concerns. The “secrecy” involved in this process has been part of the reason for conflict within the organization; members see actions taken, but no additional information is provided, except by the person(s) that the action was taken against. ASD should consider publishing some level of information in order to increase the level of transparency within the process. In addition, ASD may want to consider changing the eligibility for reapplication of membership; in some cases, removal from a position within the organization may still leave an intact membership. However, ASD should consider that some activities might warrant permanent removal from the organization, in order to prevent further actions detrimental to the organization.

## **APPENDIX A**

### **Dan Prater Resignation**

27FEB2016

Board of Trustees and Members of the American Society of Dowsers,

I have been the Water For Humanity Fund® Committee Chairman for the past 9 months and would like to take this opportunity to update our fellow members and donors so you are aware of recent events that have severely impacted my Committees ability to manage your charitable Fund and some of the decisions our Committee have been forced to make in response.

As you may know, the ASD Trustees decided it was in their best interests to fire Steve Herbert effective after the June 2016 convention in Sarasota Springs, New York. Steve has been in a volunteer capacity for nearly 20 years and this was to be the 25<sup>th</sup> Anniversary of the Water For Humanity Fund®. Steve, having kept the Fund afloat through some rough times became a pillar in which ASD was able to gain footing again. My Committee is thankful and considers itself extremely fortunate to have met, worked closely with, and even been inspired-by Steve's dedication to water resources and a lifelong service to those less fortunate.

Between your member donations and Steve's procurement of grants along with the hard work of past and present committees the Fund has received and dispersed donations that exceed \$380,000. The Fund has also had the honor of memorializing many Sky Dowsers over the years with water wells in their name. Some of these Sky Dowsers include: Lynn Monroe, Brett Wentworth, David Pitkin, Robert Conary, Andy Bray, Rene Lincoln and Frank Hoenig. The donations from your Fund have changed the lives of tens of thousands of people all over the world and the membership has a lot to be proud of.

Recently under protest and in the best interests of preserving the Fund, our Committee attempted to change the minds of the Trustees and allow them the opportunity to rescind their decision based on the lack of due process, unjustifiable accusations and the extremely detrimental effect this has on sustaining the Fund in the future.

Our Fund Committee has followed every relevant policy and procedure written by ASD and has never in the past 9 months been contacted by any Trustee with questions related to any wrongdoing, negligence or violations of any kind. Steve has never been given an opportunity to defend himself and there was no due process followed from any document, including the Policy and Procedures Manual, By-Laws, Roberts Rules of Order, or the State of Vermont prior to his forced dismissal. Our Committee has heard the accusations they have levied against Steve and they are a complete Jest and without merit.

To the detriment of both ASD and the Fund they publicly voted not to rescind their decision. The Trustees have also publicly made false written and orally libelous statements in an attempt to discredit Steve and now more recently our Committee. We would like to ensure the membership that these written accusations are very far from the truth and are the sole efforts of a few people's vindictive motives. There has yet to be one single piece of evidentiary support to their libelous statements. If they continue to tell their story long enough people will begin to believe it. We are here to put the rabbit back in the hat. We ask the membership to look deep into the "*Common Denominators*" of the past and present ASD troubles and see who is still in play within the Trustee ranks. These are not coincidental difficulties, these are fundamental commonalities. Sometimes the only vote we have as members of an organization is where we spend our *time* and *money*, so I advise you to spend it wisely.

Other recently non-publicized news includes; the lockout of Steve Herbert from headquarters, the removal of any and all Water For Humanity Fund® nomenclature at convention to commemorate

## APPENDIX A (cont)

the Fund's 25<sup>th</sup> Anniversary, purposeful muzzling of members during public meetings, secretive Trustee meetings related to PPM and By-Law changes, Trustee requests to apply a percentage of your WFHF donation directly to the ASD general fund, the forced resignation of President Adhi Two Owls as well as Trustee Richard Benishai, Rebecca Gurland and Janet Windsor, just to name a few newsworthy items withheld from the membership.

More recently having placed the Fund in further jeopardy the BOT discussed dismissing our entire Committee and placing the Fund in escrow indefinitely. At this juncture I now find our Committee unable to fulfill its fiduciary responsibilities due to the immobility and futile decisions made by the Board of Trustees. So it is with deep regret and a heavy heart that I now find it necessary to resign my Committee position as Chairman of the Water For Humanity Fund®, effective immediately.

Sincerely,  
Dan Prater

## APPENDIX B

### Marty Lucas Letter

The recent removal of Steve Herbert as Secretary of the Water for Humanity Fund Committee by the Board of Trustees Executive Committee deserves further explanation. The long standing issues and 2 yr. investigation led to this hard decision in Nov. 2015. Explanation of the facts were not possible during the recent Board of Trustees meeting due to confidentiality issues associated with the decision. The idea was to allow the committee sufficient time for proper transition of the secretarial duties as well as recognize Mr. Herbert for his contributions to the society without publicizing the significant ongoing deficiencies in administration of the committee. Sadly, that well intentioned idea only led to more misunderstanding.

It is the responsibility of the Board of Trustees to protect the reputation and integrity of not only the Society but it's Water for Humanity Fund as well. In addition, the BOT is responsible to make sure that we comply with the wishes of our donors, properly account for their donations and comply with all applicable laws.

The Executive Committee took this action with great reluctance after diligently evaluating the issues and considering the possible and probable ramifications. The President is not only part of the Executive Committee but was tasked to convey the decision to the affected persons along with the reasons why the action was taken. It is now obvious that this communication was not optimal, since the Chairman of WFHF indicated that this action was taken without communicating with either he or the President of the ASD.

Unfortunately that cannot be undone; hence the reason for this letter.

Water for Humanity Fund is a long standing committee of ASD that has done a tremendous amount of good around the world. Steve Herbert has been an integral part of that good work. No one is questioning either his intentions or hard work. Without Steve Herbert, Water for Humanity Fund would not exist in its' current form.

The issue is a long standing pattern of administrative failures, mistakes, oversights, misstatements and lack of attention to detail. These issues expose our entire organization and our donors to legal and ethical issues. While the committee and its current members have worked diligently to make the projects successful the administrative failures have been left to the staff and Board of Trustees to solve.

Tax laws must be adhered to without exception or mistake. Donations must be accounted for properly and in accordance with the wishes of the donor. Official communications must be accurate, especially concerning the percentage of monies used for projects and the amounts spent on staff and overhead.

Repeated attempts to deal with these long standing issues have been met with resistance. The members and leaders of the committee have repeatedly chosen to defend their secretary without questioning, inquiring or seeking clarification.

In their defense, many committee members were lead to believe that successive boards of trustees have had vendettas against the secretary and that the very real administrative deficiencies were nothing more than personality conflicts. That could not be further from the truth.

## APPENDIX B (cont.)

Proper administration of a charity can be neither frivolous nor haphazard. Tax regulators and donors do not care how nice the people are that manage the charity. They care that it be done properly and in accordance with standard business practices. Water for Humanity Fund does not currently meet those stringent standards. It cannot continue to be affiliated with ASD unless it does.

The Executive Committee took the action to remove the Secretary of the Water for Humanity Fund; Steve Herbert in order to protect the society, correct the administrative deficiencies and make sure that the charity is operated in a manner consistent with all applicable laws, rules and regulations so it can grow beyond the level it has maintained for the last 10 years.

In apparent frustration Dan Prater, the WFHF Committee Chairman and President of Southeast Michigan Dowsers has reported his chapter has terminated its' affiliation with ASD; effective immediately. While we regret the decision of his chapter to leave, their decision will not change the decision of the Board or reinstate Mr. Herbert.

Even as this letter is being drafted, the President has been tasked with offering the Water for Humanity Committee Chairman three alternative courses for action for the committee. Water for Humanity Fund has done valuable work around the world and it is our hope that it is allowed to continue to do so. However the Executive Board of ASD will not allow administrative mismanagement of WFHF to jeopardize our society or our primary mission of promoting and teaching dowsing.

This has been a challenging year and this decision was one of the most difficult. Leaders are often asked to make difficult decisions where we are not at liberty to divulge all of the details as to why the decisions were made. That is the case here. You will not be given any details that will compromise the privacy of our members our donors or violate the ethics of our organization. That is just the way it is. If that doesn't set well with you, I ask that YOU put yourself forward, instead of criticizing those that did.

On a personal note: I accepted a leadership role in this organization without preconceptions or prejudice concerning any of the longstanding issues or conflicts. I was shocked and dismayed at the level of disorganization and bickering between those that were working to improve the organization and those that sat on the sidelines and complained. The issues the current board are dealing with should have been dealt with when they first became apparent. Ignoring these issues only exacerbates the problems and drives members away. I am sorry that it has come to this. Frankly, I wish I had turned away when I was asked to serve. But having accepted the position, I will continue to do what I can to protect ASD and provide our members with the kind of organization they expect and deserve. Marty Lucas

## APPENDIX C

### WFHF/Michelle Hicks Grievance

The WFHF is filing a grievance or complaint against two individuals affiliated with the ASD, under Section 2 of the Disciplinary Process in the By-Laws found on pages 13 and 14. Any Member, Trustee or Officer, may be reprimanded, suspended, removed from office or lose their membership by a 2/3 vote of the full BOT if shown to be guilty of misconduct. Examples of misconduct would include: (1) Violating the Code of Ethics. (2) The abuse or misuse of power. (3) Personal activities prejudicial to the best interests of the Society, including placing personal interests ahead of those of the Society. (4) Slanderous remarks against another member affecting their ability to carry out their duties. (5) Any other form of misconduct not listed above.

The WFHF believes that Annette Weis and Lisa Lacoss have acted in ways that are in violation of these policies and are guilty of misconduct. It is the opinion of the WFHF Committee that Steven Herbert is currently the subject of harassment within the organization and defamation and the Committee will no longer allow this to continue.

The American Society of Dowsers, Inc. is a scientific and educational non-profit organization whose mission is "to support, encourage and promote... dowsers in a manner consistent with the highest standards of personal integrity and behavior... to promote and foster communication and fellowship among all persons in any way interested in dowsing."

From December 9 to December 13, various actions were taken that were initiated by Annette and Lisa and were directed at two members of ASD, who are volunteers and also happen to be members of the Water for Humanity Fund. The actions taken by Annette and Lisa are directly in conflict with the mission of the organization and do not promote or foster communication and fellowship among all persons interested in dowsing. As I am one of the organization's members who were targeted, act as the Treasurer of the WFHF and am also on the ASD Finance Committee, I have various perspectives on what has occurred. As well, I was asked by Dan Prater to follow up on the concerns expressed by various members of the WFHF Committee, so I am lodging this complaint as two members of the WFHF were targeted in less than a week.

#### Background:

The Water for Humanity Fund has funded 206 grants in eighteen countries totaling more than \$348,000.00. The Water for Humanity Fund celebrates its 25<sup>th</sup> anniversary in 2016. The Water for Humanity Fund Committee has two BOT members, picked by the BOT, who attend meetings, vote on anything WFH does and act as liaisons informing the BOT of anything WFH does and providing direction to WFH from the BOT. This ensures that the BOT and its interests are represented at all times and the WFH can't act alone or independent of the organization. These BOT liaisons could be Adhi and Kevin, the ASD organizational heads, the selection of the BOT Liaisons is at the discretion of the BOT. As well, there are policies in place that mitigate ASD's financial risks like the fact that the Water for Humanity Fund Checking Account can only be accessed and managed by Lisa Lacoss and/or Kevin O'Brien, the Water for Humanity Fund Committee has no way to access these funds without their knowledge or consent.

In late October / early November Dan Prater and Adhi had a teleconference to discuss concerns and issues impacting on ASD, the Water for Humanity Fund and its members.

## APPENDIX C (cont)

A protocol was established and agreed upon that questions and inquiries from the BOT related to the WFHF were to either come from Adhi or through the WFHF Trustee Liaisons. (Some exceptions to this may apply like required communication between Kevin and Michelle related to finances or communication within members of committees). This was necessary due to individuals acting in a way that is contrary to the mission of the ASD and in violation of the code of ethics, which some may label as harassment or defamation.

I myself have recently been the target of this behavior. December 9, I received an email from Annette Weis with questions about WFHF and its financial statements. I replied to the questions and received an email with further questions, which I replied to, and received the response from Annette Weis: "Thank you, again, for the complete answer. We are on the same page."

These two incidents, were not the first occasion where I had been singled out by Annette, as during the WFHF election teleconference prior to Convention, Annette told our committee that I could not run for Treasurer unless I was bonded or bondable. This made no sense as I do not handle any money (I'm not even in the same country as the money, so there is no financial risk to the organization). This is also a double standard as Kevin and Lisa are not bonded and they handle all the organization's finances. Lisa is even able to write checks valued at hundreds of dollars without a joint signature.

After having spent significant volunteer time December 9, looking into Annette's questions and writing two separate responses, I believed that we were perhaps on the same page. Little did I know that further actions would be initiated by Annette that would show, we obviously were not.

Dan Prater sent messages to Adhi, December 10 in which he expressed his concern and directed her to have Annette channel her financial inquiries through Kevin. He also reminded Adhi, that there had been past emails and conversations about these sorts of issues. Dan also expressed concern in writing to Kevin and Diane.

December 9, Steven Herbert received an email from Lisa Lacoss, asking for more information on a donation after being given a receipt letter and check. Steve explained that though the individual made a bid on the item, the receipt letter he gave her was intended to be used for a business deduction, not as explained above for a tax-deductible straight donation. Since he received no more requests from her for clarification, he assumed she was satisfied with this explanation.

Dan Prater and I were also copied in on the request for information and reply, and were also under the impression that things were fine.

However the culmination of events occurred December 13 which could not be ignored and needed to be acted upon. Behavior initiated by Lisa and Annette, extended far beyond the internal bounds of the organization of ASD and impacted directly on an elderly donor. That these two individuals took it upon themselves to initiate a series of events, acting of their own accord, not involving Kevin, or Adhi or the ASD Finance Committee or Dan Prater or Michelle Hicks or Steven Herbert, and violated the privacy of a donor is incomprehensible, and shows a lack of restraint or ability to control their ongoing interpersonal conflict with Steve.

Dan received a call from Jenni Anderson, Sunday December 13. She had just spent four hours of her personal time on the phone with 85 year old Joanne Van Gelder, the previous WFHF

## APPENDIX C (cont.)

Chairman who also happens to be a *substantial* donor to the WFHF. She was asked to call her by Annette Weis. Lisa had told Annette about the donation and the donor and Annette asked Jenni to call the donor. So personal information about the donor had just passed through three individuals.

It has been suggested that what occurred was a bookkeeping clarification. However, Steve sent email clarification to Lisa about what happened, and he had also given her copy of the letter he gave to the donor. Why would it be Annette or Jenni's role to clarify bookkeeping issues, finances or donations? Why were none of the people who actually deal with the ASD finances not consulted? Why would such a convoluted series of events be put into action? I could understand asking Kevin or Diane to call the donor if they really thought something was amiss.

There was no follow up from Lisa with either Dan Prater or Michelle Hicks who both thought everything was fine.

I have read through the financial policies of the ASD PPM and By-Laws a few times and I am still not sure at this time, what wrongdoing has occurred. Currently, I can only speculate that the ASD may be referring to that donation as noncash contribution because the value is more than \$500, however they have 125 days to file the form after the disposition of the item. So if that is the issue, it still didn't concern Annette or Jenni and neither of them could fix it. Steve has been holding a silent auction since 2011 and donation items have been received in the past with a value over \$500.

When I worked in Revenue and Taxation, when we dealt with enforcement issues we looked at intent.

Did Lisa intend to clarify a bookkeeping issue? If so after Steve's email response, why did she not request further clarification from Steve, Dan, Michelle, Kevin, Diane, Adhi, or the Finance Committee? Going through Annette would not clarify a bookkeeping issue.

Did Annette intend to clarify a bookkeeping issue? If so, why did she not request further clarification from Adhi, Kevin, Diane, the Finance Committee? Going through Jenni would not clarify a bookkeeping issue.

Are we dealing with one isolated incident or a series of events by individuals? Will these events clear up on their own if they are not addressed? This harms ASD as an organization as a whole. Do we think it's going to improve and what will change so that it does?

Did Steve intend to do anything wrong? Did anyone tell him the item had to be registered? Is there anything in the PPM or By-Laws about it? Could Steve be expected to know there was anything special to do with the donation? What would a reasonable person have done or known to do? I can honestly say, I myself, could have very well done the exact same thing. When I took the role as Treasurer for WFHF, I received an email from Lisa stating that she would no longer be forwarding financial information to Steven Herbert, she would only send it to me. So there is no willingness from Lisa to communicate with Steve.

The members of the WFHF Committee have a sincere interest in working with the ASD to deal with any issues that occur. We cannot deal with or fix issues that are not brought to our attention.

The management of people's personal information (like donors) within organizations is a big deal. There is legislation in place in Vermont about Privacy and Data Security.



## APPENDIX C (cont.)

<http://ago.vermont.gov/focus/consumer-info/privacy-and-data-security1.php#CCC>

Personal information such as Social Security Numbers, credit and debit card numbers, and bank account information must be kept confidential and secure under Vermont law. This page describes how businesses and state agencies must protect consumers' personal information and notify consumers in the event of a data security breach.

### Duty to Notify Vermont Consumers and Attorney General of a Security Breach

Having people who do not handle donations or finances contact a donor about a donation, would indicate to the donor that there is something wrong within ASD and create doubts about the stability

and professionalism of the organization. ASD has a large volume of personal information, including credit card and banking information. This is a very serious matter.

As well there are Federal directives on Protecting Personal Information from the Federal Trade Commission.

[https://www.ftc.gov/system/files/documents/plain-language/bus69-protecting-personal-information-guide-business\\_0.pdf](https://www.ftc.gov/system/files/documents/plain-language/bus69-protecting-personal-information-guide-business_0.pdf)

In marketing or external relations we often encourage people to ask themselves: if this person was your mother how would you want them to be treated? So imagine for a moment if you will, that the donor is your elderly mother. She is 85 years old, confined to a wheelchair, and living in a small apartment after having had to downsize some of her prized possessions like a collection of crystals. She entrusted these crystals to Steven Herbert, with whom she worked as a Water for Humanity Fund Committee Member and as Chairperson of WFHF for two terms. Imagine what it would have been like for that woman to have someone call her randomly to inquire about the crystals she donated and speak to her for four hours. The caller was asked to call her by Annette, who was contacted by Lisa, who didn't even attempt to deal with the issue internally within the organization through proper channels. Instead they thought it reasonable and necessary to choose to disturb an elderly lady. Is that how ASD treats its donors and wants them to be treated? Is that how an organization shows its gratitude to a donor who has chosen to part with something of significant value to them?

Some of the crystals donated by the donor are currently on display for sale through John Serino, the new president of the Danville Chapter who had just opened up a crystal shop in Littleton, NH. Set prices would be tagged on each specimen and since the proceeds would go to WFHF, John offered to do this without even charging a commission. These items are a specialty item and will fetch the best price by being offered for sale in an establishment that specializes in these items and will attract the right client base.

I have also been informed by Committee members that the store owner who has been displaying some of the crystals was visited a week or so ago by a member of the BOT to observe/check on the crystals that have not been sold yet.

Part of my old job in Revenue in Taxation included doing business process documentation and risk assessment, the links I have included about Vermont Legislation were included largely to create awareness among the BOT of the risks inherent within harassment of

## **APPENDIX C (cont.)**

volunteer members, defamation, or the privacy issues related to personal information the organization manages.

At any point members who are being defamed or targeted through the organization could have someone look into defamation on their own behalf.

What is defamation libel and slander law?

Defamation is any statement, whether written or oral, that injures the good name or reputation of another person. For a statement to be defamatory, it must not be true. A defamation designed to be read is libel. Libel also may include harmful statements in a fixed medium, especially writing but also a picture, sign, or electronic broadcast. An oral defamation is slander. Slander is a harmful statement in a transitory form, especially speech. Defamation is largely the same whether committed by more traditional means or online. Internet based defamation can be dangerous because it is so easy to have widespread public access to the defamatory statement. A seemingly innocent rant can spread quickly through Internet web sites, emails, and online postings.

As a volunteer and member of this organization, I hope the complaints presented in this email will be taken seriously and given the attention they deserve. This is a sincere attempt to allow the organization to deal with these issues internally and to deal with them in such a way that similar events do not occur again.

Sincerely

Michelle Hicks

ASD Member and Treasurer Water For Humanity

## APPENDIX D

### Amy Loomis Email Thread

On Thu, Mar 10, 2016 at 9:42 PM, Idaho Dowsers <> wrote:  
Thanks, Michelle! It is fair and direct. Good job. I wonder when it is time to tell them Steve left 10 years of data at HQ, that there are no originals because everything is done by electronics. If they are going to examine grant proposals I think we might insist that they have a non-profit charitable fund person as part of the audit. This seems so inappropriate. Wonder how many years Lisa can go back with Quickbooks? She has all the Original Data” checks, etc.

Amelia "Amy" Loomis, MSW, CCHt  
Idaho Dowsers

On Mar 10, 2016, at 5:25 PM, Michelle Hicks <> wrote:

Jenni, Jean, Steve, Dan, Don, Amy & Dreama,

I believe I have copied in all the WFHF members who were present in last night's meeting. I received this from the Audit Committee today. I copied Jenni, Jean and Steve on my response. I will forward momentarily.

*Yours in Health and Wellness,*

**Michelle C. Hicks**

**Owner of Michelle C. Hicks Healing Arts**, Treasurer and [Member-at Large, Water for Humanity Committee, the American Society of Dowsers Inc.](#), Member of the Atlantic Society of Dowsers, Member of the American Society of Dowsers Inc., Member of the International Society of Dowsers and Research Association, [Quantum Healing Hypnosis Therapy](#), and [Vibrational Energy Therapy](#)

[Facebook](#), [LinkedIn](#), [Twitter](#), Website: [www.MichelleCHicks.com](http://www.MichelleCHicks.com)

----- Forwarded message -----

From: **Lee Ann Potter** <>  
Date: Thu, Mar 10, 2016 at 5:32 PM  
Subject: Re: Two other donations not deposited into WFH checking account.  
To: Michelle Hicks <>  
Cc: [asdauditor@dowsers.org](mailto:asdauditor@dowsers.org)

Michelle,

Thank you for the input.

The audit committee will be looking at this type of activity as part of our audit, but our plan is to go back approximately 7 years, the time we believe the last audit was. We do want to make sure that funding has been allocated properly, and we will be making suggestions regarding how to eliminate this as a problem area in the future.

If you have, or know of, any additional information that would assist us, please let us know; if there is too much information to email (or if it is hardcopy), we can provide you with a mail

## APPENDIX D (cont.)

address; we would scan it as PDFs and return the information.

Our understanding is that Steve possesses much information at his residence, information that may be critical to our doing an accurate and complete audit. This would include letters to/from ASD lawyers, contribution information, meeting minutes, WFH/WFHF source/founding documents, etc.

There is no part of this audit that has been pre-determined; we have an idea of what information is available, and are starting to learn what is not available. We do not know what any of this information will show, but whatever we can get, it will be used. Our goal, simply, is to determine facts, and document what we find. We do anticipate that our audit will result in changes to procedures and policies; our findings will be reported to the executive committee, but they will also be reported to the membership at the annual meeting at convention this year. We are aware that WFHF does have beliefs regarding what has been happening, and we are very interested in know what you know; and if we can document impropriety, we certainly will.

Lee Ann Potter  
Chair, ASD Audit Committee

On Thu, Mar 10, 2016 at 10:52 AM, Michelle Hicks <> wrote:  
I am attaching two other donations that have not been deposited into the WFH checking account.

As you can see they are date stamped December 18, 2015 by HQ.

I have no way of knowing how frequently errors such as this occur within the organization.

*Yours in Health and Wellness,*

**Michelle C. Hicks**

**Owner of Michelle C. Hicks Healing Arts**, Treasurer and [Member-at Large, Water for Humanity Committee, the American Society of Dowsters Inc.](#), Member of the Atlantic Society of Dowsters, Member of the American Society of Dowsters Inc., Member of the International Society of Dowsters and Research Association, [Quantum Healing Hypnosis Therapy](#), and [Vibrational Energy Therapy](#)

## **APPENDIX E**

### **WFHF-ASD Draft MOU**

#### **MEMORANDUM OF UNDERSTANDING**

The Memorandum of Understanding is made this June 02, 2015, by and between the Water for Humanity Fund and its umbrella organization, the American Society of Dowsers of 184 Brainerd Street, Danville, VT 05828.

Whereas the American Society of Dowsers (ASD) agrees to recognize that the Water for Humanity Fund (WFH Fund), while managed by a committee operating under the auspices of the ASD, and sharing the same 501(c)3 status, is an organization in its own right functioning as an international water resources development organization.

And whereas the ASD recognizes that the WFH Fund and its committee operates on an international scope and with significant sums of money, the By-Laws and Policies & Procedures which govern the WFH Fund and the committee managing the WFH Fund must necessarily differ from ordinary committees, principally in regards to degree of autonomy and self-determination.

And whereas the parties, ASD and WFH are desirous to enter into a Memorandum of Understanding between them, setting out the working arrangement that each of the parties agree are necessary to allow the operation of each at maximum efficiency while affording the optimum mutual benefit.

The ASD agrees that the WFH Fund Committee, recognizing that the WFH Committee operates at least an order of two of magnitude above other committees within ASD, needs a certain amount of autonomy and self-determination. Volunteers on the WFH Committee need to have a certain minimum level of relevant education, and of experience in travel, language and culture in foreign countries, particularly in the developing world. Therefore, the sitting WFH Committee members are the best judge of who qualifies to join their ranks. They have the right to screen candidates, and vote whether or not to invite the applicant to join them. The sitting Committee also votes on who will fill Executive Committee positions within the Committee when such become vacant. This encourages the formation of a compatible team with strong skills and assets which complement each other and provide stability to the operation of the WFH Fund.

The ASD recognizes that the Water for Humanity Fund looks forward to a lifetime of at least many decades, and needs committee members with a certain level of competence in the specialized field of water resources

## **APPENDIX E (cont.)**

development and who have staying power. Such an organization needs institutional memory, and the WFH Fund Committee and WFH Fund operations must be protected and not be vulnerable to disruption every two years from reinvention by a new group of Trustees.

### **Services to be rendered by the American Society of Dowsers:**

Provision of office space and storage space at ASD Headquarters.

Shouldering the WFH fair share of total ASD overhead costs, reflected by the percentage of space that WFH Fund takes up (6.24%) at ASD Headquarters.

Allowing use of copiers and other office equipment as needed.

Communication with the ASD membership through list serves (WFH E-Newsletter) and print media.

Provision of accounting services throughout the year, and ASD – WFH Fund combined tax assessment for annual return.

Sharing of telephone, cable, internet services, etc.

To allow some staff time to be allotted in the performance of incidental tasks requested by the WFH Fund manager or other committee volunteers.

Performance of certain duties by ASD staff in connection with the WFH Fund bank account; writing checks for projects, materials or services, and providing bank statement and related information each month.

### **Services to be provided by the Water for Humanity Fund:**

WFH Fund agrees to function as the practical and humanitarian arm of ASD, demonstrating its practical application and building credibility for the art. WFH Fund agrees to attract attention to the art of dowsing, promoting it as service to humanity, and guiding those interested into becoming dowsers to join the ASD.

WFH Fund agrees to the degree which it is able, to reimburse ASD for overhead costs and use of equipment through percentages of grant monies obtained.

WFH agrees to allow two voting positions on its committee for Trustee Liaisons, to help provide oversight and transparency to ASD as its umbrella, with the understanding that these Trustee Liaisons must pass the same scrutiny of any other member.

## APPENDIX F

### Use of personal address for ASD business

January 17, 2009

Phillip Kuras

[REDACTED]

Dear Phil:

Please find enclosed an official document from the American Society of Dowsers' Water for Humanity Fund which can be presented to the IRS as proof of your donation (monies generated from sales of your contribution of a collection of crystals and minerals). In the document I list the amount of \$6,648.90 as the amount generated to date, without mentioning that this has been generated over a three year period. For your own information, the amount generated from crystal sales in 2006 was \$4,470.50, followed by \$641.50 in 2007 and \$1,536.90 in 2008. I will be sending another letter like this at the end of 2009, and from then on every year until the entire collection is sold.

As Secretary of the WFH Fund and on behalf of the entire committee, I would like to thank you again for this generous donation. What has been raised just so far is enough to construct as many as ten wells in some places, and enough to dramatically improve the lives of hundreds, if not thousands of people.

We of the committee hope your move to Georgia has proved to be a positive choice and we wish you all the best in the New Year.

Sincerely,

Steven G. Herbert, WFH Secretary

P.S. For future reference, my own new contact information is:

Steve Herbert, [REDACTED]

[REDACTED]

[REDACTED]

## APPENDIX G

### Tax statement example



The American Society of Dowsers  
PO Box 24, Danville, VT 05823 USA  
Telephone (802) 634-3437 Fax (802) 684-2555  
asd@dowsers.org doc\_send@waterforhumanity.org

July 10, 2015

Bill Getz



Dear Bill:

The committee of the Water for Humanity Fund would like to acknowledge the receipt of your check (#1271, dated 6/5/2015) for \$500, which was deposited into the WFH bank account on 6/19/15. Unless otherwise directed, your contribution will go into the WFH general funds, which will be applied to any project deemed worthy by majority vote of our nine member committee.

As Secretary of the WFH Fund and on behalf of the entire committee, I would like to thank you for your generous contribution. With nearly a quarter of the earth's population lacking either accessibility or adequate amounts of safe potable water, the need far outweighs our ability to address the problem everywhere. However, a donation such as yours can make a tremendous difference in the lives of a family or a village.

We of the committee are pleased to report that we have expanded on many fronts in the past few years, and with increased publicity are becoming better known to the general public, expanding our funding base beyond the ASD membership. You are invited to look in the pages of the ASD publications for news and reports from completed projects. Please also check out our website ([www.waterforhumanityfund.org](http://www.waterforhumanityfund.org)) and watch for our bimonthly e-newsletter. Below is a summary of our grant allocations and projects over the last three years.

At its teleconference meeting of January 18<sup>th</sup>, 2013, the slate of projects included a well in Uganda, another community dug well in western Kenya, our fifth ceramic water filter distribution project in El Salvador, and nine more wells in India. One other Indian organization received a small grant to hold awareness campaigns and conduct workshops in ten villages in Tamil Nadu over two days, in recognition of World Water Day on March 22<sup>nd</sup>. In March, we received a grant to support a second-phase ceramic water filter distribution project in Kenya. At the June 9<sup>th</sup> meeting at convention, annual support was approved for Brother Kimpton in India and St. Bonaventure on the Navajo reservation, plus four more wells in India. In our November 11<sup>th</sup> teleconference, the WFH Committee approved a replacement pump for a community well in western Kenya, support



## APPENDIX G (cont.)

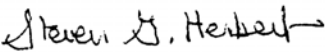
for a ceramic water filter factory and filter distribution in northern Tanzania, two wells each for two organizations in southern India, two wells and four composting latrines for a new organization in Kenya, and a filter distribution project for a village in Honduras.

Our first meeting of 2014 was on March 5<sup>th</sup>, at which the sixth phase of the filter distribution project in El Salvador and the second funding of World Water Day activities in India was approved, along with an institutional-size composting latrine in Uganda. A memorial well for Trustee Andy Bray was initiated with RPDS of the southern Indian state of Tamil Nadu, along with five other wells in India between IRWED, VDC and Children Watch. Once again we supported water delivery on the Eastern Navajo reservation in New Mexico, USA. Our first project in Zimbabwe was a drilled well. In our teleconference meeting of September 11<sup>th</sup>, a well was approved for Ghana and memorial wells in India were approved for Andy Bray, Rene Lincoln and Robert Conary. The committee also approved funding to help sponsor the second national convention of the newly formed India Society of Dowsers.

The WFH Committee met on February 17<sup>th</sup> for its first teleconference meeting of 2015, in which a dug well in western Kenya was funded along with the second composting latrine for a primary school in Uganda. The slate of projects also included six organizations in southern India which received one bore well with hand pump each. Four organizations were new and two had one previous project under their belt. At the committee's meeting held during convention, on-going funding was again approved for water delivery on the Eastern Navajo Reservation in NM, USA. A ceramic water filter distribution project was given the go-ahead in Tanzania. And in southern India approval was given to a rainwater harvesting project, two composting latrines two wells. We look forward to another good year with your generous help.

If you have any questions or comments about any of the WFH activities, they may be directed to Secretary Steve Herbert at (603) 616-7872.

Once again we thank you for your valued support in this worthy cause.

Sincerely,   
Steven G. Herbert, WFH Secretary

P.S. The WFH Fund operates under the auspices of the ASD and shares the same 501(c)3 status with tax exempt #03-6010613. For purposes of your 2015 tax return, your donation of \$500 is fully tax-deductible.

*We thank you for this generous contribution as well as many others sent our way over the years in lieu of accepting payment for your dowsing services.*

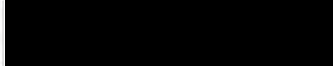
## APPENDIX G (cont.)



The American Society of Dowsers  
PO Box 24, Danville, VT 05828 USA  
Telephone (802) 684-3417 · Fax (802) 684-2555  
asd@dowsers.org · dowsers.org/water-for-humanity

July 11, 2015

Glen Johnson



Dear Glen:

The committee of the Water for Humanity Fund would like to acknowledge the receipt of your cash donation of \$50, received on June 7<sup>th</sup>, which was deposited into the WFH bank account on 6/19/15. Unless otherwise directed, your contribution will go into the WFH general funds, which will be applied to any project deemed worthy by majority vote of our nine member committee.

As Secretary of the WFH Fund and on behalf of the entire committee, I would like to thank you for your generous contribution. With nearly a quarter of the earth's population lacking either accessibility or adequate amounts of safe potable water, the need far outweighs our ability to address the problem everywhere. However, a donation such as yours can make a tremendous difference in the lives of a family or a village.

We of the committee are pleased to report that we have expanded on many fronts in the past few years, and with increased publicity are becoming better known to the general public, expanding our funding base beyond the ASD membership. You are invited to look in the pages of the ASD publications for news and reports from completed projects. Please also check out our website ([www.waterforhumanityfund.org](http://www.waterforhumanityfund.org)) and watch for our bimonthly e-newsletter. Below is a summary of our grant allocations and projects over the last three years.

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## APPENDIX G (cont.)


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If you have any questions or comments about any of the WFH activities, they may be directed to Secretary Steve Herbert at (603) 616-7872.

Once again we thank you for your valued support in this worthy cause.

Sincerely, 

Steven G. Herbert, WFH Secretary

P.S. The WFH Fund operates under the auspices of the ASD and shares the same 501(c)3 status with tax exempt #03-6010613. For purposes of your 2015 tax return, your donation of \$50 is fully tax-deductible.

*We thank you for this and other contributions sent our way in lieu of accepting payment for dowsing services. We appreciate your support in many forms over the years.*

## **APPENDIX H**

**Oct, 2015 WFHF Minutes**

### **Minutes of Water for Humanity Committee meeting**

**October 26, 2015**

**held by teleconference**

Attending this meeting: Standing committee members Dan Prater - Chairperson, Steve Herbert – Secretary, Michelle Hicks - Treasurer, Trustee Liaisons Jean McDonald and Jennie Anderson, Advisor Amy Loomis, and guest Don Black.

The meeting started promptly at 6:00 PM EST, beginning with the topic of highest priority, the 2016 budget prepared by Treasurer Michelle Hicks upon request by the ASD Board of Trustees. Amy commented that it was good that Michelle averaged three different years in the past to come up with her estimates. It was noted that we had approved more funding allocated to this country, agreeing on a figure of 15% increase. There was discussion on what percentage in the grants we write will go to administration (defined as everything else but the foreign or domestic grants). There was also the suggestion that we designate administrative costs vs. program costs which are directly related to one grant. Jean suggested we should draft a policy statement of what goes in what category. Amy suggested a cover sheet be written to accompany whatever we give Lisa to advise her on what categories to use so she can code it correctly. Amy also recommended that some money be set aside in the budget for a review by an accountant or attorney (to make us safe if audited), suggesting about \$250. Questions would be submitted in writing and we would review them together before submitting them. Amy and Don agreed to work on a letter (note – subsequently, Amy was able to talk directly to the accountant which may make this moot).

Dan requested that Jean stand in for him in delivering a WFH Fund report to the BOT tomorrow evening.

It was decided that a letter outlining the proper use of the logo be sent ASAP by Steve to Jean also in preparation.

Regarding the graphic work we hire out, the company we have been using is Advanced Graphic Communication in Littleton, NH, owned and operated by Gail Kimball, who happens to be Steve's sister. It was decided, that to avoid issues of conflict of interest, from this point that we obtain an estimate first

## **APPENDIX H (cont.)**

on any future requests, and that communication be direct between Ms. Kimball and Dan Prater as Chairperson.

Steve reminded those present that next year, 2016, is the 25<sup>th</sup> anniversary of the Water for Humanity Fund®, and suggested we begin thinking about some special events or projects to mark this event in celebration.

Previous to the meeting, Steve had emailed a communication with resume attached from a woman by the name of Diane Johnson of Iowa. Diane expressed interest in joining our committee in some capacity. Of greatest interest is the fact that she has much experience to offer as a professional videographer.

The above prompted a discussion of distinguishing formal from informal advisors.

A motion was made by Jean McDonald to approve the minutes of the previous meeting on September 21<sup>st</sup>. This was seconded by Michelle Hicks with all in favor.

A second motion was made by Michelle Hicks to accept the WFH Fund 2016 budget as written with the changes discussed. This was seconded by Jean McDonald and approved unanimously.

The meeting adjourned at 8:00 PM.

## APPENDIX I

### WFHF Secretary Travel Budget/Claim

Honduras 2009	February	March	March	March	April	Totals
	USA	USA	Honduras	USA pt	USA pt	
Medical	155.55					155.55
Phone/Card						0
Trvlr's Insurance	49					49
Traveler's chks						0
Photography		29.64				29.64
Stipend	800					800
Ticketing	407.7		238			645.7
Food&Water		7.57	113.57	18.47		139.61
Transport	40	38	114.74	26		218.74
Gear&Supplies	9.28	10.42	14.38			34.08
Copies/Internet			11.43			11.43
Personal			133.32			133.32
Leftover.Curr.			27.35			27.35
Room&Board			270			270
Lang. Lessons						0
Ent&Exit Fees			34			34
Project Exp.s			1.59			1.59
Interp/Guide						0
Hotels			82.56			82.56
Discrepancy			1.06			1.06
Postage						0
Trip Itself						0
Beginning Total	Total Feb	Tot Mar U	Tot Mar H	Tot Mar U	Tot Apr U	2633.63
	8,126.99	1461.53	85.63	1042	44.47	0
						2633.63
	clipboard	i glasses				
	& journal	& notepad				

## APPENDIX I (cont.)

	November	December	January	January	February	February	Totals
	USA	USA	USA	Ecuador	Ecuador	Uspost trip	
Medical		110.99	40			248	398.99
Phone/Card			70	0.75	5.57		76.32
Trvlr's Insurance			80				80
Traveler's chks							0
Photography			50.5			31.96	82.46
Storage Unit		38					38
Ticketing			1,287.40				1287.4
Food&Water			22.12	54.14	185.47	17.85	279.58
Transport			15	72.4	94.1	\$15	196.5
Gear&Supplies	32.32	3.15	33.78				69.25
Copies/Internet				3.27	15.3	21	39.57
Personal				111.45	216.05		327.5
Leftover Curr.					0.17		0.17
Room&Board							0
Lang Lessons							0
Ent&Exit Fees					40.8		40.8
Project Exp.s			35.82	5.4	18.95		60.17
Interp/Guide				260			260
Hotels				152	136.8		288.8
Discrepancy					54.43		54.43
Postage							0
Trip Itself			37.12	659.41	767.64	32.85	1464.17
Beginning Total	Total Nov.	Total Dec.	Tot J/USA	Tot J/Ecu	Tot F/Ecu	Tot F/USA	3579.94
	8,126.99	32.32	152.14	1634.62	659.41	767.64	333.81
							3579.94
	sp glasses	ml proph	supplemts				Remaindr
	umbrella		cell 1 mo.				4,547.05
	flashlights	calculator	& ph card				
	sm caribnr		film				
			1st Aid kit				
			compbook				
			lamination				

## APPENDIX I (cont.)

	November USA	December USA	January USA	January Ecuador	February Ecuador	February Nicaragua	February El Salv.	February Honduras	March Honduras	March USA trip	March USpost-trip	Totals	
Medical		449.03										449.03	
Phone/Card		20										20	
Trvr's insurance			201									201	
Traveler's chks			15	5.4								20.4	
Photography		80									63.92	143.92	
Storage Unit		104										104	
Ticketing			1,131.00									1,131.00	
Food&Water		22.21	54.43	54.96	327/5.12		18.4	399L	28L	35.63		214.57	
Transport		35	105.25	12	\$33		70	1199L	135L	23.5		351.98	
Gear&Supplies		34.54	18	32.88								85.42	
Copies/Internet			49.24	14.2	105/19.08		11.5	475.10L				119.4	
Personal			218.22	141.15	168/9.80		36.48	1898L	132.10L&\$10			\$524.12	
Leflover Curr.									100L			5.34	
Room&Board									3,500L			187	
Lang Lessons					93.9	\$6	3		\$61			0	
Ent&Ent Fees												163.9	
Project Exp's		80						605.80L				112.37	
Interp/Guide				140				60L				143.21	
Hotels				130	30			522L				187.89	
Discrepancy								304L				16.24	
Postage													
Trp Itself		57.21	1438.75	720.54	379.09	74	139.38	291.88	279.12	59.13		3439.1	
Beginning Total	4,755.25											4180.79	
		Total November 80	Total Dec 653.03	Tot1/USA 1438.75	Tot 1/Ecu 720.54	Tot 2/Ecu 379.09	Total Nic 74	Total E.S 139.38	Tot 2/Hon 293.85	Tot 3/Hon 277.15	59.13	63.92	4178.84
		2 #35 screens	Yfshot&ml tr. locks & mscd gear	poncho & umbrella	glasses & locks				Remainder 574.46				



## **APPENDIX J**

### **Funding for establishing Indian Dowsing Society**

## **Announcing the formation of the All India Society of Dowsers**

With this notice, let all of us of dowsing societies of the English-speaking world and of dowsing societies everywhere, be informed of the formation of the first national society of dowsers in the populous country of India. This occurred at the first national gathering and convention of Indian dowsers, held on November 23<sup>rd</sup> and 24<sup>th</sup> of 2012 in Avur, Tiruvannamalai District, state of Tamil Nadu, India. Fifty two experienced and novice dowsers representing the southern Indian states of Tamil Nadu, Andhra Pradesh, Kamataka and Puducherry gathered that weekend to share their experience and advice in successful water location. They also offered each other fraternal support and demonstrated their various tools of choice, such as the V-shaped Neem stick, pendulum, bottle filled with water, coconut, watch, small bell, and stone tied to a rope. Furthermore, the participants advocated to one another the responsibility they share to respect and protect water as well as promote its conservative and sustainable use. The dowsers gathered took their roles seriously in service to the needy and in dedication of reasonable access to adequate quantities of safe and potable water as a basic human right.

The inspiration for the convention came from an organization calling themselves Tamil Nadu Tribal Development Society (TNTDS), the members of which are all traditional dowsers. The secretary of this registered non-profit, Mr. C. Arokia Dass, contacted Steve Herbert, Secretary of the American Society of Dowsers' Water for Humanity Fund, which is well known in the Indian state of Tami Nadu for funding many water resource development projects. The proposal which was later submitted as a result requested funding for constructing two bore wells and hand pumps in needy villages, with a smaller portion requested to help fund an organizational meeting and convention at which they hoped to form a national Indian society of dowsers. The funds were provided and the ASD WFH Fund also lent its moral support and advice, including in the formation of by-laws.

Mr. Dass presided over the convention, and the result was the historic establishment of the All India Society of Dowsers (AISD). At that first gathering, elections were held and a seven-member Executive Board was formed, and by-laws were finalized and passed. Mr. Alavandan, a retired teacher with more than 35 years experience as a professional dowser was elected as the first president of the AISD. During the convention, Mr. Alavandan gave his personal account of what drew him into dowsing. Thirty five years ago, there was a famine in the village in which he was teaching, caused by the consecutive failure of the

## APPENDIX J (cont.)

seasonal monsoon. After much difficulty in the digging, a dowser was sought out who with a V-shaped stick identified the best spot for digging. Mr. Alavandan took an interest watching the dowser, tried it himself and found good reactions. After many successes at locating water his reputation grew and he became much sought after. The new membership made a fine choice for first leader of AISD.

Let us join together in congratulating our fellow dowsers of India and in wishing them much success and a long and fruitful association.

*For more information about the AISD, contact Steve Herbert, WFH Secretary, at [waterdowser@hotmail.com](mailto:waterdowser@hotmail.com).*

## WATER FOR HUMANITY E-NEWSLETTER

**Volume 6, Number 6: December, 2014**

Submitted by WFH Secretary Steve Herbert

Welcome to the Water for Humanity E-Newsletter, created to keep you the membership and our supporters better informed of the activities of the WFH Fund, in supplement to our regular postings in the American Dowser.

### **A few news items:**

**An email vote:** During the period October and November, the first news item was that on October 22<sup>nd</sup>, an email vote was conducted and finalized approving a grant of \$2,100 for Tamil Nadu Tribal Development Society (TNTDS) to fund the expenses of holding the second conference of the All India Society of Dowsers (AISD), and sanctioning a supplemental grant of \$580 for Rita Marley Foundation (RTF) to adjust their recent grant amount for a recent change in currency exchange rate.

## APPENDIX J (cont.)

### Progress Report of 2nd National Convention of Indian Society of Dowsers

<b>1. Grantee organization</b>	Tamil Nadu Tribal Development Society Church Road, Avur.S.O., Tiruvannamalai Dsit. Tamil Nadu, S. India. PIN Code: 606 755 Phone :+91 4175 244372 Email : info@tntribalrights.org
<b>2. Identification of the Project</b>	2nd National Convention of Indian Society Of Dowsers (Formerly All India Society of Dowsers).
<b>3. Thematic area</b>	Annual General Body Meeting.
<b>4. Location of the Project</b>	Scripture Union Camp Site, Mamallapuram, A UNESCO asserted Monumental Site, India.
<b>5. Project Date</b>	22 <sup>nd</sup> March 2015.

### 6. Results

Sl. No	Activities Approved	Outcomes	Progress as on date.	Remarks
1	Communicating ,Publicizing of the Convention and Drawing Dowsers and activist in water related activities	Dowsers in a total of 59 and large number of activists involved water related services participated in the convention from 3 States of India	Completed	As there was late in securing the funds chances were high to travel to nearby states and contact delegates

2.	Website for Indian Society of Dowzers construction and hosting.	Website construction is completed abut waiting for hosting as delay occurs in legal registration. Of the Society.  The registration of Indian Society almost over; necessary fee was received by the Department but Certificate issuance is waited.	90% achieved	Efforts are on to receive the certificate in a week or two; then the website will be activated.  The coming up website would serve as link to dowzers nation wide.
3	Media Advocacy	Reports were given to press directly and by post with photographs; 2 press reporters also participated in the Convention.	Attempted ; educating media for such programs are started.	The media is lacking in understanding the importance of the Convention and theme. So, it may publish later.
4.	Capacity building of delegate's and active participation in the convention.	Delegates were aware with the service, power of dowsing practices and acquired the skills in water conservation, rational use methods and water rights to all.	Completed with satisfactory level.	The delegates openly shared their experiences in dowsing practices with great interest.

		World water day and decade on Global action were realized and celebrated.		
5	Annual General body endorsement past year activities and planned for the coming year.  Formation of Dowsers chapters planning.	Society's previous year actions were ratified democratically .  Next year activities were streamlined that provided chance to enhance members involvement.  Representatives attended the convention from 3 states other than Tamil Nadu committed themselves to form chapters within a year.	Under taken; progressing in the process.	Democratic process is appreciated by members.  Positive signs of Dowsers society expansion noticed.

## **APPENDIX J (cont.)**

### **7. New activities/ unexpected difficulties/ Action taken to solve**

The convention delayed due to some unexpected situations; first it was the interest to transfer funds by wire, missing of the check in the bank, meeting venue availability, sickness of the President Mr. Alavandan, resignation of Secretary Mr. Joseph Peter Kumar to leave for US for onsite job etc. However the interest of Dowers and Steven Herbert made it possible.

### **8. Lessons learned**

Registration with the Government brought problems for a long time. Dowers prepared for change and patience brought to this stage. Hope this time the success will be with us.

### **9. Others**

As it was the first big initiative there were some difficulties; hope the future will strengthen the organization. Mr. Steven Herbert's encouragements should not be forgotten.

### **10. Reported by**

C. Arokia Dass

Secretary, Secretary TNTDS

## **PREAMBLE**

### **TO THE BY-LAWS OF THE AMERICAN SOCIETY OF DOWSERS, INC.**

Dowsing is a faculty employed with intent to expand the perceptive abilities of its practitioner beyond three-dimensional limitations. It is a most ancient, varied craft, as ancient and varied as humanity itself. Dowsing has roots, among all manner of peoples, lands, and epochs. There seems to exist an ageless natural knowledge, that enables us to identify ourselves with an unknown source of being and becoming; it is of primary significance, joining Earth, sea, and stars.

Explanation of dowsing's whys and wherefores is still far from satisfactory, but to refuse to explore the unexplainable simply because it cannot presently be explained is unscientific and irresponsible. Dowsing is fact.

As awareness grows, the public mind should recognize that, when based on ample training, experience, and talent, dowsing is a most useful skill, applicable to many fields of human activity.

Spiritual pride is to be avoided by the dowser. Psychic powers, intellectual aptitudes, or physical skills are useless unless applied for the benefit of all, because they bring increased sensitivity. These may properly be expressed only in an increasing awareness of the oneness of all life and in greater love for the whole of humanity.

Any activity that investigates, perpetuates, and expands humankind's lore, mysteries, beliefs, traditions, and useful abilities should command at once loyalty and service. In the energizing of such activity, the power generated in and by a group of interested persons is greater by far than the sum of its numbers.

Upon these concepts THE AMERICAN SOCIETY OF DOWSERS, INC. is founded.

Amended: November 6, 1996; October 15, 2003, December 16, 2006; Ratified by Membership 4/1/2007

## BY-LAWS OF THE AMERICAN SOCIETY OF DOWSERS, INC.

### CHAPTER I

#### NAME

The name of this organization shall be THE AMERICAN SOCIETY OF DOWSERS, INC., a nonprofit corporation of the State of Vermont in the United States of America.

### CHAPTER II

#### PURPOSES

Section 1. The purposes of this Society shall be:

- (a) to support, encourage and promote dowsing and dowsers in a manner consistent with the highest standards of personal integrity and behavior;
- (b) to establish and maintain Focus Groups to bring like-minded Dowsers together to use their dowsing abilities to concentrate on, and bring solutions to, specific problem areas in society and/or the world;
- (c) to establish and maintain a Register of Professional Dowsers for each Focus Group;
- (d) to establish and maintain an Educational Program for each Focus Group with an Instructor Registry and curriculum to educate and guide each Focus Group to a high level of success;
- (e) to promote and foster communication and fellowship among all persons in any way interested in dowsing, for the enjoyable social sharing of this common interest;
- (f) to build in America an effective, responsible body of men and women devoted to active investigation, study and application of dowsing;  
Amended: 7/30/2007 – Ratified by membership 6/16/2009.
- (g) to advance dowsing knowledge and practice in every beneficial branch, phase, and aspect thereof;
- (h) to encourage the application of methods of modern scientific inquiry to dowsing so a body of scientific information relating to it may evolve;
- (i) to offer evidence of dowsing's realm of usefulness to humankind;
- (j) to give all possible assistance and encouragement to the quickening and development of the dowsing faculty to the end that dowsing may become part of the culture of modern people.

Section 2. It is the basic purpose of this Society to nurture the dowsing faculty and to encourage its general development and demonstration.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Section 3. This Society is wholly a non-stock, nonprofit, non-commercial corporation.

Section 4. This Society is an independent organization but it shall at all times endeavor to promote and maintain cordial and mutually helpful relations with organizations having similar or pertinent purposes in the United States and in other countries.

Section 5. The Society has organizational boundaries. It is of the United States of America and its territories. However, dowsing has no boundaries, only frontiers. In applying the methods of modern scientific inquiry to dowsing, the principles of scientific freedom and responsibility shall have this goal: that science is the search for truth.

### CHAPTER III



## MEMBERSHIP

Section 1. Any responsible person of good character and repute, regardless of age, sex, race, color, national origin, or other affiliation, who is sincerely interested in any phase of the faculty, craft, skill, talent, art, technique, and/or science of dowsing or in any matter related or pertinent thereto, may be admitted to Membership in this Society in accordance with Section 3 of this Chapter. That person may retain Membership in good standing by paying the fees, dues, and subscriptions established from time to time by this organization and by fulfilling other obligations stated in these By-Laws or otherwise determined from time to time by this Society, including its Code of Ethics.

Section 2. Good standing in the Membership of this Society shall consist not only of the payment in full of all financial obligations assumed by each Member but also in observance of the spirit as well as the letter of these By-laws, including the Preamble, ethics and such other rules and regulations as may be established by this Society from time to time.

Section 3. The Membership of this Society shall consist of Members, Junior Members, Special Members, and Honorary Members.

(a) The grade of Member shall be available to all persons who are eighteen (18) years of age or older who qualify under Sections 1 and 2 above. For the purposes of the By-Laws, a person shall be deemed to be eighteen (18) years of age the day of his or her 18th birthday.

(b) The grade of Junior Member shall be available to all persons not yet eighteen (18) years of age who qualify under Sections 1 and 2 above. Junior Members shall have all the privileges of the Society except voting and holding office.

(c) Special dues paying Members shall be designated at the vote of the Society under such terms and conditions as seem appropriate (for example Family Membership, Life Membership, Family Life Membership) and shall be available to all persons who qualify under Sections 1 and 2 above. A Family Membership and a Family Life Membership are defined as two individuals plus children under 18 years of age. The dues for these Memberships are 1.5 times that of the corresponding Individual Memberships. When children reach age 18 they must then join as an individual. Family Lifetime Memberships are not available to individuals under 18 years of age but they (Individuals under 18) may join as an Individual Life Member. Family Memberships and Family Life Memberships are not transferable, i.e. from the current spouse of an individual to a different spouse for that individual. Family Memberships receive only one copy of any ASD Publications.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.  
Ratified by membership 4/2015

(d) Honorary Members. Should the Society wish to honor a Member or some person or persons for generous contribution or distinctive service to this Society or to its objectives, then in each case this Society may vote to grant such persons Honorary Membership herein (for example Honorary Membership, Honorary Life Membership) under such terms and conditions as seem most appropriate in each case.

Section 4. Application for Membership shall be sent to the Operations Manager, at the Headquarters Office of ASD, who will carry out all the steps necessary for the enrollment of a new Member.

Section 5. A Member in good standing may resign by presenting a resignation in writing to the Operations Manager of this Society.

Section 6. Anyone whose Membership has been terminated by nonrenewal or resignation may at any time reapply for Membership. Reinstatement of membership for anyone who has resigned must have their application approved by a majority vote of the BOT. If the applicant is not approved, they may reapply in another two years. Reinstatement of membership for anyone who has resigned is not guaranteed.

Amended 4/14/2010 to remove original Sections 6, 7, and 8 and add a new Section 6. Ratified by Membership Ballot 2011.

CHAPTER IV MEMBER FINANCIAL  
OBLIGATIONS

Section 1. Year defined.

- (a) The annual Financial Accounting Period or Fiscal Year of this Society shall be from January 1st to December 31st.
- (b) A Membership Year shall include the annual Membership Meeting.

Section 2. All financial obligations, as Dues, Subscriptions, etc., of each Member shall be fixed by the Trustees of this Society with the advice of the Treasurer. The financial obligations assessed upon a Junior Member shall automatically be fifty (50) percent of the financial obligations of a Member. Entrance Fees to any American Society of Dowsers, Inc. sponsored event, such as the Annual Convention and Schools, shall be fixed by Committee with the approval of the Board of Trustees.

Section 3. Any Member who resigns after January 1st of any year shall be liable for the financial obligations of that fiscal year.

Section 4. Member in Arrears.

- (a) Any Member whose financial obligations are in arrears at the time of any General Meeting shall not be entitled to vote or exercise any of the privileges of a Member.
- (b) If a Member's subscription to a Society publication is in arrears more than two (2) months, the Member shall not be entitled to receive the publication again until the subscription is reinstated.

CHAPTER V  
HEADQUARTERS

The location of the principal or Headquarters Office of this Society shall be the Town of Danville, County of Caledonia, in the State of Vermont.

CHAPTER VI  
GOVERNMENT

Section 1. General.

- (a) This Society shall be governed and managed in full accord with democratic principles. The governing powers shall generally be exercised by the Members in a General Meeting.
- (b) The affairs of this Society shall be actively conducted by its duly elected Trustees. These Trustees shall be accountable to the Membership of the Society in all matters of Society business, and shall at all times conduct the business of the Society in accord with its Articles of Association, its By-Laws, including the Preamble, and with policy, authority, and instruction voted by the Members in a General Meeting. Amended: December 16, 2006; Ratified by Membership 4/1/2007
- (c) The rules contained in the current edition of Robert's Rules of Order, shall govern this organization in all procedures not covered by this Society's By-Laws, provided such procedures are not in conflict with statutory regulations enacted by the State of Vermont for corporate bodies such as this.

CHAPTER VII  
CHAPTERS AND/OR REGIONAL SUBDIVISIONS

Section 1. The executive powers of the Trustees shall include the authority to create regional divisions or branches and local Chapters of this Society that 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 of its rules, regulations, and enactments. Each Chapter in a division or branch shall be a Chapter duly authorized by this Society.

Section 2. Formation.

- (a) Eight (8) or more Members of this Society residing within a 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. 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 service area. 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.

Section 3. All Members of this Society residing within the territory of any subdivision thereof shall be eligible for Membership in that subdivision. No person shall be admitted to Membership in any subdivision until after their 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. (Nonmembers are classified as guests)

Section 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.

Section 5. Finances.

- (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. 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. Said funds derived from a dissolution shall be held in escrow by ASD Headquarters and shall be used solely for establishing new chapters or subdivisions.

Ratified by membership 4/2015

- (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 division, Chapter, branch, or subdivision of this Society shall by January 31<sup>st</sup>, submit an Annual Report for the calendar year to the President and Treasurer of this Society giving the names and addresses of current officers with contact information, federal/state identification numbers, number of members, location of meetings, providing the following information as required by Federal law: income, expenditures, assets and liabilities and cash-on-hand.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Amended: 4/14/2010 \_ Ratified by Membership Ballot 2011

Ratified by Membership 4/2015

Section 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 nonprofit, educational, and scientific institutions and to apply to the tax or revenue boards of their State treasury departments 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.

Section 7. Chapters and Divisions are created for (a) 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.

## CHAPTER VIII

### BOARD OF TRUSTEES AND EXECUTIVE OFFICERS

#### Section 1. Trustees and Executive Officers

(a) Number of Trustees. This Society shall have a maximum of 14 elected Trustees. And no less than Three (3) Trustees to be compliant with State of Vermont requirements. Trustees shall be elected biennially by mail ballot as per Chapter IX, Section 5 for four (4) year terms. In the event the number of Trustees decreases to 7 or less, additional Trustees shall be appointed by the remaining trustees to bring the number of Trustees to 8, but only for the purpose of serving until the next biennial election or to fill unexpired terms. Four (4) or more of these Trustees shall serve as Executive Officers, i.e. President, Executive Vice President or Vice Presidents, Secretary, and Treasurer, and the remaining shall serve as overall, general management Officers and these will be referred to hereafter herein as Trustees-at-Large. Regional Coordinators may be selected from the elected Trustees, however being a Trustee or Former Trustee is not a prerequisite for being a Regional Coordinator.

Ratified by Membership 4/2015

Ratified by Membership 4/2017

(1) In the first year of implementation, there will be seven (7) Trustees elected to 2 year terms and seven (7) Trustees elected to 4 year terms. Trustees receiving the most votes will be given the choice of choosing a 4 year or a 2-year term until there are 7 of one or the other. The remaining elected trustees will be given the other term that remains unfilled. In the next biennium the 2 year positions will be refilled by electing trustees to new 4 year terms and the 2 year positions eliminated.

Amended: December 16, 2006; Ratified by Membership 4/1/2007

(b) Officers Elect. Trustees and Trustees Elect shall hold a meeting to choose their Executive Officers Elect (President, Executive Vice President, Secretary and Treasurer) prior to the annual convention in the year they are elected. The President Elect may appoint interim officers, in case of loss of an officer elect, to serve until the first Board meeting of the new term. All Executive Officers shall hold a term of (2) years and may be re-elected in accordance with the other sections on these By-Laws. Amended: December 16, 2006; Ratified by Membership 4/1/2007; Ratified by Membership 4/2015

#### Section 2. Duties of Officers

(a) The President shall: (1) preside at all Meetings of the Society and of the Trustees and perform all other functions usual to the office; (2) serve as a member of all committees with the exception of the Nominating Committee

and shall serve without vote; (3) direct the affairs of this organization subject to the authority and direction of the General Assemblies or Meetings of this Society and of the Trustees; (4) Devote a reasonable amount of time to ways and means for the continuation and extension of this Society; (5) appoint and designate members of all committees not otherwise created with the advice, consent, and confirmation of the Trustees; (6) issue the calls for regular and special Meetings of the Trustees. Such calls shall be in writing stating the business to be considered, the time, and the place of the meetings: that time shall not be less than twenty (20) days from the issuance of the call; (7) prepare and present a report at each Annual General Meeting of the Members of this Society: this report shall include such suggestions and recommendations as the President may see fit to incorporate therein; (8) between annual General Meetings, the President, with the advice, consent, and confirmation of the Trustees or by authority received from the General Meeting, may appoint Members of the Society to serve as Historian and Regional Coordinator, and chair of any identified committees. The Historian will maintain a general historical record of the affairs of the Society. A Regional Coordinator will serve as the local official resident representative of the Trustees within the assigned geographical region. The President shall present substantive changes in the operations of the Society to the Trustees for review and approval before being activated, except that in performing this duty the President is authorized to expend Society funds, not to exceed Five Hundred Dollars (\$500.00) on any single project prior to its presentation to the Trustees. Amended: December 16, 2006; Ratified by Membership 4/1/2007, Ratified by Membership 4/2015, Ratified by Membership 4/2017

(b) The Executive Vice President shall do the following: (1) preside at meetings of the Society and its Trustees in the absence of the President and shall act for the President in case of disability; (2) actively aid and assist the President in directing the affairs of this organization and undertake such special assignments as may be given by the President or Trustees; and (3) upon the death, resignation, or incapacity of the President, succeed and assume all duties, prerogatives, responsibilities, as well as the title of President and shall so serve until the next General Membership Election of the Society.

(c) All Vice Presidents shall have only such duties as shall be assigned to them by the Board of Trustees of this Society.

(d) In the event of the Office of President becoming vacant and there is no successor such as indicated in (b) 3 above to fill it, then the Trustees shall elect one of their number as President. That individual shall serve the unexpired term of President. The Secretary shall record the votes cast and shall inform the Trustees of election results.

(e) The Secretary shall perform the following: (1) attend all General Membership Meetings of the Society and all Meetings of the Board of Trustees; (2) keep a true record of all proceedings of General Membership Meetings of the Society and of the Board of Trustees; (3) keep both written and audio recorded records; (4) deliver the minutes and all audio recordings of such proceedings to the American Society of Dowsers, Inc. Headquarters Office within thirty (30) days of said meeting; (5) maintain a current status of the terms of the elected trustees of the organization, (6) maintain a record of all updates of the By-Laws of the organization, proposed and approved, (7) when relieved of duties, within 10 days deliver all records, files, correspondence and any other ASD property to the ASD headquarters; (8) perform or cause the following to happen: (i) securing all records in a secure and fire protected area (ii) maintaining audio recordings for 3 years unless instructions for continued storage are given by the sitting Board of Trustees; preserving paper and electronic records of the Society securely. Minutes of the Society and the Trustees are a permanent record of the Society, and shall be preserved forever. Ratified by Membership 4/2015

(f) The Treasurer is the custodian of the Society's funds and is responsible for keeping accounts, disbursing funds, and providing financial reports in accordance with the Board of Trustee's direction and Society policies. The Treasurer is responsible for submitting the Annual Budget for the Society, based on Executive Committee guidelines and suggestions, for the approval of the Board of Trustees.

The Treasurer shall perform the following: (1) comply with all financial and tax regulations with respect to any employees of the Society and shall file necessary reports, with the assistance of the Operations Manager; (2) cause all fees, dues, subscriptions and other financial obligations due this Society from any source to be collected and cause all bills to be paid when expenditures are recognized by the President with Board approval; (3) present a monthly financial account to the President, a financial report at Board meetings, and an Annual Report to the Membership; (4) provide that accounts shall be audited annually as provided in Chapter X. Section 1; (5) keep all moneys belonging to this Society distinctly separate from personal funds and all other funds; (6) prepare a proposed budget for the upcoming fiscal year, [ : this shall be done] with the assistance of the Operations Manager and presented to the Board of Trustees,

annually and in a timely fashion; (7) advise the Board of Trustees about the investment money of the Society, after obtaining current information from the best available sources; and (8) attend all General Membership Meetings of this Society and meetings of the Board of Trustees.

Amended: December 16, 2006; Ratified by Membership 4/1/2007

(g) The Trustees acting as a Board shall have the management and control of the affairs, business, and property of this corporate Society and subject to statutory provisions of the State of Vermont, the Articles of Association, and these By-Laws, may exercise all the powers of the corporation. In case of the absence of any Officer of this Society or for any other reason whatsoever that may seem sufficient to the Trustees, the Trustees may by majority vote at any meeting delegate the powers and duties of such Officer to any other Officer or Trustee.

(h) The Trustees-at-Large shall have the special auditing duties set forth in Chapter X, Section 1. They may in emergency situations, recognized by a majority of those in office, in writing by First Class Mail, or by return receipt e-mail, or verbally by telephone, or by any combination of these methods, call special Meetings of the whole Board of Trustees and/or special General Meetings and they may conduct such meetings when assembled by such calls. The Trustees-at-Large shall serve as check, balance, and stimulus to officers, Trustees and this Society as a whole, having the right of independent scrutiny into any matter concerning this Society to which they may choose to address themselves, and making appropriate reports thereof to the Board of Trustees as a whole and/or to this Society as a whole. Amended: December 16, 2006; Ratified by Membership 4/1/2007

### Section 3. Specific Requirements.

(a) All Trustees shall be chosen from the Members in good standing of this Society, who are 18 years of age or older, and are citizens of the United States of America. Their term of office shall be four (4) years and shall serve until their successors are elected, appointed, and qualified, both in their capacities as Trustees and as specific elective Officers of the Society, subject to the provisions and exceptions set forth in Section 5 of Chapter VIII.

Amended: December 16, 2006; Ratified by Membership 4/1/2007

(b) A majority of Trustees in office and properly notified and present shall constitute a quorum for the transaction of any business which may properly come before them. A vote of a majority of Trustees present and voting shall constitute action of the Trustees. Any decision of the Trustees may be reconsidered or rescinded at a subsequent meeting of the Trustees by a two-thirds majority of those present. Amended: November 19, 2005;

December 16, 2006; Ratified by Membership 4/1/2007

(c) The day following the Annual General Meeting, the elected and re-elected trustees shall take office for the purpose of meeting and organizing for the new two (2) year term. At this Meeting they shall set in motion the affairs of the Society for the coming year, in accord with policy, authority, and instruction previously voted by the Members of this Society.

(d) The Trustees shall have the right to vest the Offices of Secretary and Treasurer in one person, when and if such procedure seems to be for the best interests of the Society. This shall be done only as an emergency and a temporary measure.

(e) Trustees shall meet at least three (3) times a year. The President after consultation with the other Trustees shall issue the call for all meetings of the Trustees stating the time and place thereof. Such time shall not be less than twenty (20) days from the issuance of the call, except that this provision does not apply to the first meeting of the year, as this first Meeting shall convene automatically without notice the next day after the close of the Annual General Meeting, with time and location announced at the Annual General Meeting. Amended: December

16, 2006; Ratified by Membership 4/1/2007

(f) When it is impossible for a Trustee to attend a scheduled meeting, that trustee may participate by teleconference or video-conference if available. Alternatively, a Trustee may submit votes relative to specific issues or questions listed in the call for such a meeting by mail, e-mail, fax, or telephone. These votes must be verified by return direct communications from the Secretary of the Society to the Trustee.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Section 4. Until otherwise voted by this Society, no Official thereof shall receive any compensation for services rendered to the society.

Amended 4/14/2010 to remove the entire Section 5. Ratified by Membership Ballot 2011.

## CHAPTER IX ELECTIONS

Section 1. Nominating Committee. This Society shall have a Nominating Committee composed of Members in good standing. Its purpose and function is to nominate qualified candidates for election to the ASD Board of Trustees. This Nominating Committee shall have representation of each region and one appointee by the president. This appointee will call the first meeting. This Committee shall be appointed following elections of Trustees and Officers and shall serve until the next election. Said Committee shall elect its own Chairperson. It shall be the duty of this Committee to survey the entire Membership of this Society, including its Trustees, Officers, and Staff to prepare a list of candidates who are ready, willing, able, and qualified, to serve as Trustees of this Society. This list shall be presented in a timely manner/ to the existing Board of Trustees for information purposes only. The final list of candidates shall be presented by the Committee Chairperson, to the secretary, and the Operations Manager, no later than 45 days prior to the scheduled date of ballot distribution.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Amended: 4/07/2016

Section 2. The mail ballot shall follow the provisions of Section 5 of this Chapter and shall provide space for write-in candidates of the voter's choice.

Section 3. Trustees and Officers of this Society may succeed themselves in office with the exception of Presidents who may succeed themselves as a Trustee but shall not serve more than two successive terms as President without a lapse of time.

Section 4. Trustees shall not serve on the Nomination Committee but may confer, with any or all of the Members of said Committee.

Section 5. Voting shall be by mail ballot for the election of Trustees, and/or for amendments to the By-Laws and other certain matters.

(a) Any candidate must receive at least thirty-five percent (35%) of the vote (a vote meaning a valid ballot. A valid ballot must have votes for at least one-third of the listed candidates on the ballot. Invalid ballots are not to be counted) ~~to~~ be elected as a Trustee. Amended: December 16, 2006; Ratified by Membership 4/1/2007

- (b) The voting packet shall contain the following:
1. Instructions for voting and returning by the required date (Section 6. (d) below)
  2. A list of candidates for Trustees, with space provided for write-in candidates, and space for voting for each
  3. Brief biographies of the candidates for Trustees
  4. A list of any other issues or questions being brought to the membership and space for voting on each
  5. A brief explanation of the effect of a vote on those issues or questions
  6. A specially recognizable return envelope addressed to the Operations Manager
  7. Space for the voter's signature on the back of the return envelope

(c) In order to vote by mail, application for (or renewal of) membership must be received at ASD Headquarters prior to the issuance of said ballots. Members in good standing shall be determined by Chapter III, Section 2.

(d) The Secretary shall send each Member a First Class mail ballot at least sixty (60) days prior to the election deadline. Said ballot must be received by the Operations Manager, American Society of Dowsers Headquarters, Danville, Vermont, on or prior to the election deadline.

(e) The mail ballots shall be retained at ASD Headquarters for no more than 90 days after the election deadline, during which time any challenges to the election process must be brought before the Board of Trustees. After 90 days without a challenge having been brought, the ballots shall be destroyed.

Section 6. At each election of Trustees, the ballots shall be received and all questions regarding the qualifications of voters be decided by three inspectors, who shall be the three members of the Auditing Committee. Such inspectors shall be sworn to faithfully perform their duties and shall report in writing the results of the ballot. Said report shall be published in an American Society of Dowsers publication.

Amended: December 16, 2006; Ratified by Membership 4/1/2007

Section 7. Qualifications for Write in Candidates: All Write in Candidates must have completed at least one term as an ASD Trustee. Amended: December 16, 2006; Ratified by Membership 4/1/2007

## CHAPTER X GENERAL MEMBERSHIP COMMITTEES

Section 1. Auditing.

(a) Members in good standing attending the General Meeting of this Society shall elect an Auditing Committee of three (3) Members of this Society to audit the accounts of the Treasurer of this Society.

(b) In the event the Membership fails to elect auditors, the annual Audit shall be in charge of the Trustees at-Large who shall appoint said Auditing Committee of three (3) Members or hire a Certified Public Accountant to conduct the audit.

(c) The Audit shall include an examination of the accounts of the Treasurer of this Society and shall determine compliance with the procedures outlined in Chapter VIII, Section 2, (f) above. The auditors shall determine whether there is complete and accurate communication between the Offices of the President, Secretary and Treasurer in all matters relating to money and finance and shall make a report with recommendations to both the Trustees and the Members of this Society.

Section 2. Members in good standing attending a General Meeting of this Society may elect other members of the Society to such committees to consider particular subjects and may delegate to such committees such powers as they believe expedient. Ratified by Membership 4/2015

Section 3. Every committee must report to the body that created it. (The Board of Trustees or as states in section 2)

(a) Any committee created is not an entity unto itself.

(b) Upon request, the committee Chairperson must submit a written report to the body that created it in a timely manner.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

## CHAPTER XI AMERICAN SOCIETY OF DOWSERS TRUST FUND (ASDTF)

Section 1. Purpose

This amendment to the Bylaws of the American Society of Dowsers (ASD) sets up the American Society of Dowsers Trust Fund (ASDTF). The purpose of this fund is to provide a safe vehicle for benefactors to contribute to the ongoing vitality of the American Society of Dowsers (ASD) by letting them donate to the ASDTF.



## Section 2. Investment Trustee

The ASDTF is to be invested only by a government regulated or government sponsored professional trust company, to be called the Investment Trustee

## Section 3. Trust Advisory Committee (TAC)

A Trust Advisory Committee of three current ASD members who preferably are financial advisors, accountants, or CPA's, will annually review the performance of the ASDTF Investment Trustee and recommend either leaving the funds with the current Investment Trustee or changing to a new Investment Trustee. Except for the first year, one new member will be elected each year by the general membership at the Annual General Meeting and serve for three years. The member having served for two years will become the Chairman of the Trust Advisory Committee in their third and last year. The Chairman will consult with the other two members, consult with the other two members, decide who the Investment Trustee should be for the coming year, and report to the Annual General Meeting. In the first year all three committee members will be chosen by the Annual General Meeting: one for a one-year term, one for a two-year term, and one for a three-year term. The person chosen for the one-year term will be Chairman the first year. Resignations shall be filled by Presidential appointment until the next Annual General Meeting when the position will be filled by election.

## Section 4. Investment Strategy

The Investment Trustee shall invest in high quality equity and high quality fixed income investments. In no case shall more than fifteen percent (15%) be invested in "alternative investments". The variance between equity and fixed income is to be determined by the expertise of the Investment Trustee and to be no more than twenty (20%) of the total fund, to be readjusted quarterly if necessary. Changes to this investment strategy may be made by the TAC upon consultation with, and recommendation of, the Investment Trustee.

## Section 5. Initial Funds

Until the funds have reached an amount of \$30,000 or until an Investment Trustee can be found to invest the funds, they shall be invested in certificates of deposit at the best rate possible to be determined by the Trust Advisory Committee (TAC) and no distribution shall be made.

## Section 6. Distribution

At the end of each quarter (March 31, June 30, September 30, and December 31) the Investment Trustee will distribute up to one percent (1%) (depended upon the needs of the Society as determined by the Treasurer) of the average Market Value after fees of its fund (to be determined by averaging the ending monthly Market Value of the ASDTF) to the ASD general checking account. In total the Investment Trustee will annually distribute up to four percent (4%) of the average monthly market value of the fund. If the Investment Trustee achieves a net annual return greater than 6 percent after all expenses and fees, two thirds of the difference between the 4 percent and their actual annual return may be distributed (dependent on the needs of the Society as determined by the Treasurer) the next year to the ASD general checking account at the same quarterly distributions.

## Section 7. Reporting

The Investment Trustee will report fund performance quarterly to the ASD Treasurer, the Chairman of the ASDTF Committee, and the ASD Operations Manager.

## Section 8. Amendments

Once adopted this amendment may only be changed by a seventy-five percent (75%) affirmative vote of the *entire current membership* of the ASD at that time.

## Section 9. Dissolution

In the event of dissolution of the American Society of Dowsers, this trust fund will be distributed to known legally recognized dowsing organizations, preferably current chartered ASD Chapters to be determined by the sitting ASD Trustees.

This chapter added 7/30/2007. Ratified by membership 6/16/2009.

CHAPTER XII  
GENERAL MEMBERSHIP MEETINGS AND CONFERENCES

Section 1. A general meeting and a convention of the Members of this Society shall be held annually, the time and place to be determined by the Board of Trustees. The annual membership meeting of the ASD may be held anywhere in the United States, as approved by the BOT. The Secretary shall give each Member at least thirty-five (35) days' notice in writing of General Meetings, the business to be transacted, and a program of the Meeting. Such notice shall be mailed to the last known address of the Member. The date of posting shall be accepted as the date of Notification. Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Section 2. Special General Meetings of this Society shall be held whenever the Members authorize them or whenever the Trustees shall determine said meeting. Notice of these Meetings shall be given all Members as is given for the annual General Meeting.

Section 3. Any Notice required to be given by these By-Laws may be waived by the person entitled thereto and a failure to protest any lack of notice within ninety (90) days after Notice should have been given shall constitute waiver of required Notice and shall preclude all denials of legality of any nature based on deficiency of Notice.

Section 4. Each Member in good standing of this Society, attending a general meeting, shall be entitled to cast one vote on each matter, unless otherwise provided in these By-Laws under Chapter IX, Elections.

Section 5. A quorum at a General Meeting will be met when a simple majority of the entire membership is present. In the instance that there is no quorum at a General Meeting, new issues may be approved by a majority vote of those present, contingent upon ratification by the full membership. A ratification ballot will be mailed to the full membership no later than 60 days following the General Meeting returnable 45 days from the postmark.  
Ratified by membership 4/1/2017

Section 6. Members are not permitted to vote by proxy.

Section 7 Conferences are open forums for education, research and publicity purposes only. A request to hold a conference must be made in writing and signed by a member in good standing who will sponsor and be responsible for the event. The Trustees must approve or disapprove all requests.

Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI.

CHAPTER XIII  
SEAL

Section 1. A Corporate Seal shall be provided by the Trustees of a form and design to be determined by the Trustees.

Section 2. The President shall have custody of the Official Seal of this Corporate Society and shall affix said Seal to any instrument requiring the same.

Section 3. The Secretary shall, by signature, attest the Official Seal of this Corporate Society to any instrument whereon such Seal is properly affixed.

Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI.

CHAPTER XIV  
AMENDMENTS

Section 1. These By-Laws may be altered, amended or repealed by two-thirds (2/3) of the votes cast by those members in good standing of this Society, as provided by Chapter IX, Section 5.

Section 2. The Trustees, by two-thirds (2/3) vote of all Trustees in office and available, may alter, amend, or repeal these By-laws at any Meeting of Trustees, provided thirty-five (35) days' Notice in writing shall have been given to each of the Trustees of the proposed alteration, amendment, or repeal and provided the changes proposed do not infringe upon the rights of the General Membership of this Society or do not alter the fundamental concepts and purposes of this Society. The required Notice may be served personally upon a Trustee or by mailing it to the last known address of the Trustee. The date of the posting shall be accepted as the date of Notification. Said changes to these By-Laws must be ratified by a majority vote of the membership as provided for in Chapter IX Section 5, however, said changes that do not change the voting process, will be in full force until such ratification by the membership and immediately rescinded upon lack of ratification.

Amended: December 16, 2006; Ratified by Membership 4/1/2007. Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI.

## CHAPTER XV CODE OF ETHICS

### Section 1. Code of Ethics for Members.

- (a) Members shall be guided in all their relationship with the public by the highest standards of personal integrity.
- (b) Members shall uphold before the public at all times the dignity and reputation of the Society.
- (c) Members shall avoid and discourage sensationalism, exaggeration, undignified and unwarranted statements, or misleading advertisements.
- (d) Members shall refuse to undertake work which may be of questionable value or results without first advising as to the probability of success.
- (e) Members shall not willfully use or attempt to use their Membership in this Organization as evidence of their qualifications as a dowser or as a measure of ability or proficiency.
- (f) Members in good standing may mention their membership in their resumes and biographies. With written approval of ASD's Executive Committee, members may exhibit or use the name or logo of this society on any letterhead or stationary, on any personal or business cards, and in any advertising of a personal, business or professional nature.
- (g) All members shall avoid any appearance, real or suspected, of conflicts of interest with potential clients, other members, convention and conference speakers, vendors, practitioners, suppliers, or anybody else where the reputation of ASD and its subdivisions could be affected. Ratified by Membership 4/2015

### Section 2. Disciplinary Process.

Any Member, Trustee or Officer, may be reprimanded, suspended, removed from office or lose their membership by a 2/3 vote of the full BOT if shown to be guilty of misconduct. Examples of misconduct would include: (1) Violating the Code of Ethics. (2) The abuse or misuse of power. (3) Personal activities prejudicial to the best interests of the Society, including placing personal interests ahead of those of the Society. (4) Slanderous remarks against another member affecting their ability to carry out their duties. (5) Any other form of misconduct not listed above.

A grievance or complaint may be filed by either party to the action, or by a third party who has observed the actions; if applicable, it will be taken to their Chapter President or Vice President. If no resolution can be found or if the member is not part of the Chapter, it will advance, in sequence of appeal, to their Regional Coordinator and finally the Board of Trustees, who will assemble as the Ethics Committee. In cases where the complaint is against a Trustee or Executive Officer of ASD and initiated by a member in good standing, the Board of Trustees will appoint an independent committee composed of at least three members to ideally include former trustees in good standing to

conduct an investigation so as to avoid any possibility or the appearance of a conflict of interest or favoritism. In addition, the Trustee or Officer against whom the complaint has been brought will refrain from making decision relating to the complaints until the investigation is complete. In cases where the complaint is not against a member of the Board of Trustees, the Ethics Committee shall be the Full Board of Trustees. Ratified by Membership 4/2015 Ratified by membership 4/1/17.

- (a) If the grievance or complaint is brought by a member not associated with a chapter, they will start the process with their region's Coordinator.
- (b) If a party to the grievance chooses not to participate at any level of the process, the process will go forward without their participation.
- (c) Responsibilities of the BOT in such matters:
  - (1) Should a crisis situation arise, the entire Board will be notified. A majority vote of a quorum of the BOT may take any and all actions necessary to contain or address the problem, in the best interests of the Society, until a full board meeting may be held, regardless of any inconsistency between this action and these bylaws. Such actions shall be limited to responding to the immediacy of the crisis, and nothing more.
  - (2) A Trustee who is the subject of charges shall not participate or vote in the BOT decision and the vote will be adjusted accordingly.
  - (3) Charges against a Member, Trustee or Officer and all related evidence will be offered in written statements under oath to the President for review by the Trustees. A written statement submitted to any person or group in this process shall be considered taken under oath. If it is found that a statement is false, the person or persons submitting the false statement will immediately lose their membership in ASD by a majority vote of the BOT. Notification of the dismissal will be made in a timely manner.
  - (4) After receipt of complete written statements under oath from Complainant and Defendant, the President will distribute said copies to the full BOT (Ethics Committee) for evaluation. The BOT will make and record their decision by a 2/3 vote, including disciplinary actions, within 30 days. That decision will be expeditiously communicated to all parties involved. This decision is final and not subject to further appeal.
  - (5) Anyone whose membership has been terminated by expulsion may reapply for Membership after two (2) years provided any sum owed to the Society under Chapter IV Section 3 by such applicant be first paid in full. The BOT will then review the application and vote its acceptance or denial. If denied the applicant may reapply again after another two years. Any Member, Trustee or Officer removed from their position due to an ethics violation and wishing to hold office again at any level must first gain approval of the BOT by a majority vote.

Amended: December 16, 2006; Ratified by Membership 4/1/2007. Amended: 7/30/2007 – Ratified by membership 6/16/2009. Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI. Amended 4/14/2010 to add the entire Section 2. Ratified by Membership Ballot 2013.

## CHAPTER XVI STATEMENT OF ADOPTION

By-Laws were first adopted by the Incorporators of the American Society of Dowsers, Inc., in Meeting assembled, in the Town of Brandon, County of Rutland, and State of Vermont on the Twenty-third day of July, in the year One Thousand Nine Hundred Sixty-one, A. D.

Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI.

## REVISIONS, AMENDMENTS, PRINTINGS

Ninth Printing - September 19, 1986  
Tenth Printing - September 14, 1989  
Eleventh Revision - September 13, 1990  
Twelfth Revision - January 19, 1991

Thirteenth Revision - July 3, 1991  
Fourteenth Revision - September 17, 1992  
Fifteenth Revision - August 2, 1994 (all changes from 1992 - 1994)  
Sixteenth Revision - July 27, 1995  
Seventeenth Revision - April 28, 1997 (all current changes included)  
Eighteenth Revision - April 3, 1998 (with corrections May 4, 1998)  
Nineteenth Printing/Amendment - July 30, 1999  
Twentieth Revision - August 2, 1999  
Twenty-first Revision - June 12, 2000  
Twenty-second Revision - September 25, 2000  
Twenty-third Revision- April 25, 2001  
Twenty-fourth Revision – October 15, 2003 –Chapter I thru Chapter VIII  
Twenty-fifth Revision – November 23, 2003 – Chapter IX thru Chapter XV  
Twenty-sixth Revision – May 5, 2004 – Officers elect meeting (in Ch. VIII)  
Twenty-seventh Revision – September 26, 2004 (clarification of terms)  
Twenty-eighth Revision - November 19, 2005  
Twenty-ninth Revision – December 16, 2006  
Thirtieth Revision – April 1, 2007  
Thirty-first Revision – July 30, 2007 Added new Chapter XI ASDTF, amended Chapter XV Code of Ethics, Ratified by membership 6/16/2009  
Thirty-second Revision – April 14, 2010 Changes in Chapters III, VIII, and XV. Ratified by Membership Ballot 2013.  
Thirty-third Revision – Ratified by Membership Ballot 4/2015  
Thirty-fourth Revision – Ratified by Membership Ballot 4/2017

June 11, 2018

Dear Mr. Powers,

Thank you for your inquiry. We will respond to your three questions and then update you on a few items we have brought up in the past as well as some recent ASD actions.

1. *On the 59<sup>th</sup> page of the 2017 complaint against ASD by Attorney Janis Fallon, there is an allegation of conflicts of interest in the ASD. The example given relates to one ASD official contracting with his sister for graphic design and printing. Are there any other examples of such conflicts you are aware of?*

**To clarify, Janis Fallon, Esq. was not accusing ASD life member and Water for Humanity Committee volunteer Steve Herbert of a conflict of interest. She asserted that the ASD Board was guilty of inappropriately accusing him of a conflict as part of their allegations to take away Mr. Herbert's life membership.**

It was inappropriate to charge Mr. Herbert with a conflict of interest because he did not have the authority to hire vendors or pay invoices. The Water for Humanity Committee (which included two Board members on the Committee) recommended the use of the vendor and subsequently requested payments of the invoice by the ASD Treasurer or the Office Manager. This ASD-approved vendor was regularly contracted with by the ASD Board of Trustees for printing requirements prior to and after the ASD charged Mr. Herbert with using this ASD vendor. After accusing Mr. Herbert of a conflict in April, The Board again purchased from his sister, Gail Kimball, in November. (See attachment #1). Below are listed the dates when the ASD also used this vendor:

- 5/13 Nathan, ASD Office Manager, ordered front covers convention booklet.
- 9/13 Jax, Bookstore Manager, ordered 500 brochures.
- 9/14 Jax reordered brochures (WFD & ASD) and bookmarks.
- 10/15 Dan Prater, WFHF Committee Chair, ordered a show banner.
- 11/16 Lisa Lacoss, Office Manager, ordered brochures.

In accordance with the ASD bylaws, John Serino, President of the Danville Chapter of ASD and his chapter members agreed to hear the charges against Mr. Herbert. They **concluded that Mr. Herbert should be reinstated as a life member and found no basis in any of the charges against Mr. Herbert.** ASD has not acted on this or reinstated Mr. Herbert's life membership.

The following are examples of conflicts or potential conflicts that we are aware of:

- Board member Lee Ann Potter is using the ASD email list to promote her businesses, Jefferson Spiritual Center and Center for Collaborative Energies. Since June 15, 2017 and as recently as today again, Lee Ann's business sent emails to members, including those with terminated memberships (Amy Loomis and John Serino) promoting events at her business. On the email, it indicates that it was being sent to those who signed up on her website for her emails. Ms. Loomis and Mr. Serino did not sign up for these nor have they provided their emails to Ms. Potter. The only source of these is from the ASD list which Ms. Potter has access to. Ms. Loomis has received these emails each at her three different email addresses.
- The charged ASD Trustees picked the ethics committee members to decide on the merits of their charges by Janis Fallon, Esq. et.al. After filing the charges in 2017, we were asked for recommendations of members to serve on an ethics committee by ASD President Alden Gaudreau. At the time, he indicated he couldn't find anyone willing to serve. The names of members who were not associated with the charges or involved as one of those harmed were provided to the current President. Several members contacted President Gaudreau individually to offer to serve. President Gaudreau did not contact any of them but indicated he got a list from the charged board members of the people they wanted on the ethics committee and appointed two from that list as

well as Board member Matt Minor. We pointed out that since Mr. Gaudreau and Mr. Minor were the only uncharged board members, and would need to vote on the Ethics Committee recommendations that this was a conflict of interest. To date, none of those who filed the charges or those harmed have been contacted for any information. The ethics committee is on the agenda for the 2018 annual membership meeting and we are concerned that the Board will just clear themselves without a fair and impartial process. About six weeks ago Amy Loomis asked how she could reapply for her life membership and was told by President Gaudreau that they would inform her after the annual meeting.

- **In 2016 the ASD Board re-appointed Trustees to continue on the ASD Board who had finished their elected terms and were under investigation** for charges filed by members. This was done without membership approval or an election of the board members.
  - During Mr. Serino's defense of Mr. Herbert noted above, he advised the Board that he thought Ms. Potter's position as the chair of the audit committee and subsequent Board appointment was inappropriate based on her prior history of threatening to sue Board members if they did not put her on the Board and emails accusing a former Board Member of sending demons from past lives to attack her. Subsequently, the charged Board members terminated Mr. Serino's membership on religious discrimination grounds.
  - Another example of an ASD Board Member's conflict and personal financial benefit by a charged Board member is when Lee Ann Potter rented space from Kevin O'Brien a charged former Board member and then Treasurer of ASD for her business/chapter and then was subsequently appointed to the 2016 "financial" audit which was used to throw out Water for Humanity Committee members and anyone associated with them or who defended them. In addition, she was later appointed to the Board by Board members including the Board member who benefited from her rental arrangement.
  - Richard Benesha, Board member from Israel, elected in 2012, said he spoke with Mr. Herbert twice and was satisfied with his work on behalf of the WFHF. He reviewed all bylaws and recommended changes for ASD ethics including dues for the chapters, confidentiality, sexual harassment and Vermont employment. He said Marty Lucas told him he put them in the trash. Mr. Benesha resigned as it was clear the board intended to continue to violate laws and its own bylaws.
2. *There is a claim that half or more of the board members have a financial interest in ASD. Can you expand on that?*
- **There is a long history of board members and staff hiring relatives to work at headquarters in Vermont.** Currently, the Office Manager, Lisa Lacoss is employing her daughter to run the bookstore with Board approval. Most notably, Sandra Ruelke, former Board Trustee (and charged in the 2017 ethics charges) hired her stepson to run the bookstore. This is significant for two reasons, both for financial gain and as a conflict of interest, but also to avoid fair hiring practices and posting a position. Sandra Rulke wrote a long email on her ASD Board email railing against Muslims. Members have heard Board members express many anti-Muslim and other xenophobic remarks.
  - **Board members participate on the annual ASD convention committees and ensure that board members are offered slots for talks and workshops and vendor tables.** We believe speakers are paid and are able to promote their products. By-laws and laws prohibit board members from financial gain due to their position Janis Fallon as a lifetime current member in 2017 (10/30/17) requested financial information that would help identify the conflict and financial benefit by charged Board members: but, to date, the ASD has failed to provide any financial information. An example from this year's convention is given below. Charged board member Lee Ann Potter was a member of the convention committee. The Board approves the speakers and; in recent years, has turned down speakers who previously had very good ratings, there could be a conflict of interest and direct financial benefit.

- **The 2018 convention offers workshops that provide payment to the presenters.** Board members represent 35.7% of the paid speakers at these workshops (5/14). 4 of the 5 Board members are involved in these paid presentations. Those presenting workshops are Alden Gaudreau, Sandi Isgro, Marty Lucas and Lee Ann Potter. It is not clear which board members will have vendor tables and are also speaking.
3. *If the option were presented, are you and the others who lost membership in the ASD interested in reinstatement?*
- **Life members need to be reinstated immediately** or offered a buyout of their life membership fee that they paid.
  - **Members with annual memberships need to be reinstated** and provided membership equivalent to the time since they were improperly terminated as members or offered a payment for that length of time.
  - For all those charged, the **charges must be formally dropped** and advised that they may renew their membership without discrimination or punitive actions against them.
  - The Board needs to drop the charges of those members they charged but did not terminate memberships. In 2017 the ASD membership list was requested to determine membership status in 2017 but the ASD Board has refused to release the list. As an example, Susanne Dillon requested her membership status and has not received a response. President Gaudreau said he did not have the authority to drop charges.

**We would also like to update you** on a few items we previously brought up as well as some recent ASD actions.

- **The ASD Board still has not responded to Janis Fallon's 10/30/2017 request for financial information.** Budget and financial information is still not posted on the website; and at Board meetings, the Board votes to approve the budget report without discussing or releasing it. On past recorded calls, Board members indicated this information is available if anyone asks for it; but the Board continues to refuse to release any financial information.
- The Board used to meet monthly but **no Board member minutes** have been posted in the last 8 months except for November 2017 and January 2018. We are unclear if the Board has stopped meeting or is just not taking minutes or is not posting them for members. In the January meeting, the Board switched from a recorded meeting to a very brief written format that provides little or no information on topics.
- In the January Board minutes and in the agenda for the 2018 annual membership meeting in June (see attachment #2), the Board is indicating that it **may dissolve the Water for Humanity Fund, restructure it, or give the funds to another large water organization.** This is of deep concern as we are not aware of any organizations with both dowsing and water missions. Thus, we are concerned about the money not being used in accordance with donor's intent and is being improperly given away. Requests by donors such as Janis Fallon (5/12/16 and several times in 2017) were responded to that the money was spent and even if it wasn't the ASD could use it for hurricane relief or as they deemed appropriate.
- **The bylaws require an annual financial audit.** As noted, the 2016 audit did not look at ASD finances but was used as a ruse to terminate members of the Water for Humanity committee and others who were assisting the committee or defending members removed. At the 2016 annual membership meeting, the membership requested and authorized an external audit by a qualified CPA firm. President Alden (Tick) Gaudreau indicated that the CPA audit was received by the Board in March 2017. **To date, it has not been released to the membership** and, to our knowledge, no other financial audits have been completed. A copy of the financial audit was requested in 2017, but the Board has not released this information.



We bring these issues up as the ASD Board continues to violate its by-laws and state laws. It appears to be becoming more blatant and open about violating it. As concerned members (past and current) we have been unable to have our concerns, charges, or requests heard and have been unable to get the Board to follow their own and Vermont requirements.

We truly appreciate your efforts in looking into these matters.

Amelia "Amy" Loomis  
Janis Fallon, Esq.  
Dreama Brower

**ATTACHMENTS:**

Attachment 1 - Email from Advanced Graphic Communications

Attachment 2 – Annual meeting agenda



### **Annual Membership Meeting**

You are hereby notified of the annual membership meeting to be held Thursday, June 14 at 8:00pm. The meeting will be held in Room 100 located in the Lecture Center at the State University of New Paltz, New Paltz, NY.

### **AGENDA for Thursday, June 14, 2018**

Call to Order  
Introductions  
Minutes from 2017\*  
Financial Report(s)\*  
Summary of the Year\*  
Committee Reports\*  
Old Business:  
    Volunteers  
    Ethics Complaint  
    WFHF  
New Business:  
    Plan for 2018-19  
    Convention Venue for 2019  
    Restructuring ASD's Charitable Waters Program  
    Open floor to additional questions from the Members  
Closure

\*Available in your printed program distributed prior to the meeting OR call Headquarters after convention for a mailed hard copy OR check the ASD website under the Members Only Section after convention.

Attachment 2 – Advanced Graphic Communication Email

**From:** Gail Kimball <[gail@advancedgraphic.net](mailto:gail@advancedgraphic.net)>  
**Sent:** Thursday, March 2, 2017 4:05 PM  
**To:** Steven Herbert  
**Subject:** ASD order history

hi, this is going back to 2013 - orders not from you but other people at ASD:

9/13 Jax ordered 500 brochures, did she get other quotes?  
9/14 Jax reordered brochures (WFD & ASD) and bookmarks  
Nathan ordered front covers convention booklet 5/13  
Dan Prater ordered a show banner 10/15  
Lisa Lacross ordered brochures 11/16

2013 WINNER NH Business Review's Business Excellence Award, Media & Marketing

[pastedGraphic.tiff](#)

Gail Kimball PPPC  
Advanced Graphic Communication  
Tannery Marketplace  
111 Saranac St., Suite 125  
Littleton, NH 03561  
T/F 603-444-5439  
[advancedgraphic.net](http://advancedgraphic.net)  
[whatreallyhappenedtotheoldman.com](http://whatreallyhappenedtotheoldman.com)

# Susanne E. Dillon



October 31, 2018

Attn. Lee Ann Potter, President  
The American Society of Dowsers  
PO Box 24  
Danville, VT 05828

Dear Lee Ann:

This letter is a reply to your request of your October 9, 2018 letter. You asked if my name was in support of the charges sent in by Janis Fallon in June 2017.

Janis did not arbitrarily put 14 names down on those charges. All listed, including myself, are behind the charges. Many more agree, but would rather not get involved.

When those in charge at American Society of Dowsers (ASD) follow its By-Laws and Policy and Procedures Manual (PPM), it would save much heartache. My heart and soul went into helping raise money for Water for Humanity (WFH) by running its raffle at convention for many years. By removing Steven Herbert from WFH, you have basically killed its existence. Since Steve's departure, I believe you have lost members; attendance at convention is down. Steve would not have done anything intentional to harm ASD or WFH, yet you found him guilty. This was done without following, as I understand, By-Laws or PPM. When ASD feels there's a problem with a member, it is to be heard first by their Chapter.

WFH existence was why I got involved with ASD and many other members feel the same. To help people in third world countries get water, means a lot to many members.

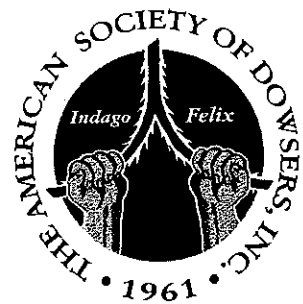
In the past you have taken away membership, even life membership, to many who have brought to your attention that By-Laws and PPM are not followed. Asked for an Ethics Committee to hear all involved.

In truth,

SUSANNE E. DILLON  
Life Member

# The American Society of Dowzers

PO Box 24, Danville, Vermont 05828 (802)684-3417 Fax: (802)684-2565  
[www.dowers.org](http://www.dowers.org) [asd@dowers.org](mailto:asd@dowers.org)



October 9, 2018

Janis Fallon  
[REDACTED]

Dear Ms. Fallon:

This letter is in response to your letter sent to the Board of Trustees on June 14, 2017. In the letter, you charged all but two of our Board of Trustees with several ethics complaints. As you know, Chapter XV, Section 2 of our by-laws require ethics complaints to be adjudicated by our Board of Trustees acting as an ethics committee. Because the Board of Trustees was the subject of your complaint, it could not act as the ethics committee as directed by the by-laws due to the conflict of interest. There are no provisions in the by-laws, which set forth a means of handling ethics complaints against the entire Board of Trustees.

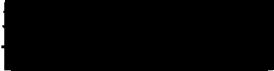
After much thought and deliberation regarding how to best handle this matter, the Board of Trustees determined that the membership, in a duly noticed meeting, should handle the complaints, acting as the ethics committee. As set forth in Chapter VI, Section 1, "this Society shall be governed and managed in full accord with democratic principles. The governing powers shall generally be exercised by the Members in a General Meeting." Furthermore, the Board of Trustees is accountable to the Membership.

On May 8, 2018, notice was sent to the membership regarding both the Annual Membership Meeting to occur on June 14, 2018 and the fact that ethics charges would be discussed at that meeting. On June 14, 2018, your charges, as set forth in the letter, were raised and reviewed at the Annual Membership Meeting. After discussion, a motion was made, seconded and approved to dismiss all the charges.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Lee Ann Potter', with a long horizontal flourish extending to the right.

Lee Ann Potter, President

  
October 22, 2018

American Society of Dowsers  
184 Brainers St.  
PO Box 24  
Danville, VT 05828

**RE: June 14, 2017 Ethics Charges**

*Sent via U.S. Mail Certified, Return Receipt #7018068000061186161*

*Also sent via email to: [tick@dowsers.org](mailto:tick@dowsers.org), [Leedra@dowsers.org](mailto:Leedra@dowsers.org), [r.louise@dowsers.org](mailto:r.louise@dowsers.org),  
[mark@dowsers.org](mailto:mark@dowsers.org), [d.arseneau@dowsers.org](mailto:d.arseneau@dowsers.org)*

Dear ASD Board Trustees Tick Gaudreau, Leedra Yablonsky, Roxanne Louise, Mark Hurwich, Dan Arseneau:

I am writing in regards to a letter I received dated October 9, 2018 from charged Trustee and current American Society of Dowsers ("ASD") President Lee Ann Potter indicating that the ethics charges filed in June 2017 were dropped against the charged Trustees without following ASD's bylaws and Vermont State Law. For the reasons cited below, I believe that the 42 charges filed June 14, 2017 against current Trustees Lee Ann Potter Marty Lucas, Sandra Isgro and Keith Schaffer and former Trustees Annette Weise, Sandra Ruelke, Diane Bull and Kevin O'Brien are still in effect and require hearing by an independent ethics committee. As charged Trustees cannot participate in the process when charges are pending against them, I have sent this response to the uncharged ASD Trustees.

The ASD bylaws that have been available to members on the ASD website up until recent illegal changes in June 2018 state that they were current through the 4/2017 membership ballot ratifications. These bylaws state in Chapter XV Section 2 Disciplinary Process:

"In cases where the complaint is against a Trustee or Executive Officer of ASD and initiated by a member in good standing, the Board of Trustees will appoint an independent committee composed of at least three members to ideally include former trustees in good standing to conduct an investigation so as to avoid any possibility of the appearance of a conflict of interest or favoritism. In addition, the Trustee or Officer against whom the complaint has been brought will refrain from making decision relating to the complaint until the investigation is complete. In cases where the complaint is not against a member of the Board of Trustees, the Ethics Committee shall be the Full Board of Trustees. Ratified by Membership 4/2015 Ratified by Membership 4/1/17"

1. Based on the ASD bylaws an independent Ethics Committee is required to hear the charges filed on June 14, 2017 against Trustees and Officers of the ASD. The letter dated October 9, 2018 incorrectly states that the Board of Trustees can be the Ethics Committee for charged Trustees and Officers. In addition, charged Trustees may not make any decisions related to the complaint until the investigation is complete.
2. In 2017 ASD President Alden Gaudreau established an Ethics Committee to hear the charges against the Trustees filed on June 14, 2017.
3. At the March 27, 2018 board meeting charged Trustee Marty Lucas made a motion to drop the charges (seconded by another charged Trustee). President Gaudreau indicated that the charges

were required to be adjudicated by an Ethics Committee and refused the motion since it was contrary to the bylaws. He stated that the Ethics Committee members were reviewing the charges. President Gaudreau indicated that the ASD would be taking on liability for not following the ethics rules. He indicated that the ASD lawyer also had stated per Vermont law an ethics committee was required and ASD's attorney was going to provide an opinion in writing on the number of people under Vermont State Law required to be on the Ethics Committee. President Gaudreau offered to work with the Ethics Committee to try and get them to make a determination within 6 weeks. The Bylaws prohibited the charged Trustees from being involved in decisions relating to the charges against them, so it was highly improper and a violation for the charged Trustees to bring motions to drop charges against them.

4. At the time of the June 14, 2018 annual Membership meeting at the annual convention in New Paltz, New York President Gaudreau abruptly resigned, reportedly as he refused to take unethical actions that the charged Trustees were requesting.
5. In the June 14, 2018 Board Meeting (meeting minutes available on the website) held prior to the annual membership meeting, acting President and charged Board Trustee Lee Ann Potter confirmed that at the annual meeting she would introduce charged Trustee Marty Lucas who would describe the process to be used for the Ethics Committee formation. As there was an Ethics Committee in the process of hearing charges it is unclear why charged board Trustees would be involved and handling discussions as this is prohibited by the bylaws. This would appear to be a conflict of interest and a premeditated plan to drop charges against them in violation of the bylaws and Vermont State Law.
6. In her letter dated October 9, 2018 charged Trustee President Lee Ann Potter states that the Board of Trustees determined that the Membership would act as the Ethics Committee. As this would require a Board vote there appears to have been no vote by the Board. Board minutes do not reflect a vote and Vermont State Law 11B V.S.A. §8.21(a) require that actions taken without a meeting must be taken by all members of the board and evidenced by written consents describing the actions taken, signed by each director, and included in the minutes. No minutes through the date of the annual meeting reflect this Board action. The ASD Trustees ceased providing notice of Board meetings or making minutes available to members since June 15<sup>th</sup> as required by State Law. Again it appears that only charged Trustees were involved and were taking steps to violate State law and ASD's bylaws to prevent the charges from being heard against them.
7. Charged Trustee and President Lee Ann Potter in her October 9, 2018 letter also states that on May 8, 2017 notice was sent to the Membership regarding the Annual Meeting and that ethics charges would be discussed. Vermont State Law (11B V.S.A. §7.05) requires notice be given of meetings to members in a fair and reasonable manner. The notice must include a description of any matter or matters which must be approved by Trustees. 11B V.S.A §7.01(d) provides that Trustees shall consider and act upon such matters as may be raised consistent with the notice requirements of §7.05. The annual meeting notice was invalid as it did not describe the ethics charges to be discussed nor that there was to be a vote to drop the charges against the Trustees. No information packet was provided with the notice either that included a description, making the notice and subsequent vote invalid.
8. Charged Trustee and President Lee Ann Potter said the annual meeting vote was governed and managed in full accord with democratic principles. A small number of the entire membership was present at the annual meeting, members were not aware of the charges and were not given copies of the charges or an opportunity to review them. Charged Trustees Marty Lucas and Lee

Ann Potter coerced and threatened the membership that if they did not immediately vote to drop the charges against the charged Trustees that they would quit immediately – leaving the convention, bank accounts, employees, and organization. This was certainly not a democratic process. The bylaws require the independent Ethics Committee review the charges, there is no provision for the membership to vote on the charges. Also charged Trustees are not permitted to be involved in any decision related to the charges.

9. The annual meeting vote was invalid as the ASD Trustees also refused to provide a membership list as requested in 2017. Vermont State Nonprofit Corporations Law 11B V.S.A. §7.20 requires that upon request a list of members be provided upon written demand so that members can discuss actions to be discussed at a general meeting prior to the meeting. I am objecting to the ASD's refusal to provide a list which also affects the validity of any action taken at the 2018 annual meeting. Vermont Law also provides for court action for failure to provide the list as well as documentation required by laws to be made available to members upon request with all costs and legal fees paid by the ASD.
10. The annual meeting vote was invalid as no quorum was present as required by the ASD bylaws and Vermont State Law. ASD bylaws state a quorum is when a simple majority of the entire membership is present. As ASD has indicated it has almost 2,000 members a quorum was not present at the 2018 annual meeting. If there is no quorum at the meeting then the bylaws state that a majority vote is required, contingent upon ratification by the full membership. A ratification ballot must be mailed to the full membership no later than 60 days following the General Meeting returnable 45 days from the postmark. Vermont State Law also contains the quorum requirements and ratification ballot be sent to the full membership. There was no quorum of the entire membership present at the meeting and no ratification ballot was mailed to the entire membership within 60 days after the meeting. This also invalidates any vote at the 2018 annual meeting.
11. The charged Trustees have indicated their intent to retaliate and have started retaliating against ASD members who signed the charges. At the 2018 annual meeting charged Trustees indicated their intent to terminate memberships of those filing charges against them. At the board meeting on June 15, 2018 day charged Trustees said they were going to send letters to all those signing the charges and this was to be led by charged Trustee and President Lee Ann Potter. Letters have been sent to all those signing except Janis Fallon demanding that by 11/2 all the signers (including those no longer members) must respond that they were aware of the charges and signed them. I have offered to provide the Attorney General all the documentation showing requests of members to sign the charges and emails providing drafts and final copies of the charges to all those signing the charges.

Besides these actions by charged Trustees to have charges dropped against them against Vermont State Law and ASD's bylaws other illegal actions continue by these charged Trustees since the charges were filed. Bylaws dated June 2018 have appeared on the ASD website. Previous board minutes indicated charged Trustee and President Lee Ann Potter was working on them. These changes have not been ratified by the membership despite them removing the disciplinary process out of the bylaws and taking away almost all membership rights. Vermont law (11B V.S.A. §6.31) requires that the Articles of Incorporation or bylaws include a procedure for Termination, Expulsion and Suspension of Members. This procedure must be fair and reasonable which the draft in the Procedures and Policy Manual developed by charged Trustee and President Lee Ann Potter are not. In fact, whistleblowing in the ASD Manual is now considered discipline.

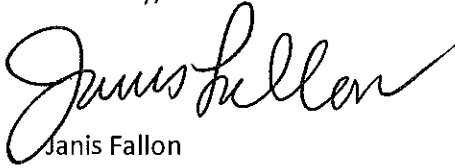


The ASD board has not addressed those Trustees who wrongfully terminated many memberships without due process required in the bylaws and by Vermont State Law, including numerous life membership assets valued in the thousands of dollars. Violations of State law and bylaws have increased by charged Trustees since the charges were filed and will be addressed separately.

As such the uncharged ASD Trustees are requested to have an independent Ethics Committee complete their review of the June 14, 2018 charges, reinstate those whose memberships were wrongfully terminated by the charged Trustees and stop all retaliation against the complaint signers for whistleblowing.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Janis Fallon", written in a cursive style.

Janis Fallon

ASD Lifetime Member

Cc:

Vermont Attorney General

Vermont Department of State

Internal Revenue Service

## **PREAMBLE**

### **TO THE BY-LAWS OF THE AMERICAN SOCIETY OF DOWSERS, INC.**

Dowsing is a faculty employed with intent to expand the perceptive abilities of its practitioner beyond threedimensional limitations. It is a most ancient, varied craft, as ancient and varied as humanity itself. Dowsing has roots, among all manner of peoples, lands, and epochs. There seems to exist an ageless natural knowledge, that enables us to identify ourselves with an unknown source of being and becoming; it is of primary significance, joining Earth, sea, and stars.

Explanation of dowsing's whys and wherefores is still far from satisfactory, but to refuse to explore the unexplainable simply because it cannot presently be explained is unscientific and irresponsible. Dowsing is fact.

As awareness grows, the public mind should recognize that, when based on ample training, experience, and talent, dowsing is a most useful skill, applicable to many fields of human activity.

Spiritual pride is to be avoided by the dowser. Psychic powers, intellectual aptitudes, or physical skills are useless unless applied for the benefit of all, because they bring increased sensitivity. These may properly be expressed only in an increasing awareness of the oneness of all life and in greater love for the whole of humanity.

Any activity that investigates, perpetuates, and expands humankind's lore, mysteries, beliefs, traditions, and useful abilities should command at once loyalty and service. In the energizing of such activity, the power generated in and by a group of interested persons is greater by far than the sum of its numbers.

Upon these concepts THE AMERICAN SOCIETY OF DOWSERS, INC. is founded.

Amended: November 6, 1996; October 15, 2003, December 16, 2006; Ratified by Membership 4/1/2007

## BY-LAWS OF THE AMERICAN SOCIETY OF DOWSERS, INC.

### CHAPTER I

#### NAME

The name of this organization shall be THE AMERICAN SOCIETY OF DOWSERS, INC., a nonprofit corporation of the State of Vermont in the United States of America.

### CHAPTER II

#### PURPOSES

Section 1. The purposes of this Society shall be:

- (a) to support, encourage and promote dowsing and dowsers in a manner consistent with the highest standards of personal integrity and behavior;
- (b) to establish and maintain Focus Groups to bring like minded Dowsers together to use their dowsing abilities to concentrate on, and bring solutions to, specific problem areas in society and/or the world;
- (c) to establish and maintain a Register of Professional Dowsers for each Focus Group;
- (d) to establish and maintain an Educational Program for each Focus Group with an Instructor Registry and curriculum to educate and guide each Focus Group to a high level of success;
- (e) to promote and foster communication and fellowship among all persons in any way interested in dowsing, for the enjoyable social sharing of this common interest;
- (f) to build in America an effective, responsible body of men and women devoted to active investigation, study and application of dowsing;  
Amended: 7/30/2007 – Ratified by membership 6/16/2009.
- (g) to advance dowsing knowledge and practice in every beneficial branch, phase, and aspect thereof;
- (h) to encourage the application of methods of modern scientific inquiry to dowsing so a body of scientific information relating to it may evolve;
- (i) to offer evidence of dowsing's realm of usefulness to humankind;
- (j) to give all possible assistance and encouragement to the quickening and development of the dowsing faculty to the end that dowsing may become part of the culture of modern people.

Section 2. It is the basic purpose of this Society to nurture the dowsing faculty and to encourage its general development and demonstration.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Section 3. This Society is wholly a non-stock, nonprofit, non-commercial corporation.

Section 4. This Society is an independent organization but it shall at all times endeavor to promote and maintain cordial and mutually helpful relations with organizations having similar or pertinent purposes in the United States and in other countries.

Section 5. The Society has organizational boundaries. It is of the United States of America and its territories. However, dowsing has no boundaries, only frontiers. In applying the methods of modern scientific inquiry to dowsing, the principles of scientific freedom and responsibility shall have this goal: that science is the search for truth.

### CHAPTER III

## MEMBERSHIP

Section 1. Any responsible person of good character and repute, regardless of age, sex, race, color, national origin, or other affiliation, who is sincerely interested in any phase of the faculty, craft, skill, talent, art, technique, and/or science of dowsing or in any matter related or pertinent thereto, may be admitted to Membership in this Society in accordance with Section 3 of this Chapter. That person may retain Membership in good standing by paying the fees, dues, and subscriptions established from time to time by this organization and by fulfilling other obligations stated in these By-Laws or otherwise determined from time to time by this Society, including its Code of Ethics.

Section 2. Good standing in the Membership of this Society shall consist not only of the payment in full of all financial obligations assumed by each Member but also in observance of the spirit as well as the letter of these ByLaws, including the Preamble and such other rules and regulations as may be established by this Society from time to time.

Section 3. The Membership of this Society shall consist of Members, Junior Members, Special Members, and Honorary Members.

(a) The grade of Member shall be available to all persons who are eighteen (18) years of age or older who qualify under Sections 1 and 2 above. For the purposes of the By-Laws, a person shall be deemed to be eighteen (18) years of age the day of his or her 18th birthday.

(b) The grade of Junior Member shall be available to all persons not yet eighteen (18) years of age who qualify under Sections 1 and 2 above. Junior Members shall have all the privileges of the Society except voting and holding office.

(c) Special dues paying Members shall be designated at the vote of the Society under such terms and conditions as seem appropriate (for example Family Membership, Life Membership, Family Life Membership) and shall be available to all persons who qualify under Sections 1 and 2 above. A Family Membership and a Family Life Membership are defined as two individuals plus children under 18 years of age. The dues for these Memberships are 1.5 times that of the corresponding Individual Memberships. When children reach age 18 they must then join as an individual. Family Lifetime Memberships are not available to individuals under 18 years of age but they (Individuals under 18) may join as an Individual Life Member. Family Memberships and Family Life Memberships are not transferable, i.e. from the current spouse of an individual to a different spouse for that individual. Family Memberships receive only one copy of any ASD Publications.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

(d) Honorary Members. Should the Society wish to honor a Member or some person or persons for generous contribution or distinctive service to this Society or to its objectives, then in each case this Society may vote to grant such persons Honorary Membership herein (for example Honorary Membership, Honorary Life Membership) under such terms and conditions as seem most appropriate in each case.

Section 4. Application for Membership shall be sent to the Operations Manager, at the Headquarters Office of ASD, who will carry out all the steps necessary for the enrollment of a new Member.

Section 5. A Member in good standing may resign by presenting a resignation in writing to the Operations Manager of this Society.

Section 6. Anyone whose Membership has been terminated by nonrenewal or resignation may at any time reapply for Membership. Reinstatement of membership for anyone who has resigned must have their application approved by a majority vote of the BOT. If the applicant is not approved, they may reapply in another two years. Reinstatement of membership for anyone who has resigned is not guaranteed.

Amended 4/14/2010 to remove original Sections 6, 7, and 8 and add a new Section 6. Ratified by Membership Ballot 2011.

## CHAPTER IV MEMBER FINANCIAL OBLIGATIONS

Section 1. Year defined.

- (a) The annual Financial Accounting Period or Fiscal Year of this Society shall be from January 1st to December 31st.
- (b) A Membership Year shall include the annual Membership Meeting.

Section 2. All financial obligations, as Dues, Subscriptions, etc., of each Member shall be fixed by the Trustees of this Society with the advice of the Treasurer. The financial obligations assessed upon a Junior Member shall automatically be fifty (50) percent of the financial obligations of a Member. Entrance Fees to any American Society of Dowers, Inc. sponsored event, such as the Annual Convention and Schools, shall be fixed by Committee with the approval of the Board of Trustees.

Section 3. Any Member who resigns after January 1st of any year shall be liable for the financial obligations of that fiscal year.

Section 4. Member in Arrears.

- (a) Any Member whose financial obligations are in arrears at the time of any General Meeting shall not be entitled to vote or exercise any of the privileges of a Member.
- (b) If a Member's subscription to a Society publication is in arrears more than two (2) months, the Member shall not be entitled to receive the publication again until the subscription is reinstated.

#### CHAPTER V HEADQUARTERS

The location of the principal or Headquarters Office of this Society shall be the Town of Danville, County of Caledonia, in the State of Vermont.

#### CHAPTER VI GOVERNMENT

Section 1. General.

- (a) This Society shall be governed and managed in full accord with democratic principles. The governing powers shall generally be exercised by the Members in a General Meeting.
- (b) The affairs of this Society shall be actively conducted by its duly elected Trustees. These Trustees shall be accountable to the Membership of the Society in all matters of Society business, and shall at all times conduct the business of the Society in accord with its Articles of Association, its By-Laws, including the Preamble, and with policy, authority, and instruction voted by the Members in a General Meeting. Amended: December 16, 2006; Ratified by Membership 4/1/2007
- (c) The rules contained in the current edition of Robert's Rules of Order, shall govern this organization in all procedures not covered by this Society's By-Laws, provided such procedures are not in conflict with statutory regulations enacted by the State of Vermont for corporate bodies such as this.

#### CHAPTER VII CHAPTERS AND/OR REGIONAL SUBDIVISIONS

Section 1. The executive powers of the Trustees shall include the authority to create regional divisions or branches and local Chapters of this Society that 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 of its rules, regulations, and enactments. Each Chapter in a division or branch shall be a Chapter duly authorized by this Society.

#### Section 2. Formation.

- (a) Eight (8) or more Members of this Society residing within a 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. 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 service area. 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.

Section 3. All Members of this Society residing within the territory of any subdivision thereof shall be eligible for Membership in that subdivision. No person shall be admitted to Membership in any subdivision until after their 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. (Nonmembers are classified as guests)

Section 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.

#### Section 5. Finances.

- (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. 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 division, Chapter, branch, or subdivision of this Society shall by January 31<sup>st</sup>, submit a Chapter Annual Report for the Calendar Year to the President and Treasurer of this Society showing its current President, Vice President, Treasurer, Secretary, contact numbers, meeting place, number of members, guests and any other pertinent information. Optional information- income, expenditures, assets and liabilities and cash on hand.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Amended: 4/14/2010 \_ Ratified by Membership Ballot 2011

Section 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 nonprofit, educational, and scientific institutions and to apply to the tax or revenue boards of their State treasury departments 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.

Section 7. Chapters and Divisions are created for (a) 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.

## CHAPTER VIII

### BOARD OF TRUSTEES AND EXECUTIVE OFFICERS

#### Section 1. Trustees and Executive Officers

(a) Number of Trustees. This Society shall have a maximum of 14 elected Trustees. And no less than Three (3) Trustees to be compliant with State of Vermont requirements. Trustees shall be elected biennially by mail ballot as per Chapter IX, Section 5 for four (4) year terms. In the event the number of Trustees decreases to 7 or less, additional Trustees shall be appointed by the remaining trustees to bring the number of Trustees to 8, but only for the purpose of serving until the next biennial election or to fill unexpired terms. Four (4) or more of these Trustees shall serve as Executive Officers, i.e. President, Executive Vice President or Vice Presidents, Secretary, and Treasurer, and the remaining shall serve as overall, general management Officers and these will be referred to hereafter herein as Trustees-at-Large.

Ratified by Membership 4/1/2017

(1) In the first year of implementation, there will be seven (7) Trustees elected to 2 year terms and seven (7) Trustees elected to 4 year terms. Trustees receiving the most votes will be given the choice of choosing a 4 year or a 2 year term until there are 7 of one or the other. The remaining elected trustees will be given the other term that remains unfilled. In the next biennium the 2 year positions will be refilled by electing trustees to new 4 year terms and the 2 year positions eliminated.

Amended: December 16, 2006; Ratified by Membership 4/1/2007

(b) Officers Elect. Trustees Elect may hold a meeting to choose their Executive Officers Elect (President, Executive Vice President, Secretary and Treasurer). The President Elect may appoint interim officers, in case of loss of an officer elect, to serve between the election and the first Board of Trustees' meeting of the new term. Amended: December 16, 2006; Ratified by Membership 4/1/2007

#### Section 2. Duties of Officers

((a) The President shall: (1) preside at all Meetings of the Society and of the Trustees and perform all other functions usual to the office; (2) serve as a member of all committees without vote; (3) direct the affairs of this organization subject to the authority and direction of the General Assemblies or Meetings of this Society and of the Trustees; (4) Devote a reasonable amount of time to ways and means for the continuation and extension of this Society; (5) appoint and designate all committees not otherwise created, with the advice, consent, and confirmation of the Trustees; (6) issue the calls for regular and special Meetings of the Trustees. Such calls shall be in writing stating the business to be considered, the time, and the place of the meetings: that time shall not be less than twenty (20) days from the issuance of the call; (7) prepare and present a report at each Annual General Meeting of the Members of this Society: this report shall include such suggestions and recommendations as the President may see fit to incorporate therein; (8) between annual General Meetings, the President, with the advice, consent, and confirmation of the Trustees or by authority received from the General Meeting, may appoint Members of the Society to serve as Historian and Provosts. The Historian will maintain a general historical record of the affairs of the Society. A Provost will serve as the local official

resident representative of the Trustees/ within the assigned geographical region. The President shall present substantive changes in the operations of the Society to the Trustees for review and approval before being activated, except that in performing this duty the President is authorized to expend Society funds, not to exceed Five Hundred Dollars (\$500.00) on any single project prior to its presentation to the Trustees. Amended: December 16, 2006; Ratified by Membership 4/1/2007

(b) The Executive Vice President shall do the following: (1) preside at meetings of the Society and its Trustees in the absence of the President and shall act for the President in case of disability; (2) actively aid and assist the President in directing the affairs of this organization and undertake such special assignments as may be given by the President or Trustees; and (3) upon the death, resignation, or incapacity of the President, succeed and assume all duties, prerogatives, responsibilities, as well as the title of President and shall so serve until the next General Membership Election of the Society.

(c) All Vice Presidents shall have only such duties as shall be assigned to them by the Board of Trustees of this Society.

(d) In the event of the Office of President becoming vacant and there is no successor such as indicated in (b) 3 above to fill it, then the Trustees shall elect one of their number as President. That individual shall serve the unexpired term of President. The Secretary shall record the votes cast and shall inform the Trustees of election results.

(e) The Secretary shall perform the following: (1) attend all General Membership Meetings of the Society and all Meetings of the Board of Trustees; (2) keep a true record of all proceedings of General Membership Meetings of the Society and of the Board of Trustees; (3) keep both written and audio recorded records; (4) deliver the minutes and all audio recordings of such proceedings to the American Society of Dowsers, Inc. Headquarters Office within thirty (30) days of said meeting; (5) when relieved of duties, within 10 days deliver all records, files, correspondence and any other ASD property to the ASD headquarters; (6) perform or cause the following to happen: (i) securing all records in a secure and fire protected area (ii) maintaining audio recordings for 3 years unless instructions for continued storage are given by the sitting Board of Trustees; preserving paper and electronic records of the Society securely. Minutes of the Society and the Trustees are a permanent record of the Society, and shall be preserved forever. (f) The Treasurer is the custodian of the Society's funds and is responsible for keeping accounts, disbursing funds, and providing financial reports in accordance with the Board of Trustee's direction and Society policies. The Treasurer is responsible for submitting the Annual Budget for the Society, based on Executive Committee guidelines and suggestions, for the approval of the Board of Trustees.

The Treasurer shall perform the following: (1) comply with all financial and tax regulations with respect to any employees of the Society and shall file necessary reports, with the assistance of the Operations Manager; (2) cause all fees, dues, subscriptions and other financial obligations due this Society from any source to be collected and cause all bills to be paid when expenditures are recognized by the President with Board approval; (3) present a monthly financial account to the President, a financial report at Board meetings, and an Annual Report to the Membership; (4) provide that accounts shall be audited annually as provided in Chapter X, Section 1; (5) keep all moneys belonging to this Society distinctly separate from personal funds and all other funds; (6) prepare a proposed budget for the upcoming fiscal year, [this shall be done] with the assistance of the Operations Manager and presented to the Board of Trustees, annually and in a timely fashion; (7) advise the Board of Trustees about the investment money of the Society, after obtaining current information from the best available sources; and (8) attend all General Membership Meetings of this Society and meetings of the Board of Trustees.

Amended: December 16, 2006; Ratified by Membership 4/1/2007

(g) The Trustees acting as a Board shall have the management and control of the affairs, business, and property of this corporate Society and subject to statutory provisions of the State of Vermont, the Articles of Association, and these By-Laws, may exercise all the powers of the corporation. In case of the absence of any Officer of this Society or for any other reason whatsoever that may seem sufficient to the Trustees, the Trustees may by majority vote at any meeting delegate the powers and duties of such Officer to any other Officer or Trustee.

(h) The Trustees-at-Large shall have the special auditing duties set forth in Chapter X, Section 1. They may in emergency situations, recognized by a majority of those in office, in writing by First Class Mail, or by return receipt e-mail, or verbally by telephone, or by any combination of these methods, call special Meetings of the whole Board of Trustees and/or special General Meetings and they may conduct such meetings when assembled by such calls. The Trustees-at-Large shall serve as check, balance, and stimulus to officers, Trustees and this Society as a



whole, having the right of independent scrutiny into any matter concerning this Society to which they may choose to address themselves, and making appropriate reports thereof to the Board of Trustees as a whole and/or to this Society as a whole. Amended: December 16, 2006; Ratified by Membership 4/1/2007

### Section 3. Specific Requirements.

a) All Trustees shall be chosen from the Members in good standing of this Society, who are 18 years of age or older, and are citizens of the United States of America. Their term of office shall be four (4) years and shall serve until their successors are elected, appointed, and qualified, both in their capacities as Trustees and as specific elective Officers of the Society, subject to the provisions and exceptions set forth in Section 5 of Chapter VIII.

Amended: December 16, 2006; Ratified by Membership 4/1/2007

(b) A majority of Trustees in office and properly notified and present shall constitute a quorum for the transaction of any business which may properly come before them. A vote of a majority of Trustees present and voting shall constitute action of the Trustees. Any decision of the Trustees may be reconsidered or rescinded at a subsequent meeting of the Trustees by a two-thirds majority of those present. Amended: November 19, 2005;

December 16, 2006; Ratified by Membership 4/1/2007

(c) The day following the Annual General Meeting, the elected and re-elected trustees shall take office for the purpose of meeting and organizing for the new two (2) year term. At this Meeting they shall set in motion the affairs of the Society for the coming year, in accord with policy, authority, and instruction previously voted by the Members of this Society.

(d) The Trustees shall have the right to vest the Offices of Secretary and Treasurer in one person, when and if such procedure seems to be for the best interests of the Society. This shall be done only as an emergency and a temporary measure.

e) Trustees shall meet at least three (3) times a year. The President after consultation with the other Trustees shall issue the call for all meetings of the Trustees stating the time and place thereof. Such time shall not be less than twenty (20) days from the issuance of the call, except that this provision does not apply to the first meeting of the year, as this first Meeting shall convene automatically without notice the next day after the close of the Annual General Meeting, with time and location announced at the Annual General Meeting. Amended: December 16, 2006; Ratified by Membership 4/1/2007

(f) When it is impossible for a Trustee to attend a scheduled meeting, that trustee may participate by teleconference or video-conference if available. Alternatively a Trustee may submit votes relative to specific issues or questions listed in the call for such a meeting by mail, e-mail, fax, or telephone. These votes must be verified by return direct communications from the Secretary of the Society to the Trustee.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Section 4. Until otherwise voted by this Society, no Official thereof shall receive any compensation for services rendered to the society.

Amended 4/14/2010 to remove the entire Section 5. Ratified by Membership Ballot 2011.

## CHAPTER IX ELECTIONS

Section 1. Nominating Committee. This Society shall have a Nominating Committee composed of Members in good standing. Its purpose and function is to nominate qualified candidates for election to the ASD Board of Trustees. This Nominating Committee shall have representation of each region and one appointee by the president. This appointee will call the first meeting. This Committee shall be appointed following elections of Trustees and Officers and shall serve until the next election. Said Committee shall elect its own Chairperson. It shall be the duty of this Committee to survey the entire Membership of this Society, including its Trustees, Officers, and Staff to prepare a list of candidates who are ready, willing, able, and qualified, to serve as Trustees of this Society. This list shall be presented in a timely manner/ to the existing Board of Trustees for information purposes only. The final list of

candidates shall be presented by the Committee Chairperson, to the secretary, and the Operations Manager, no later than 45 days prior to the scheduled date of ballot distribution.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Amended: 4/07/2016

Section 2. The mail ballot shall follow the provisions of Section 5 of this Chapter and shall provide space for write-in candidates of the voter's choice.

Section 3. Trustees and Officers of this Society may succeed themselves in office with the exception of Presidents who may succeed themselves as a Trustee but shall not serve more than two successive terms as President without a lapse of time.

Section 4. Trustees shall not serve on the Nomination Committee but may confer, with any or all of the Members of said Committee.

Section 5. Voting shall be by mail ballot for the election of Trustees, and/or for amendments to the By-Laws and other certain matters.

(a) Any candidate must receive at least thirty-five percent (35%) of the vote (a vote meaning a valid ballot. A valid ballot must have votes for at least one-third of the listed candidates on the ballot. Invalid ballots are not to be counted) to be elected as a Trustee. Amended: December 16, 2006; Ratified by Membership 4/1/2007

- (b) The voting packet shall contain the following:
1. Instructions for voting and returning by the required date (Section 6. (d) below)
  2. A list of candidates for Trustees, with space provided for write-in candidates, and space for voting for each
  3. Brief biographies of the candidates for Trustees
  4. A list of any other issues or questions being brought to the membership and space for voting on each
  5. A brief explanation of the effect of a vote on those issues or questions
  6. A specially recognizable return envelope addressed to the Operations Manager
  7. Space for the voter's signature on the back of the return envelope

(c) In order to vote by mail, application for (or renewal of) membership must be received at ASD Headquarters prior to the issuance of said ballots. Members in good standing shall be determined by Chapter III, Section 2.

(d) The Secretary shall send each Member a First Class mail ballot at least sixty (60) days prior to the election deadline. Said ballot must be received by the Operations Manager, American Society of Dowsers Headquarters, Danville, Vermont, on or prior to the election deadline.

(e) The mail ballots shall be retained at ASD Headquarters for no more than 90 days after the election deadline, during which time any challenges to the election process must be brought before the Board of Trustees. After 90 days without a challenge having been brought, the ballots shall be destroyed.

Section 6. At each election of Trustees, the ballots shall be received and all questions regarding the qualifications of voters be decided by three inspectors, who shall be the three members of the Auditing Committee. Such inspectors shall be sworn to faithfully perform their duties and shall report in writing the results of the ballot. Said report shall be published in an American Society of Dowsers publication.

Amended: December 16, 2006; Ratified by Membership 4/1/2007

Section 7. Qualifications for Write In Candidates: All Write In Candidates must have completed at least one term as an ASD Trustee. Amended: December 16, 2006; Ratified by Membership 4/1/2007

CHAPTER X  
GENERAL MEMBERSHIP COMMITTEES

Section 1. Auditing.

- (a) Members in good standing attending the General Meeting of this Society shall elect an Auditing Committee of three (3) Members of this Society to audit the accounts of the Treasurer of this Society.
- (b) In the event the Membership fails to elect auditors, the annual Audit shall be in charge of the Trustees-at-Large who shall appoint said Auditing Committee of three (3) Members or hire a Certified Public Accountant to conduct the audit.
- (c) The Audit shall include an examination of the accounts of the Treasurer of this Society and shall determine compliance with the procedures outlined in Chapter VIII, Section 2, (f) above. The auditors shall determine whether there is complete and accurate communication between the Offices of the President, Secretary and Treasurer in all matters relating to money and finance and shall make a report with recommendations to both the Trustees and the Members of this Society.

Section 2. Members in good standing attending a General Meeting of this Society may elect committees to consider particular subjects and may delegate to such committees such powers as they believe expedient.

Section 3. Every committee must report to the body that created it. (The Board of Trustees or as states in section 2)

- (a) Any committee created is not an entity unto itself.
- (b) Upon request, the committee Chairperson must submit a written report to the body that created it in a timely manner.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

CHAPTER XI  
AMERICAN SOCIETY OF DOWSERS TRUST FUND (ASDTF)

Section 1. Purpose

This amendment to the Bylaws of the American Society of Dowsers (ASD) sets up the American Society of Dowsers Trust Fund (ASDTF). The purpose of this fund is to provide a safe vehicle for benefactors to contribute to the ongoing vitality of the American Society of Dowsers (ASD) by letting them donate to the ASDTF.

Section 2. Investment Trustee

The ASDTF is to be invested only by a government regulated or government sponsored professional trust company, to be called the Investment Trustee

Section 3. Trust Advisory Committee (TAC)

A Trust Advisory Committee of three current ASD members who preferably are financial advisors, accountants, or CPA's, will annually review the performance of the ASDTF Investment Trustee and recommend either leaving the funds with the current Investment Trustee or changing to a new Investment Trustee. Except for the first year, one new member will be elected each year by the general membership at the Annual General Meeting and serve for three years. The member having served for two years will become the Chairman of the Trust Advisory Committee in their third and last year. The Chairman will consult with the other two members, consult with the other two members, decide who the Investment Trustee should be for the coming year, and report to the Annual General Meeting. In the first year all three committee members will be chosen by the Annual General Meeting: one for a one year term, one for a two year term, and one for a three year term. The person chosen for the one year term will be Chairman the

first year. Resignations shall be filled by Presidential appointment until the next Annual General Meeting when the position will be filled by election.

#### Section 4. Investment Strategy

The Investment Trustee shall invest in high quality equity and high quality fixed income investments. In no case shall more than fifteen percent (15%) be invested in "alternative investments". The variance between equity and fixed income is to be determined by the expertise of the Investment Trustee and to be no more than twenty (20%) of the total fund, to be readjusted quarterly if necessary. Changes to this investment strategy may be made by the TAC upon consultation with, and recommendation of, the Investment Trustee.

#### Section 5. Initial Funds

Until the funds have reached an amount of \$30,000 or until an Investment Trustee can be found to invest the funds, they shall be invested in certificates of deposit at the best rate possible to be determined by the Trust Advisory Committee (TAC) and no distribution shall be made.

#### Section 6. Distribution

At the end of each quarter (March 31, June 30, September 30, and December 31) the Investment Trustee will distribute up to one percent (1%) (dependent upon the needs of the Society as determined by the Treasurer) of the average Market Value after fees of it's fund (to be determined by averaging the ending monthly Market Value of the ASDTF) to the ASD general checking account. In total the Investment Trustee will annually distribute up to four percent (4%) of the average monthly market value of the fund. If the Investment Trustee achieves a net annual return greater than 6 percent after all expenses and fees, two thirds of the difference between the 4 percent and their actual annual return may be distributed (dependent on the needs of the Society as determined by the Treasurer) the next year to the ASD general checking account at the same quarterly distributions.

#### Section 7. Reporting

The Investment Trustee will report fund performance quarterly to the ASD Treasurer, the Chairman of the ASDTF Committee, and the ASD Operations Manager.

#### Section 8. Amendments

Once adopted this amendment may only be changed by a seventy five percent (75%) affirmative vote of the *entire current membership* of the ASD at that time.

#### Section 9. Dissolution

In the event of dissolution of the American Society of Dowsers, this trust fund will be distributed to known legally recognized dowsing organizations, preferably current chartered ASD Chapters to be determined by the sitting ASD Trustees.

This chapter added 7/30/2007. Ratified by membership 6/16/2009.

## CHAPTER XII GENERAL MEMBERSHIP MEETINGS AND CONFERENCES

Section 1. A general meeting and a convention of the Members of this Society shall be held annually, the time and place to be determined by the Board of Trustees. The annual membership meeting of the ASD may be held anywhere in the United States, as approved by the BOT. The Secretary shall give each Member at least thirty-five (35) days notice in writing of General Meetings, the business to be transacted, and a program of the Meeting. Such notice shall be mailed to the last known address of the Member. The date of posting shall be accepted as the date of Notification. Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Section 2. Special General Meetings of this Society shall be held whenever the Members authorize them or whenever the Trustees shall determine said meeting. Notice of these Meetings shall be given all Members as is given for the annual General Meeting.

Section 3. Any Notice required to be given by these By-Laws may be waived by the person entitled thereto and a failure to protest any lack of notice within ninety (90) days after Notice should have been given shall constitute waiver of required Notice and shall preclude all denials of legality of any nature based on deficiency of Notice.

Section 4. Each Member in good standing of this Society, attending a general meeting, shall be entitled to cast one vote on each matter, unless otherwise provided in these By-Laws under Chapter IX , Elections.

Section 5. A quorum at a General Meeting will be met when a simple majority of the entire membership is present. In the instance that there is no quorum at a General Meeting, new issues may be approved by a majority vote of those present, contingent upon ratification by the full membership. A ratification ballot will be mailed to the full membership no later than 60 days following the General Meeting returnable 45 days from the postmark.  
Ratified by membership 4/1/2017

Section 6. Members are not permitted to vote by proxy.

Section 7 Conferences are open forums for education, research and publicity purposes only. A request to hold a conference must be made in writing and signed by a member in good standing who will sponsor and be responsible for the event. The Trustees must approve or disapprove all requests.

Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI.

### CHAPTER XIII SEAL

Section 1. A Corporate Seal shall be provided by the Trustees of a form and design to be determined by the Trustees.

Section 2. The President shall have custody of the Official Seal of this Corporate Society and shall affix said Seal to any instrument requiring the same.

Section 3. The Secretary shall, by signature, attest the Official Seal of this Corporate Society to any instrument whereon such Seal is properly affixed.

Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI.

### CHAPTER XIV AMENDMENTS

Section 1. These By-Laws may be altered, amended or repealed by two-thirds (2/3) of the votes cast by those members in good standing of this Society, as provided by Chapter IX, Section 5.

Section 2. The Trustees, by two-thirds (2/3) vote of all Trustees in office and available, may alter, amend, or repeal these ByLaws at any Meeting of Trustees, provided thirty-five (35) days Notice in writing shall have been given to each of the Trustees of the proposed alteration, amendment, or repeal and provided the changes proposed do not infringe upon the rights of the General Membership of this Society or do not alter the fundamental concepts and purposes of this Society. The required Notice may be served personally upon a Trustee or by mailing it to the last known address of the Trustee. The date of the posting shall be accepted as the date of Notification. Said changes to these By-Laws must be ratified by a majority vote of the membership as provided for in Chapter IX Section 5, however, said changes that do not change the voting process, will be in full force until such ratification by the membership and immediately rescinded upon lack of ratification.

Amended: December 16, 2006; Ratified by Membership 4/1/2007. Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI.

## CHAPTER XV CODE OF ETHICS

### Section 1. Code of Ethics for Members.

- (a) Members shall be guided in all their relationship with the public by the highest standards of personal integrity.
- (b) Members shall uphold before the public at all times the dignity and reputation of the Society.
- (c) Members shall avoid and discourage sensationalism, exaggeration, undignified and unwarranted statements, or misleading advertisements.
- (d) Members shall refuse to undertake work which may be of questionable value or results without first advising as to the probability of success.
- (e) Members shall not willfully use or attempt to use their Membership in this Organization as evidence of their qualifications as a dowser or as a measure of ability or proficiency.
- (f) Members in good standing may mention their membership in their resumes and biographies. With written approval of ASD's Executive Committee, members may exhibit or use the name or logo of this society on any letterhead or stationary, on any personal or business cards, and in any advertising of a personal, business or professional nature.

### Section 2. Disciplinary Process.

Any Member, Trustee or Officer, may be reprimanded, suspended, removed from office or lose their membership by a 2/3 vote of the full BOT if shown to be guilty of misconduct. Examples of misconduct would include: (1) Violating the Code of Ethics. (2) The abuse or misuse of power. (3) Personal activities prejudicial to the best interests of the Society, including placing personal interests ahead of those of the Society. (4) Slanderous remarks against another member affecting their ability to carry out their duties. (5) Any other form of misconduct not listed above.

A grievance or complaint may be filed by either party to the action, or by a third party who has observed the action, and will be taken to their Chapter President. If no resolution can be found, it will then advance, in sequence of appeal, to their Regional Coordinator, the Executive VP and finally to the BOT, who will assemble as the Ethics Committee. From this point on, the BOT and Ethics Committee terms are interchangeable  
Ratified by membership 4/1/17.

- (a) If the grievance or complaint is brought by a member not associated with a chapter, they will start the process with their region's RVP.
- (b) If a party to the grievance chooses not to participate at any level of the process, the process will go forward without their participation.
- (c) Responsibilities of the BOT in such matters:
  - (1) Should a crisis situation arise, the entire Board will be notified. A majority vote of a quorum of the BOT may take any and all actions necessary to contain or address the problem, in the best interests of the Society, until a full board meeting may be held, regardless of any inconsistency between this action and these bylaws. Such actions shall be limited to responding to the immediacy of the crisis, and nothing more.
  - (2) A Trustee who is the subject of charges shall not participate or vote in the BOT decision and the vote will be adjusted accordingly.
  - (3) Charges against a Member, Trustee or Officer and all related evidence will be offered in written statements under oath to the President for review by the Trustees. A written statement submitted to any person or group in this process shall be considered taken under oath. If it is found that a statement is false, the person or persons submitting the false statement will immediately lose their membership in ASD by a majority vote of the BOT. Notification of the dismissal will be made in a timely manner.

(4) After receipt of complete written statements under oath from Complainant and Defendant, the President will distribute said copies to the full BOT (Ethics Committee) for evaluation. The BOT will make and record their decision by a 2/3 vote, including disciplinary actions, within 30 days. That decision will be expeditiously communicated to all parties involved. This decision is final and not subject to further appeal.

(5) Anyone whose membership has been terminated by expulsion may reapply for Membership after two (2) years provided any sum owed to the Society under Chapter IV Section 3 by such applicant be first paid in full. The BOT will then review the application and vote its acceptance or denial. If denied the applicant may reapply again after another two years. Any Member, Trustee or Officer removed from their position due to an ethics violation and wishing to hold office again at any level must first gain approval of the BOT by a majority vote.

Amended: December 16, 2006; Ratified by Membership 4/1/2007. Amended: 7/30/2007 – Ratified by membership 6/16/2009. Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI. Amended 4/14/2010 to add the entire Section 2. Ratified by Membership Ballot 2013.

## CHAPTER XVI STATEMENT OF ADOPTION

By-Laws were first adopted by the Incorporators of The American Society of Dowsers, Inc., in Meeting assembled, in the Town of Brandon, County of Rutland, and State of Vermont on the Twenty-third day of July, in the year One Thousand Nine Hundred Sixty-one, A. D.

Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI.

## REVISIONS, AMENDMENTS, PRINTINGS

Ninth Printing - September 19, 1986

Tenth Printing - September 14, 1989

Eleventh Revision - September 13, 1990

Twelfth Revision - January 19, 1991

Thirteenth Revision - July 3, 1991

Fourteenth Revision - September 17, 1992

Fifteenth Revision - August 2, 1994 (all changes from 1992 - 1994)

Sixteenth Revision - July 27, 1995

Seventeenth Revision - April 28, 1997 (all current changes included)

Eighteenth Revision - April 3, 1998 (with corrections May 4, 1998)

Nineteenth Printing/Amendment - July 30, 1999

Twentieth Revision - August 2, 1999

Twenty-first Revision - June 12, 2000

Twenty-second Revision - September 25, 2000

Twenty-third Revision- April 25, 2001

Twenty-fourth Revision – October 15, 2003 –Chapter I thru Chapter VIII

Twenty-fifth Revision – November 23, 2003 – Chapter IX thru Chapter XV

Twenty-sixth Revision – May 5, 2004 – Officers elect meeting (in Ch.VIII)

Twenty-seventh Revision – September 26, 2004 (clarification of terms)

Twenty-eighth Revision - November 19, 2005

Twenty-ninth Revision – December 16, 2006

Thirtieth Revision – April 1, 2007

Thirty-first Revision – July 30, 2007 Added new Chapter XI ASDTF, amended Chapter XV Code of Ethics, Ratified by membership 6/16/2009

Thirty-second Revision – April 14, 2010 Changes in Chapters III, VIII, and XV. Ratified by Membership Ballot 2013.

## **PREAMBLE**

### **TO THE BY-LAWS OF THE AMERICAN SOCIETY OF DOWSERS, INC.**

Dowsing is a faculty employed with intent to expand the perceptive abilities of its practitioner beyond three-dimensional limitations. It is a most ancient, varied craft, as ancient and varied as humanity itself. Dowsing has roots, among all manner of peoples, lands, and epochs. There seems to exist an ageless natural knowledge, that enables us to identify ourselves with an unknown source of being and becoming; it is of primary significance, joining Earth, sea, and stars.

Explanation of dowsing's whys and wherefores is still far from satisfactory, but to refuse to explore the unexplainable simply because it cannot presently be explained is unscientific and irresponsible. Dowsing is fact.

As awareness grows, the public mind should recognize that, when based on ample training, experience, and talent, dowsing is a most useful skill, applicable to many fields of human activity.

Spiritual pride is to be avoided by the dowser. Psychic powers, intellectual aptitudes, or physical skills are useless unless applied for the benefit of all, because they bring increased sensitivity. These may properly be expressed only in an increasing awareness of the oneness of all life and in greater love for the whole of humanity.

Any activity that investigates, perpetuates, and expands humankind's lore, mysteries, beliefs, traditions, and useful abilities should command at once loyalty and service. In the energizing of such activity, the power generated in and by a group of interested persons is greater by far than the sum of its numbers.

Upon these concepts THE AMERICAN SOCIETY OF DOWSERS, INC. is founded.

Amended: November 6, 1996; October 15, 2003, December 16, 2006; Ratified by Membership 4/1/2007

## **BY-LAWS OF THE AMERICAN SOCIETY OF DOWSERS, INC.**

### **CHAPTER I**

#### **NAME**

The name of this organization shall be THE AMERICAN SOCIETY OF DOWSERS, INC., a nonprofit corporation of the State of Vermont in the United States of America.

### **CHAPTER II**

#### **PURPOSES**

Section 1. The purposes of this Society shall be:

- (a) to support, encourage and promote dowsing and dowsers in a manner consistent with the highest standards of personal integrity and behavior;
- (b) to establish and maintain Focus Groups to bring like-minded Dowsers together to use their dowsing abilities to concentrate on, and bring solutions to, specific problem areas in society and/or the world;
- (c) to establish and maintain a Register of Professional Dowsers for each Focus Group;
- (d) to establish and maintain an Educational Program for each Focus Group with an Instructor Registry and curriculum to educate and guide each Focus Group to a high level of success;



(e) to promote and foster communication and fellowship among all persons in any way interested in dowsing, for the enjoyable social sharing of this common interest;

(f) to build in America an effective, responsible body of men and women devoted to active investigation, study and application of dowsing;

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

(g) to advance dowsing knowledge and practice in every beneficial branch, phase, and aspect thereof;

(h) to encourage the application of methods of modern scientific inquiry to dowsing so a body of scientific information relating to it may evolve;

(i) to offer evidence of dowsing's realm of usefulness to humankind;

(j) to give all possible assistance and encouragement to the quickening and development of the dowsing faculty to the end that dowsing may become part of the culture of modern people.

Section 2. It is the basic purpose of this Society to nurture the dowsing faculty and to encourage its general development and demonstration.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Section 3. This Society is wholly a non-stock, nonprofit, non-commercial corporation.

Section 4. This Society is an independent organization but it shall at all times endeavor to promote and maintain cordial and mutually helpful relations with organizations having similar or pertinent purposes in the United States and in other countries.

Section 5. The Society has organizational boundaries. It is of the United States of America and its territories. However, dowsing has no boundaries, only frontiers. In applying the methods of modern scientific inquiry to dowsing, the principles of scientific freedom and responsibility shall have this goal: that science is the search for truth.

### CHAPTER III MEMBERSHIP

Section 1. Any responsible person of good character and repute, regardless of age, sex, race, color, national origin, or other affiliation, who is sincerely interested in any phase of the faculty, craft, skill, talent, art, technique, and/or science of dowsing or in any matter related or pertinent thereto, may be admitted to Membership in this Society in accordance with Section 3 of this Chapter. That person may retain Membership in good standing by paying the fees, dues, and subscriptions established from time to time by this organization and by fulfilling other obligations stated in these ByLaws or otherwise determined from time to time by this Society, including its Code of Ethics.

Section 2. Good standing in the Membership of this Society shall consist not only of the payment in full of all financial obligations assumed by each Member but also in observance of the spirit as well as the letter of these By-laws, including the Preamble, ethics and such other rules and regulations as may be established by this Society from time to time.

Section 3. The Membership of this Society shall consist of Members, Junior Members, Special Members, and Honorary Members.

(a) The grade of Member shall be available to all persons who are eighteen (18) years of age or older who qualify under Sections 1 and 2 above. For the purposes of the By-Laws, a person shall be deemed to be eighteen (18) years of age the day of his or her 18th birthday.

(b) The grade of Junior Member shall be available to all persons not yet eighteen (18) years of age who qualify under Sections 1 and 2 above. Junior Members shall have all the privileges of the Society except voting and holding office.

(c) Special dues paying Members shall be designated at the vote of the Society under such terms and conditions as seem appropriate (for example Family Membership, Life Membership, Family Life Membership) and shall be available to all persons who qualify under Sections 1 and 2 above. A Family Membership and a Family Life

Memberships are defined as two individuals plus children under 18 years of age. The dues for these Memberships are 1.5 times that of the corresponding Individual Memberships. When children reach age 18 they must then join as an individual. Family Lifetime Memberships are not available to individuals under 18 years of age but they (Individuals under 18) may join as an Individual Life Member. Family Memberships and Family Life Memberships are not transferable, i.e. from the current spouse of an individual to a different spouse for that individual. Family Memberships receive only one copy of any ASD Publications.

Amended: 7/30/2007 – Ratified by membership 6/16/2009. Ratified by membership 4/2015

(d) Honorary Members. Should the Society wish to honor a Member or some person or persons for generous contribution or distinctive service to this Society or to its objectives, then in each case this Society may vote to grant such persons Honorary Membership herein (for example Honorary Membership, Honorary Life Membership) under such terms and conditions as seem most appropriate in each case.

Section 4. Application for Membership shall be sent to the Operations Manager, at the Headquarters Office of ASD, who will carry out all the steps necessary for the enrollment of a new Member.

Section 5. A Member in good standing may resign by presenting a resignation in writing to the Operations Manager of this Society.

Section 6. Anyone whose Membership has been terminated by nonrenewal or resignation may at any time reapply for Membership. Reinstatement of membership for anyone who has resigned must have their application approved by a majority vote of the BOT. If the applicant is not approved, they may reapply in another two years. Reinstatement of membership for anyone who has resigned is not guaranteed.

Amended 4/14/2010 to remove original Sections 6, 7, and 8 and add a new Section 6. Ratified by Membership Ballot 2011.

#### CHAPTER IV MEMBER FINANCIAL OBLIGATIONS

Section 1. Year defined.

(a) The annual Financial Accounting Period or Fiscal Year of this Society shall be from January 1st to December 31st.

(b) A Membership Year shall include the annual Membership Meeting.

Section 2. All financial obligations, as Dues, Subscriptions, etc., of each Member shall be fixed by the Trustees of this Society with the advice of the Treasurer. The financial obligations assessed upon a Junior Member shall automatically be fifty (50) percent of the financial obligations of a Member. Entrance Fees to any American Society of Dowsers, Inc. sponsored event, such as the Annual Convention and Schools, shall be fixed by Committee with the approval of the Board of Trustees.

Section 3. Any Member who resigns after January 1st of any year shall be liable for the financial obligations of that fiscal year.

Section 4. Member in Arrears.

(a) Any Member whose financial obligations are in arrears at the time of any General Meeting shall not be entitled to vote or exercise any of the privileges of a Member.

(b) If a Member's subscription to a Society publication is in arrears more than two (2) months, the Member shall not be entitled to receive the publication again until the subscription is reinstated.

CHAPTER V  
HEADQUARTERS

The location of the principal or Headquarters Office of this Society shall be the Town of Danville, County of Caledonia, in the State of Vermont.

CHAPTER VI  
GOVERNMENT

Section 1. General.

- (a) This Society shall be governed and managed in full accord with democratic principles. The governing powers shall generally be exercised by the Members in a General Meeting.
- (b) The affairs of this Society shall be actively conducted by its duly elected Trustees. These Trustees shall be accountable to the Membership of the Society in all matters of Society business, and shall at all times conduct the business of the Society in accord with its Articles of Association, its By-Laws, including the Preamble, and with policy, authority, and instruction voted by the Members in a General Meeting. Amended: December 16, 2006; Ratified by Membership 4/1/2007
- (c) The rules contained in the current edition of Robert's Rules of Order, shall govern this organization in all procedures not covered by this Society's By-Laws, provided such procedures are not in conflict with statutory regulations enacted by the State of Vermont for corporate bodies such as this.

CHAPTER VII  
CHAPTERS AND/OR REGIONAL SUBDIVISIONS

Section 1. The executive powers of the Trustees shall include the authority to create regional divisions or branches and local Chapters of this Society that 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 of its rules, regulations, and enactments. Each Chapter in a division or branch shall be a Chapter duly authorized by this Society.

Section 2. Formation.

- (a) Eight (8) or more Members of this Society residing within a 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. 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 service area. 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.

Section 3. All Members of this Society residing within the territory of any subdivision thereof shall be eligible for Membership in that subdivision. No person shall be admitted to Membership in any subdivision until after their 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. (Nonmembers are classified as guests)

Section 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.

Section 5. Finances.

(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. 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. Said funds derived from a dissolution shall be held in escrow by ASD Headquarters and shall be used solely for establishing new chapters or subdivisions. Ratified by membership 4/2015

(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 division, Chapter, branch, or subdivision of this Society shall by January 31<sup>st</sup>, submit an Annual Report for the calendar year to the President and Treasurer of this Society giving the names and addresses of current officers with contact information, federal/state identification numbers, number of members, location of meetings, providing the following information as required by Federal law: income, expenditures, assets and liabilities and cash-on-hand.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Amended: 4/14/2010 \_ Ratified by Membership Ballot 2011

Ratified by Membership 4/2015

Section 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 nonprofit, educational, and scientific institutions and to apply to the tax or revenue boards of their State treasury departments 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.

Section 7. Chapters and Divisions are created for (a) 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.

## CHAPTER VIII

### BOARD OF TRUSTEES AND EXECUTIVE OFFICERS

Section 1. Trustees and Executive Officers

(a) Number of Trustees. This Society shall have a maximum of 14 elected Trustees. And no less than Three (3) Trustees to be compliant with State of Vermont requirements. Trustees shall be elected biennially by mail ballot as per Chapter IX, Section 5 for four (4) year terms. In the event the number of Trustees decreases to 7 or less, additional Trustees shall be appointed by the remaining trustees to bring the number of Trustees to 8, but only for the purpose of serving until the next biennial election or to fill unexpired terms. Four (4) or more of these Trustees shall serve as Executive Officers, i.e. President, Executive Vice President or Vice Presidents, Secretary, and Treasurer, and the remaining shall serve as overall, general management Officers and these will be referred to hereafter herein as Trustees-at-Large. Regional Coordinators may be selected from the elected Trustees, however being a Trustee or Former Trustee is not a prerequisite for being a Regional Coordinator.

Ratified by Membership 4/2015

Ratified by Membership 4/2017

(1) In the first year of implementation, there will be seven (7) Trustees elected to 2 year terms and seven (7) Trustees elected to 4 year terms. Trustees receiving the most votes will be given the choice of choosing a 4 year or a 2-year term until there are 7 of one or the other. The remaining elected trustees will be given the other term that remains unfilled. In the next biennium the 2 year positions will be refilled by electing trustees to new 4 year terms and the 2 year positions eliminated.

Amended: December 16, 2006; Ratified by Membership 4/1/2007

(b) Officers Elect. Trustees and Trustees Elect shall hold a meeting to choose their Executive Officers Elect (President, Executive Vice President, Secretary and Treasurer) prior to the annual convention in the year they are elected. The President Elect may appoint interim officers, in case of loss of an officer elect, to serve until the first Board meeting of the new term. All Executive Officers shall hold a term of (2) years and may be re-elected in accordance with the other sections on these By-Laws. Amended: December 16, 2006; Ratified by Membership 4/1/2007; Ratified by Membership 4/2015

## Section 2. Duties of Officers

(a) The President shall: (1) preside at all Meetings of the Society and of the Trustees and perform all other functions usual to the office; (2) serve as a member of all committees with the exception of the Nominating Committee and shall serve without vote; (3) direct the affairs of this organization subject to the authority and direction of the General Assemblies or Meetings of this Society and of the Trustees; (4) Devote a reasonable amount of time to ways and means for the continuation and extension of this Society; (5) appoint and designate members of all committees not otherwise created with the advice, consent, and confirmation of the Trustees; (6) issue the calls for regular and special Meetings of the Trustees. Such calls shall be in writing stating the business to be considered, the time, and the place of the meetings: that time shall not be less than twenty (20) days from the issuance of the call; (7) prepare and present a report at each Annual General Meeting of the Members of this Society: this report shall include such suggestions and recommendations as the President may see fit to incorporate therein; (8) between annual General Meetings, the President, with the advice, consent, and confirmation of the Trustees or by authority received from the General Meeting, may appoint Members of the Society to serve as Historian and Regional Coordinator, and chair of any identified committees. The Historian will maintain a general historical record of the affairs of the Society. A Regional Coordinator will serve as the local official resident representative of the Trustees within the assigned geographical region. The President shall present substantive changes in the operations of the Society to the Trustees for review and approval before being activated, except that in performing this duty the President is authorized to expend Society funds, not to exceed Five Hundred Dollars (\$500.00) on any single project prior to its presentation to the Trustees. Amended: December 16, 2006; Ratified by Membership 4/1/2007, Ratified by Membership 4/2015, Ratified by Membership 4/2017

(b) The Executive Vice President shall do the following: (1) preside at meetings of the Society and its Trustees in the absence of the President and shall act for the President in case of disability; (2) actively aid and assist the President in directing the affairs of this organization and undertake such special assignments as may be given by the President or Trustees; and (3) upon the death, resignation, or incapacity of the President, succeed and assume all

duties, prerogatives, responsibilities, as well as the title of President and shall so serve until the next General Membership Election of the Society.

(c) All Vice Presidents shall have only such duties as shall be assigned to them by the Board of Trustees of this Society.

(d) In the event of the Office of President becoming vacant and there is no successor such as indicated in (b) 3 above to fill it, then the Trustees shall elect one of their number as President. That individual shall serve the unexpired term of President. The Secretary shall record the votes cast and shall inform the Trustees of election results.

(e) The Secretary shall perform the following: (1) attend all General Membership Meetings of the Society and all Meetings of the Board of Trustees; (2) keep a true record of all proceedings of General Membership Meetings of the Society and of the Board of Trustees; (3) keep both written and audio recorded records; (4) deliver the minutes and all audio recordings of such proceedings to the American Society of Dowsers, Inc. Headquarters Office within thirty (30) days of said meeting; (5) maintain a current status of the terms of the elected trustees of the organization, (6) maintain a record of all updates of the By-Laws of the organization, proposed and approved, (7) when relieved of duties, within 10 days deliver all records, files, correspondence and any other ASD property to the ASD headquarters; (8) perform or cause the following to happen: (i) securing all records in a secure and fire protected area (ii) maintaining audio recordings for 3 years unless instructions for continued storage are given by the sitting Board of Trustees; preserving paper and electronic records of the Society securely. Minutes of the Society and the Trustees are a permanent record of the Society, and shall be preserved forever. Ratified by Membership 4/2015

(f) The Treasurer is the custodian of the Society's funds and is responsible for keeping accounts, disbursing funds, and providing financial reports in accordance with the Board of Trustees' direction and Society policies. The Treasurer is responsible for submitting the Annual Budget for the Society, based on Executive Committee guidelines and suggestions, for the approval of the Board of Trustees.

The Treasurer shall perform the following: (1) comply with all financial and tax regulations with respect to any employees of the Society and shall file necessary reports, with the assistance of the Operations Manager; (2) cause all fees, dues, subscriptions and other financial obligations due this Society from any source to be collected and cause all bills to be paid when expenditures are recognized by the President with Board approval; (3) present a monthly financial account to the President, a financial report at Board meetings, and an Annual Report to the Membership; (4) provide that accounts shall be audited annually as provided in Chapter X. Section 1; (5) keep all moneys belonging to this Society distinctly separate from personal funds and all other funds; (6) prepare a proposed budget for the upcoming fiscal year, [this shall be done] with the assistance of the Operations Manager and presented to the Board of Trustees, annually and in a timely fashion; (7) advise the Board of Trustees about the investment money of the Society, after obtaining current information from the best available sources; and (8) attend all General Membership Meetings of this Society and meetings of the Board of Trustees.

Amended: December 16, 2006; Ratified by Membership 4/1/2007

(g) The Trustees acting as a Board shall have the management and control of the affairs, business, and property of this corporate Society and subject to statutory provisions of the State of Vermont, the Articles of Association, and these By-Laws, may exercise all the powers of the corporation. In case of the absence of any Officer of this Society or for any other reason whatsoever that may seem sufficient to the Trustees, the Trustees may by majority vote at any meeting delegate the powers and duties of such Officer to any other Officer or Trustee.

(h) The Trustees-at-Large shall have the special auditing duties set forth in Chapter X, Section 1. They may in emergency situations, recognized by a majority of those in office, in writing by First Class Mail, or by return receipt e-mail, or verbally by telephone, or by any combination of these methods, call special Meetings of the whole Board of Trustees and/or special General Meetings and they may conduct such meetings when assembled by such calls. The Trustees-at-Large shall serve as check, balance, and stimulus to officers, Trustees and this Society as a whole, having the right of independent scrutiny into any matter concerning this Society to which they may choose to address themselves, and making appropriate reports thereof to the Board of Trustees as a whole and/or to this Society as a whole. Amended: December 16, 2006; Ratified by Membership 4/1/2007

### Section 3. Specific Requirements.

(a) All Trustees shall be chosen from the Members in good standing of this Society, who are 18 years of age or older, and are citizens of the United States of America. Their term of office shall be four (4) years and shall serve until

their successors are elected, appointed, and qualified, both in their capacities as Trustees and as specific elective Officers of the Society, subject to the provisions and exceptions set forth in Section 5 of Chapter VIII.  
Amended: December 16, 2006; Ratified by Membership 4/1/2007

(b) A majority of Trustees in office and properly notified and present shall constitute a quorum for the transaction of any business which may properly come before them. A vote of a majority of Trustees present and voting shall constitute action of the Trustees. Any decision of the Trustees may be reconsidered or rescinded at a subsequent meeting of the Trustees by a two-thirds majority of those present. Amended: November 19, 2005; December 16, 2006; Ratified by Membership 4/1/2007

(c) The day following the Annual General Meeting, the elected and re-elected trustees shall take office for the purpose of meeting and organizing for the new two (2) year term. At this Meeting they shall set in motion the affairs of the Society for the coming year, in accord with policy, authority, and instruction previously voted by the Members of this Society.

(d) The Trustees shall have the right to vest the Offices of Secretary and Treasurer in one person, when and if such procedure seems to be for the best interests of the Society. This shall be done only as an emergency and a temporary measure.

(e) Trustees shall meet at least three (3) times a year. The President after consultation with the other Trustees shall issue the call for all meetings of the Trustees stating the time and place thereof. Such time shall not be less than twenty (20) days from the issuance of the call, except that this provision does not apply to the first meeting of the year, as this first Meeting shall convene automatically without notice the next day after the close of the Annual General Meeting, with time and location announced at the Annual General Meeting. Amended: December 16, 2006; Ratified by Membership 4/1/2007

(f) When it is impossible for a Trustee to attend a scheduled meeting, that trustee may participate by teleconference or video-conference if available. Alternatively, a Trustee may submit votes relative to specific issues or questions listed in the call for such a meeting by mail, e-mail, fax, or telephone. These votes must be verified by return direct communications from the Secretary of the Society to the Trustee.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Section 4. Until otherwise voted by this Society, no Official thereof shall receive any compensation for services rendered to the society.

Amended 4/14/2010 to remove the entire Section 5. Ratified by Membership Ballot 2011.

## CHAPTER IX ELECTIONS

Section 1. Nominating Committee. This Society shall have a Nominating Committee composed of Members in good standing. Its purpose and function is to nominate qualified candidates for election to the ASD Board of Trustees. This Nominating Committee shall have representation of each region and one appointee by the president. This appointee will call the first meeting. This Committee shall be appointed following elections of Trustees and Officers and shall serve until the next election. Said Committee shall elect its own Chairperson. It shall be the duty of this Committee to survey the entire Membership of this Society, including its Trustees, Officers, and Staff to prepare a list of candidates who are ready, willing, able, and qualified, to serve as Trustees of this Society. This list shall be presented in a timely manner/ to the existing Board of Trustees for information purposes only. The final list of candidates shall be presented by the Committee Chairperson, to the secretary, and the Operations Manager, no later than 45 days prior to the scheduled date of ballot distribution.

Amended: 7/30/2007 – Ratified by membership 6/16/2009. Amended:  
4/07/2016

Section 2. The mail ballot shall follow the provisions of Section 5 of this Chapter and shall provide space for write-in candidates of the voter's choice.

Section 3. Trustees and Officers of this Society may succeed themselves in office with the exception of Presidents who may succeed themselves as a Trustee but shall not serve more than two successive terms as President without a lapse of time.

Section 4. Trustees shall not serve on the Nomination Committee but may confer, with any or all of the Members of said Committee.

Section 5. Voting shall be by mail ballot for the election of Trustees, and/or for amendments to the By-Laws and other certain matters.

(a) Any candidate must receive at least thirty-five percent (35%) of the vote (a vote meaning a valid ballot. A valid ballot must have votes for at least one-third of the listed candidates on the ballot. Invalid ballots are not to be counted) to be elected as a Trustee. Amended: December 16, 2006; Ratified by Membership 4/1/2007

(b) The voting packet shall contain the following:

1. Instructions for voting and returning by the required date (Section 6. (d) below)
2. A list of candidates for Trustees, with space provided for write-in candidates, and space for voting for each
3. Brief biographies of the candidates for Trustees
4. A list of any other issues or questions being brought to the membership and space for voting on each
5. A brief explanation of the effect of a vote on those issues or questions
6. A specially recognizable return envelope addressed to the Operations Manager
7. Space for the voter's signature on the back of the return envelope

(c) In order to vote by mail, application for (or renewal of) membership must be received at ASD Headquarters prior to the issuance of said ballots. Members in good standing shall be determined by Chapter III, Section 2.

(d) The Secretary shall send each Member a First Class mail ballot at least sixty (60) days prior to the election deadline. Said ballot must be received by the Operations Manager, American Society of Dowsers Headquarters, Danville, Vermont, on or prior to the election deadline.

(e) The mail ballots shall be retained at ASD Headquarters for no more than 90 days after the election deadline, during which time any challenges to the election process must be brought before the Board of Trustees. After 90 days without a challenge having been brought, the ballots shall be destroyed.

Section 6. At each election of Trustees, the ballots shall be received and all questions regarding the qualifications of voters be decided by three inspectors, who shall be the three members of the Auditing Committee. Such inspectors shall be sworn to faithfully perform their duties and shall report in writing the results of the ballot. Said report shall be published in an American Society of Dowsers publication.

Amended: December 16, 2006; Ratified by Membership 4/1/2007

Section 7. Qualifications for Write in Candidates: All Write in Candidates must have completed at least one term as an ASD Trustee. Amended: December 16, 2006; Ratified by Membership 4/1/2007

## CHAPTER X GENERAL MEMBERSHIP COMMITTEES

Section 1. Auditing.

(a) Members in good standing attending the General Meeting of this Society shall elect an Auditing Committee of three (3) Members of this Society to audit the accounts of the Treasurer of this Society.



(b) In the event the Membership fails to elect auditors, the annual Audit shall be in charge of the Trustees at-Large who shall appoint said Auditing Committee of three (3) Members or hire a Certified Public Accountant to conduct the audit.

(c) The Audit shall include an examination of the accounts of the Treasurer of this Society and shall determine compliance with the procedures outlined in Chapter VIII, Section 2, (f) above. The auditors shall determine whether there is complete and accurate communication between the Offices of the President, Secretary and Treasurer in all matters relating to money and finance and shall make a report with recommendations to both the Trustees and the Members of this Society.

Section 2. Members in good standing attending a General Meeting of this Society may elect other members of the Society to such committees to consider particular subjects and may delegate to such committees such powers as they believe expedient. Ratified by Membership 4/2015

Section 3. Every committee must report to the body that created it. (The Board of Trustees or as states in section 2)

(a) Any committee created is not an entity unto itself.

(b) Upon request, the committee Chairperson must submit a written report to the body that created it in a timely manner.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

## CHAPTER XI AMERICAN SOCIETY OF DOWSERS TRUST FUND (ASDTF)

### Section 1. Purpose

This amendment to the Bylaws of the American Society of Dowsers (ASD) sets up the American Society of Dowsers Trust Fund (ASDTF). The purpose of this fund is to provide a safe vehicle for benefactors to contribute to the ongoing vitality of the American Society of Dowsers (ASD) by letting them donate to the ASDTF.

### Section 2. Investment Trustee

The ASDTF is to be invested only by a government regulated or government sponsored professional trust company, to be called the Investment Trustee

### Section 3. Trust Advisory Committee (TAC)

A Trust Advisory Committee of three current ASD members who preferably are financial advisors, accountants, or CPA's, will annually review the performance of the ASDTF Investment Trustee and recommend either leaving the funds with the current Investment Trustee or changing to a new Investment Trustee. Except for the first year, one new member will be elected each year by the general membership at the Annual General Meeting and serve for three years. The member having served for two years will become the Chairman of the Trust Advisory Committee in their third and last year. The Chairman will consult with the other two members, consult with the other two members, decide who the Investment Trustee should be for the coming year, and report to the Annual General Meeting. In the first year all three committee members will be chosen by the Annual General Meeting: one for a one-year term, one for a two-year term, and one for a three-year term. The person chosen for the one-year term will be Chairman the first year. Resignations shall be filled by Presidential appointment until the next Annual General Meeting when the position will be filled by election.

### Section 4. Investment Strategy

The Investment Trustee shall invest in high quality equity and high quality fixed income investments. In no case shall more than fifteen percent (15%) be invested in "alternative investments". The variance between equity and fixed income is to be determined by the expertise of the Investment Trustee and to be no more than twenty (20%) of

the total fund, to be readjusted quarterly if necessary. Changes to this investment strategy may be made by the TAC upon consultation with, and recommendation of, the Investment Trustee.

#### Section 5. Initial Funds

Until the funds have reached an amount of \$30,000 or until an Investment Trustee can be found to invest the funds, they shall be invested in certificates of deposit at the best rate possible to be determined by the Trust Advisory Committee (TAC) and no distribution shall be made.

#### Section 6. Distribution

At the end of each quarter (March 31, June 30, September 30, and December 31) the Investment Trustee will distribute up to one percent (1%) (dependent upon the needs of the Society as determined by the Treasurer) of the average Market Value after fees of its fund (to be determined by averaging the ending monthly Market Value of the ASDTF) to the ASD general checking account. In total the Investment Trustee will annually distribute up to four percent (4%) of the average monthly market value of the fund. If the Investment Trustee achieves a net annual return greater than 6 percent after all expenses and fees, two thirds of the difference between the 4 percent and their actual annual return may be distributed (dependent on the needs of the Society as determined by the Treasurer) the next year to the ASD general checking account at the same quarterly distributions.

#### Section 7. Reporting

The Investment Trustee will report fund performance quarterly to the ASD Treasurer, the Chairman of the ASDTF Committee, and the ASD Operations Manager.

#### Section 8. Amendments

Once adopted this amendment may only be changed by a seventy-five percent (75%) affirmative vote of the *entire current membership* of the ASD at that time.

#### Section 9. Dissolution

In the event of dissolution of the American Society of Dowzers, this trust fund will be distributed to known legally recognized dowsing organizations, preferably current chartered ASD Chapters to be determined by the sitting ASD Trustees.

This chapter added 7/30/2007. Ratified by membership 6/16/2009.

## CHAPTER XII GENERAL MEMBERSHIP MEETINGS AND CONFERENCES

Section 1. A general meeting and a convention of the Members of this Society shall be held annually, the time and place to be determined by the Board of Trustees. The annual membership meeting of the ASD may be held anywhere in the United States, as approved by the BOT. The Secretary shall give each Member at least thirty-five (35) days' notice in writing of General Meetings, the business to be transacted, and a program of the Meeting. Such notice shall be mailed to the last known address of the Member. The date of posting shall be accepted as the date of Notification. Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Section 2. Special General Meetings of this Society shall be held whenever the Members authorize them or whenever the Trustees shall determine said meeting. Notice of these Meetings shall be given all Members as is given for the annual General Meeting.

Section 3. Any Notice required to be given by these By-Laws may be waived by the person entitled thereto and a failure to protest any lack of notice within ninety (90) days after Notice should have been given shall constitute waiver of required Notice and shall preclude all denials of legality of any nature based on deficiency of Notice.

Section 4. Each Member in good standing of this Society, attending a general meeting, shall be entitled to cast one vote on each matter, unless otherwise provided in these By-Laws under Chapter IX, Elections.

Section 5. A quorum at a General Meeting will be met when a simple majority of the entire membership is present. In the instance that there is no quorum at a General Meeting, new issues may be approved by a majority vote of those present, contingent upon ratification by the full membership. A ratification ballot will be mailed to the full membership no later than 60 days following the General Meeting returnable 45 days from the postmark. Ratified by membership 4/1/2017

Section 6. Members are not permitted to vote by proxy.

Section 7 Conferences are open forums for education, research and publicity purposes only. A request to hold a conference must be made in writing and signed by a member in good standing who will sponsor and be responsible for the event. The Trustees must approve or disapprove all requests.

Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI.

### CHAPTER XIII SEAL

Section 1. A Corporate Seal shall be provided by the Trustees of a form and design to be determined by the Trustees.

Section 2. The President shall have custody of the Official Seal of this Corporate Society and shall affix said Seal to any instrument requiring the same.

Section 3. The Secretary shall, by signature, attest the Official Seal of this Corporate Society to any instrument whereon such Seal is properly affixed.

Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI.

### CHAPTER XIV AMENDMENTS

Section 1. These By-Laws may be altered, amended or repealed by two-thirds (2/3) of the votes cast by those members in good standing of this Society, as provided by Chapter IX, Section 5.

Section 2. The Trustees, by two-thirds (2/3) vote of all Trustees in office and available, may alter, amend, or repeal these By-laws at any Meeting of Trustees, provided thirty-five (35) days' Notice in writing shall have been given to each of the Trustees of the proposed alteration, amendment, or repeal and provided the changes proposed do not infringe upon the rights of the General Membership of this Society or do not alter the fundamental concepts and purposes of this Society. The required Notice may be served personally upon a Trustee or by mailing it to the last known address of the Trustee. The date of the posting shall be accepted as the date of Notification. Said changes to these By-Laws must be ratified by a majority vote of the membership as provided for in Chapter IX Section 5, however, said changes that do not change the voting process, will be in full force until such ratification by the membership and immediately rescinded upon lack of ratification.

Amended: December 16, 2006; Ratified by Membership 4/1/2007. Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI.

### CHAPTER XV CODE OF ETHICS

Section 1. Code of Ethics for Members.

(a) Members shall be guided in all their relationship with the public by the highest standards of personal integrity.

(b) Members shall uphold before the public at all times the dignity and reputation of the Society.

(c) Members shall avoid and discourage sensationalism, exaggeration, undignified and unwarranted statements, or misleading advertisements.

(d) Members shall refuse to undertake work which may be of questionable value or results without first advising as to the probability of success.

(e) Members shall not willfully use or attempt to use their Membership in this Organization as evidence of their qualifications as a dowser or as a measure of ability or proficiency.

(f) Members in good standing may mention their membership in their resumes and biographies. With written approval of ASD's Executive Committee, members may exhibit or use the name or logo of this society on any letterhead or stationary, on any personal or business cards, and in any advertising of a personal, business or professional nature.

(g) All members shall avoid any appearance, real or suspected, of conflicts of interest with potential clients, other members, convention and conference speakers, vendors, practitioners, suppliers, or anybody else where the reputation of ASD and its subdivisions could be affected. Ratified by Membership 4/2015

Section 2. Disciplinary Process.

Moved to Policy & Procedures June 2018

CHAPTER XVI  
STATEMENT OF ADOPTION

By-Laws were first adopted by the Incorporators of the American Society of Dowsters, Inc., in Meeting assembled, in the Town of Brandon, County of Rutland, and State of Vermont on the Twenty-third day of July, in the year One Thousand Nine Hundred Sixty-one, A. D.

Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI.

REVISIONS, AMENDMENTS, PRINTINGS

Ninth Printing - September 19, 1986

Tenth Printing - September 14, 1989

Eleventh Revision - September 13, 1990

Twelfth Revision - January 19, 1991

Thirteenth Revision - July 3, 1991

Fourteenth Revision - September 17, 1992

Fifteenth Revision - August 2, 1994 (all changes from 1992 - 1994)

Sixteenth Revision - July 27, 1995

Seventeenth Revision - April 28, 1997 (all current changes included)

Eighteenth Revision - April 3, 1998 (with corrections May 4, 1998)

Nineteenth Printing/Amendment - July 30, 1999

Twentieth Revision - August 2, 1999

Twenty-first Revision - June 12, 2000

Twenty-second Revision - September 25, 2000

Twenty-third Revision- April 25, 2001

Twenty-fourth Revision – October 15, 2003 –Chapter I thru Chapter VIII

Twenty-fifth Revision – November 23, 2003 – Chapter IX thru Chapter XV

Twenty-sixth Revision – May 5, 2004 – Officers elect meeting (in Ch. VIII)

Twenty-seventh Revision – September 26, 2004 (clarification of terms)

Twenty-eighth Revision - November 19, 2005

Twenty-ninth Revision – December 16, 2006

Thirtieth Revision – April 1, 2007

Thirty-first Revision – July 30, 2007 Added new Chapter XI ASDTF, amended Chapter XV Code of Ethics, Ratified by membership 6/16/2009

Thirty-second Revision – April 14, 2010 Changes in Chapters III, VIII, and XV. Ratified by Membership Ballot 2013.

Thirty-third Revision – Ratified by Membership Ballot 4/2015

Thirty-fourth Revision – Ratified by Membership Ballot 4/2017

Thirty-fifth Revision – Disciplinary Action moved to PPM 6/2018

## PREAMBLE

### TO THE BY-LAWS OF THE AMERICAN SOCIETY OF DOWSERS, INC.

Dowsing is a faculty employed with intent to expand the perceptive abilities of its practitioner beyond three-dimensional limitations. It is a most ancient, varied craft, as ancient and varied as humanity itself. Dowsing has roots, among all manner of peoples, lands, and epochs. There seems to exist an ageless natural knowledge, that enables us to identify ourselves with an unknown source of being and becoming; it is of primary significance, joining Earth, sea, and stars.

Explanation of dowsing's whys and wherefores is still far from satisfactory, but to refuse to explore the unexplainable simply because it cannot presently be explained is unscientific and irresponsible. Dowsing is fact.

As awareness grows, the public mind should recognize that, when based on ample training, experience, and talent, dowsing is a most useful skill, applicable to many fields of human activity.

Spiritual pride is to be avoided by the dowser. Psychic powers, intellectual aptitudes, or physical skills are useless unless applied for the benefit of all, because they bring increased sensitivity. These may properly be expressed only in an increasing awareness of the oneness of all life and in greater love for the whole of humanity.

Any activity that investigates, perpetuates, and expands humankind's lore, mysteries, beliefs, traditions, and useful abilities should command at once loyalty and service. In the energizing of such activity, the power generated in and by a group of interested persons is greater by far than the sum of its numbers.

Upon these concepts THE AMERICAN SOCIETY OF DOWSERS, INC. is founded.

Amended: November 6, 1996; October 15, 2003, December 16, 2006; Ratified by Membership 4/1/2007

## BY-LAWS OF THE AMERICAN SOCIETY OF DOWSERS, INC.

### CHAPTER I

#### NAME

The name of this organization shall be THE AMERICAN SOCIETY OF DOWSERS, INC., a nonprofit corporation of the State of Vermont in the United States of America.

### CHAPTER II

#### PURPOSES

Section 1. The purposes of this Society shall be:

- (a) to support, encourage and promote dowsing and dowsers in a manner consistent with the highest standards of personal integrity and behavior;
- (b) to establish and maintain Focus Groups to bring like-minded Dowsers together to use their dowsing abilities to concentrate on, and bring solutions to, specific problem areas in society and/or the world;
- (c) to establish and maintain a Register of Professional Dowsers for each Focus Group;
- (d) to establish and maintain an Educational Program for each Focus Group with an Instructor Registry and curriculum to educate and guide each Focus Group to a high level of success;

(e) to promote and foster communication and fellowship among all persons in any way interested in dowsing, for the enjoyable social sharing of this common interest;

(f) to build in America an effective, responsible body of men and women devoted to active investigation, study and application of dowsing;

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

(g) to advance dowsing knowledge and practice in every beneficial branch, phase, and aspect thereof;

(h) to encourage the application of methods of modern scientific inquiry to dowsing so a body of scientific information relating to it may evolve;

(i) to offer evidence of dowsing's realm of usefulness to humankind;

(j) to give all possible assistance and encouragement to the quickening and development of the dowsing faculty to the end that dowsing may become part of the culture of modern people.

Section 2. It is the basic purpose of this Society to nurture the dowsing faculty and to encourage its general development and demonstration.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Section 3. This Society is wholly a non-stock, nonprofit, non-commercial corporation.

Section 4. This Society is an independent organization but it shall at all times endeavor to promote and maintain cordial and mutually helpful relations with organizations having similar or pertinent purposes in the United States and in other countries.

Section 5. The Society has organizational boundaries. It is of the United States of America and its territories. However, dowsing has no boundaries, only frontiers. In applying the methods of modern scientific inquiry to dowsing, the principles of scientific freedom and responsibility shall have this goal: that science is the search for truth.

### CHAPTER III MEMBERSHIP

Section 1. Any responsible person of good character and repute, regardless of age, sex, race, color, national origin, or other affiliation, who is sincerely interested in any phase of the faculty, craft, skill, talent, art, technique, and/or science of dowsing or in any matter related or pertinent thereto, may be admitted to Membership in this Society in accordance with Section 3 of this Chapter. That person may retain Membership in good standing by paying the fees, dues, and subscriptions established from time to time by this organization and by fulfilling other obligations stated in these ByLaws or otherwise determined from time to time by this Society, including its Code of Ethics.

Section 2. Good standing in the Membership of this Society shall consist not only of the payment in full of all financial obligations assumed by each Member but also in observance of the spirit as well as the letter of these By-laws, including the Preamble, ethics and such other rules and regulations as may be established by this Society from time to time.

Section 3. The Membership of this Society shall consist of Members, Junior Members, Special Members, and Honorary Members.

(a) The grade of Member shall be available to all persons who are eighteen (18) years of age or older who qualify under Sections 1 and 2 above. For the purposes of the By-Laws, a person shall be deemed to be eighteen (18) years of age the day of his or her 18th birthday.

(b) The grade of Junior Member shall be available to all persons not yet eighteen (18) years of age who qualify under Sections 1 and 2 above. Junior Members shall have all the privileges of the Society except voting and holding office.

(c) Special dues paying Members shall be designated at the vote of the Society under such terms and conditions as seem appropriate (for example Family Membership, Life Membership, Family Life Membership) and shall be available to all persons who qualify under Sections 1 and 2 above. A Family Membership and a Family Life

Memberships are defined as two individuals plus children under 18 years of age. The dues for these Memberships are 1.5 times that of the corresponding Individual Memberships. When children reach age 18 they must then join as an individual. Family Lifetime Memberships are not available to individuals under 18 years of age but they (Individuals under 18) may join as an Individual Life Member. Family Memberships and Family Life Memberships are not transferable, i.e. from the current spouse of an individual to a different spouse for that individual. Family Memberships receive only one copy of any ASD Publications.

Amended: 7/30/2007 – Ratified by membership 6/16/2009. Ratified by membership 4/2015

(d) Honorary Members. Should the Society wish to honor a Member or some person or persons for generous contribution or distinctive service to this Society or to its objectives, then in each case this Society may vote to grant such persons Honorary Membership herein (for example Honorary Membership, Honorary Life Membership) under such terms and conditions as seem most appropriate in each case.

Section 4. Application for Membership shall be sent to the Operations Manager, at the Headquarters Office of ASD, who will carry out all the steps necessary for the enrollment of a new Member.

Section 5. A Member in good standing may resign by presenting a resignation in writing to the Operations Manager of this Society.

Section 6. Anyone whose Membership has been terminated by nonrenewal or resignation may at any time reapply for Membership. Reinstatement of membership for anyone who has resigned must have their application approved by a majority vote of the BOT. If the applicant is not approved, they may reapply in another two years. Reinstatement of membership for anyone who has resigned is not guaranteed.

Amended 4/14/2010 to remove original Sections 6, 7, and 8 and add a new Section 6. Ratified by Membership Ballot 2011.

#### CHAPTER IV MEMBER FINANCIAL OBLIGATIONS

Section 1. Year defined.

(a) The annual Financial Accounting Period or Fiscal Year of this Society shall be from January 1st to December 31st.

(b) A Membership Year shall include the annual Membership Meeting.

Section 2. All financial obligations, as Dues, Subscriptions, etc., of each Member shall be fixed by the Trustees of this Society with the advice of the Treasurer. The financial obligations assessed upon a Junior Member shall automatically be fifty (50) percent of the financial obligations of a Member. Entrance Fees to any American Society of Dowsers, Inc. sponsored event, such as the Annual Convention and Schools, shall be fixed by Committee with the approval of the Board of Trustees.

Section 3. Any Member who resigns after January 1st of any year shall be liable for the financial obligations of that fiscal year.

Section 4. Member in Arrears.

(a) Any Member whose financial obligations are in arrears at the time of any General Meeting shall not be entitled to vote or exercise any of the privileges of a Member.

(b) If a Member's subscription to a Society publication is in arrears more than two (2) months, the Member shall not be entitled to receive the publication again until the subscription is reinstated.



CHAPTER V  
HEADQUARTERS

The location of the principal or Headquarters Office of this Society shall be the Town of Danville, County of Caledonia, in the State of Vermont.

CHAPTER VI  
GOVERNMENT

Section 1. General.

- (a) This Society shall be governed and managed in full accord with democratic principles. The governing powers shall generally be exercised by the Members in a General Meeting.
- (b) The affairs of this Society shall be actively conducted by its duly elected Trustees. These Trustees shall be accountable to the Membership of the Society in all matters of Society business, and shall at all times conduct the business of the Society in accord with its Articles of Association, its By-Laws, including the Preamble, and with policy, authority, and instruction voted by the Members in a General Meeting. Amended: December 16, 2006; Ratified by Membership 4/1/2007
- (c) The rules contained in the current edition of Robert's Rules of Order, shall govern this organization in all procedures not covered by this Society's By-Laws, provided such procedures are not in conflict with statutory regulations enacted by the State of Vermont for corporate bodies such as this.

CHAPTER VII  
CHAPTERS AND/OR REGIONAL SUBDIVISIONS

Section 1. The executive powers of the Trustees shall include the authority to create regional divisions or branches and local Chapters of this Society that 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 of its rules, regulations, and enactments. Each Chapter in a division or branch shall be a Chapter duly authorized by this Society.

Section 2. Formation.

- (a) Eight (8) or more Members of this Society residing within a 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. 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 service area. 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.

Section 3. All Members of this Society residing within the territory of any subdivision thereof shall be eligible for Membership in that subdivision. No person shall be admitted to Membership in any subdivision until after their 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. (Nonmembers are classified as guests)

Section 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.

Section 5. Finances.

(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. 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. Said funds derived from a dissolution shall be held in escrow by ASD Headquarters and shall be used solely for establishing new chapters or subdivisions. Ratified by membership 4/2015

(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 division, Chapter, branch, or subdivision of this Society shall by January 31<sup>st</sup>, submit an Annual Report for the calendar year to the President and Treasurer of this Society giving the names and addresses of current officers with contact information, federal/state identification numbers, number of members, location of meetings, providing the following information as required by Federal law: income, expenditures, assets and liabilities and cash-on-hand.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Amended: 4/14/2010 \_ Ratified by Membership Ballot 2011

Ratified by Membership 4/2015

Section 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 nonprofit, educational, and scientific institutions and to apply to the tax or revenue boards of their State treasury departments 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.

Section 7. Chapters and Divisions are created for (a) 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.

## CHAPTER VIII

### BOARD OF TRUSTEES AND EXECUTIVE OFFICERS

Section 1. Trustees and Executive Officers

(a) Number of Trustees. This Society shall have a maximum of 14 elected Trustees. And no less than Three (3) Trustees to be compliant with State of Vermont requirements. Trustees shall be elected biennially by mail ballot as per Chapter IX, Section 5 for four (4) year terms. In the event the number of Trustees decreases to 7 or less, additional Trustees shall be appointed by the remaining trustees to bring the number of Trustees to 8, but only for the purpose of serving until the next biennial election or to fill unexpired terms. Four (4) or more of these Trustees shall serve as Executive Officers, i.e. President, Executive Vice President or Vice Presidents, Secretary, and Treasurer, and the remaining shall serve as overall, general management Officers and these will be referred to hereafter herein as Trustees-at-Large. Regional Coordinators may be selected from the elected Trustees, however being a Trustee or Former Trustee is not a prerequisite for being a Regional Coordinator.

Ratified by Membership 4/2015

Ratified by Membership 4/2017

(1) In the first year of implementation, there will be seven (7) Trustees elected to 2 year terms and seven (7) Trustees elected to 4 year terms. Trustees receiving the most votes will be given the choice of choosing a 4 year or a 2-year term until there are 7 of one or the other. The remaining elected trustees will be given the other term that remains unfilled. In the next biennium the 2 year positions will be refilled by electing trustees to new 4 year terms and the 2 year positions eliminated.

Amended: December 16, 2006; Ratified by Membership 4/1/2007

(b) Officers Elect. Trustees and Trustees Elect shall hold a meeting to choose their Executive Officers Elect (President, Executive Vice President, Secretary and Treasurer) prior to the annual convention in the year they are elected. The President Elect may appoint interim officers, in case of loss of an officer elect, to serve until the first Board meeting of the new term. All Executive Officers shall hold a term of (2) years and may be re-elected in accordance with the other sections on these By-Laws. Amended: December 16, 2006; Ratified by Membership 4/1/2007; Ratified by Membership 4/2015

## Section 2. Duties of Officers

(a) The President shall: (1) preside at all Meetings of the Society and of the Trustees and perform all other functions usual to the office; (2) serve as a member of all committees with the exception of the Nominating Committee and shall serve without vote; (3) direct the affairs of this organization subject to the authority and direction of the General Assemblies or Meetings of this Society and of the Trustees; (4) Devote a reasonable amount of time to ways and means for the continuation and extension of this Society; (5) appoint and designate members of all committees not otherwise created with the advice, consent, and confirmation of the Trustees; (6) issue the calls for regular and special Meetings of the Trustees. Such calls shall be in writing stating the business to be considered, the time, and the place of the meetings: that time shall not be less than twenty (20) days from the issuance of the call; (7) prepare and present a report at each Annual General Meeting of the Members of this Society: this report shall include such suggestions and recommendations as the President may see fit to incorporate therein; (8) between annual General Meetings, the President, with the advice, consent, and confirmation of the Trustees or by authority received from the General Meeting, may appoint Members of the Society to serve as Historian and Regional Coordinator, and chair of any identified committees. The Historian will maintain a general historical record of the affairs of the Society. A Regional Coordinator will serve as the local official resident representative of the Trustees within the assigned geographical region. The President shall present substantive changes in the operations of the Society to the Trustees for review and approval before being activated, except that in performing this duty the President is authorized to expend Society funds, not to exceed Five Hundred Dollars (\$500.00) on any single project prior to its presentation to the Trustees. Amended: December 16, 2006; Ratified by Membership 4/1/2007, Ratified by Membership 4/2015, Ratified by Membership 4/2017

(b) The Executive Vice President shall do the following: (1) preside at meetings of the Society and its Trustees in the absence of the President and shall act for the President in case of disability; (2) actively aid and assist the President in directing the affairs of this organization and undertake such special assignments as may be given by the President or Trustees; and (3) upon the death, resignation, or incapacity of the President, succeed and assume all

duties, prerogatives, responsibilities, as well as the title of President and shall so serve until the next General Membership Election of the Society.

(c) All Vice Presidents shall have only such duties as shall be assigned to them by the Board of Trustees of this Society.

(d) In the event of the Office of President becoming vacant and there is no successor such as indicated in (b) 3 above to fill it, then the Trustees shall elect one of their number as President. That individual shall serve the unexpired term of President. The Secretary shall record the votes cast and shall inform the Trustees of election results.

(e) The Secretary shall perform the following: (1) attend all General Membership Meetings of the Society and all Meetings of the Board of Trustees; (2) keep a true record of all proceedings of General Membership Meetings of the Society and of the Board of Trustees; (3) keep both written and audio recorded records; (4) deliver the minutes and all audio recordings of such proceedings to the American Society of Dowsers, Inc. Headquarters Office within thirty (30) days of said meeting; (5) maintain a current status of the terms of the elected trustees of the organization, (6) maintain a record of all updates of the By-Laws of the organization, proposed and approved, (7) when relieved of duties, within 10 days deliver all records, files, correspondence and any other ASD property to the ASD headquarters; (8) perform or cause the following to happen: (i) securing all records in a secure and fire protected area (ii) maintaining audio recordings for 3 years unless instructions for continued storage are given by the sitting Board of Trustees; preserving paper and electronic records of the Society securely. Minutes of the Society and the Trustees are a permanent record of the Society, and shall be preserved forever. Ratified by Membership 4/2015

(f) The Treasurer is the custodian of the Society's funds and is responsible for keeping accounts, disbursing funds, and providing financial reports in accordance with the Board of Trustees' direction and Society policies. The Treasurer is responsible for submitting the Annual Budget for the Society, based on Executive Committee guidelines and suggestions, for the approval of the Board of Trustees.

The Treasurer shall perform the following: (1) comply with all financial and tax regulations with respect to any employees of the Society and shall file necessary reports, with the assistance of the Operations Manager; (2) cause all fees, dues, subscriptions and other financial obligations due this Society from any source to be collected and cause all bills to be paid when expenditures are recognized by the President with Board approval; (3) present a monthly financial account to the President, a financial report at Board meetings, and an Annual Report to the Membership; (4) provide that accounts shall be audited annually as provided in Chapter X, Section 1; (5) keep all moneys belonging to this Society distinctly separate from personal funds and all other funds; (6) prepare a proposed budget for the upcoming fiscal year, [this shall be done] with the assistance of the Operations Manager and presented to the Board of Trustees, annually and in a timely fashion; (7) advise the Board of Trustees about the investment money of the Society, after obtaining current information from the best available sources; and (8) attend all General Membership Meetings of this Society and meetings of the Board of Trustees.

Amended: December 16, 2006; Ratified by Membership 4/1/2007

(g) The Trustees acting as a Board shall have the management and control of the affairs, business, and property of this corporate Society and subject to statutory provisions of the State of Vermont, the Articles of Association, and these By-Laws, may exercise all the powers of the corporation. In case of the absence of any Officer of this Society or for any other reason whatsoever that may seem sufficient to the Trustees, the Trustees may by majority vote at any meeting delegate the powers and duties of such Officer to any other Officer or Trustee.

(h) The Trustees-at-Large shall have the special auditing duties set forth in Chapter X, Section 1. They may in emergency situations, recognized by a majority of those in office, in writing by First Class Mail, or by return receipt e-mail, or verbally by telephone, or by any combination of these methods, call special Meetings of the whole Board of Trustees and/or special General Meetings and they may conduct such meetings when assembled by such calls. The Trustees-at-Large shall serve as check, balance, and stimulus to officers, Trustees and this Society as a whole, having the right of independent scrutiny into any matter concerning this Society to which they may choose to address themselves, and making appropriate reports thereof to the Board of Trustees as a whole and/or to this Society as a whole. Amended: December 16, 2006; Ratified by Membership 4/1/2007

### Section 3. Specific Requirements.

(a) All Trustees shall be chosen from the Members in good standing of this Society, who are 18 years of age or older, and are citizens of the United States of America. Their term of office shall be four (4) years and shall serve until

their successors are elected, appointed, and qualified, both in their capacities as Trustees and as specific elective Officers of the Society, subject to the provisions and exceptions set forth in Section 5 of Chapter VIII.  
Amended: December 16, 2006; Ratified by Membership 4/1/2007

(b) A majority of Trustees in office and properly notified and present shall constitute a quorum for the transaction of any business which may properly come before them. A vote of a majority of Trustees present and voting shall constitute action of the Trustees. Any decision of the Trustees may be reconsidered or rescinded at a subsequent meeting of the Trustees by a two-thirds majority of those present. Amended: November 19, 2005; December 16, 2006; Ratified by Membership 4/1/2007

(c) The day following the Annual General Meeting, the elected and re-elected trustees shall take office for the purpose of meeting and organizing for the new two (2) year term. At this Meeting they shall set in motion the affairs of the Society for the coming year, in accord with policy, authority, and instruction previously voted by the Members of this Society.

(d) The Trustees shall have the right to vest the Offices of Secretary and Treasurer in one person, when and if such procedure seems to be for the best interests of the Society. This shall be done only as an emergency and a temporary measure.

(e) Trustees shall meet at least three (3) times a year. The President after consultation with the other Trustees shall issue the call for all meetings of the Trustees stating the time and place thereof. Such time shall not be less than twenty (20) days from the issuance of the call, except that this provision does not apply to the first meeting of the year, as this first Meeting shall convene automatically without notice the next day after the close of the Annual General Meeting, with time and location announced at the Annual General Meeting. Amended: December 16, 2006; Ratified by Membership 4/1/2007

(f) When it is impossible for a Trustee to attend a scheduled meeting, that trustee may participate by teleconference or video-conference if available. Alternatively, a Trustee may submit votes relative to specific issues or questions listed in the call for such a meeting by mail, e-mail, fax, or telephone. These votes must be verified by return direct communications from the Secretary of the Society to the Trustee.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Section 4. Until otherwise voted by this Society, no Official thereof shall receive any compensation for services rendered to the society.

Amended 4/14/2010 to remove the entire Section 5. Ratified by Membership Ballot 2011.

## CHAPTER IX ELECTIONS

Section 1. Nominating Committee. This Society shall have a Nominating Committee composed of Members in good standing. Its purpose and function is to nominate qualified candidates for election to the ASD Board of Trustees. This Nominating Committee shall have representation of each region and one appointee by the president. This appointee will call the first meeting. This Committee shall be appointed following elections of Trustees and Officers and shall serve until the next election. Said Committee shall elect its own Chairperson. It shall be the duty of this Committee to survey the entire Membership of this Society, including its Trustees, Officers, and Staff to prepare a list of candidates who are ready, willing, able, and qualified, to serve as Trustees of this Society. This list shall be presented in a timely manner/ to the existing Board of Trustees for information purposes only. The final list of candidates shall be presented by the Committee Chairperson, to the secretary, and the Operations Manager, no later than 45 days prior to the scheduled date of ballot distribution.

Amended: 7/30/2007 – Ratified by membership 6/16/2009. Amended:  
4/07/2016

Section 2. The mail ballot shall follow the provisions of Section 5 of this Chapter and shall provide space for write-in candidates of the voter's choice.

Section 3. Trustees and Officers of this Society may succeed themselves in office with the exception of Presidents who may succeed themselves as a Trustee but shall not serve more than two successive terms as President without a lapse of time.

Section 4. Trustees shall not serve on the Nomination Committee but may confer, with any or all of the Members of said Committee.

Section 5. Voting shall be by mail ballot for the election of Trustees, and/or for amendments to the By-Laws and other certain matters.

(a) Any candidate must receive at least thirty-five percent (35%) of the vote (a vote meaning a valid ballot. A valid ballot must have votes for at least one-third of the listed candidates on the ballot. Invalid ballots are not to be counted) to be elected as a Trustee. Amended: December 16, 2006; Ratified by Membership 4/1/2007

(b) The voting packet shall contain the following:

1. Instructions for voting and returning by the required date (Section 6. (d) below)
2. A list of candidates for Trustees, with space provided for write-in candidates, and space for voting for each
3. Brief biographies of the candidates for Trustees
4. A list of any other issues or questions being brought to the membership and space for voting on each
5. A brief explanation of the effect of a vote on those issues or questions
6. A specially recognizable return envelope addressed to the Operations Manager
7. Space for the voter's signature on the back of the return envelope

(c) In order to vote by mail, application for (or renewal of) membership must be received at ASD Headquarters prior to the issuance of said ballots. Members in good standing shall be determined by Chapter III, Section 2.

(d) The Secretary shall send each Member a First Class mail ballot at least sixty (60) days prior to the election deadline. Said ballot must be received by the Operations Manager, American Society of Dowsers Headquarters, Danville, Vermont, on or prior to the election deadline.

(e) The mail ballots shall be retained at ASD Headquarters for no more than 90 days after the election deadline, during which time any challenges to the election process must be brought before the Board of Trustees. After 90 days without a challenge having been brought, the ballots shall be destroyed.

Section 6. At each election of Trustees, the ballots shall be received and all questions regarding the qualifications of voters be decided by three inspectors, who shall be the three members of the Auditing Committee. Such inspectors shall be sworn to faithfully perform their duties and shall report in writing the results of the ballot. Said report shall be published in an American Society of Dowsers publication.

Amended: December 16, 2006; Ratified by Membership 4/1/2007

Section 7. Qualifications for Write in Candidates: All Write in Candidates must have completed at least one term as an ASD Trustee. Amended: December 16, 2006; Ratified by Membership 4/1/2007

## CHAPTER X GENERAL MEMBERSHIP COMMITTEES

Section 1. Auditing.

(a) Members in good standing attending the General Meeting of this Society shall elect an Auditing Committee of three (3) Members of this Society to audit the accounts of the Treasurer of this Society.

(b) In the event the Membership fails to elect auditors, the annual Audit shall be in charge of the Trustees at-Large who shall appoint said Auditing Committee of three (3) Members or hire a Certified Public Accountant to conduct the audit.

(c) The Audit shall include an examination of the accounts of the Treasurer of this Society and shall determine compliance with the procedures outlined in Chapter VIII, Section 2, (f) above. The auditors shall determine whether there is complete and accurate communication between the Offices of the President, Secretary and Treasurer in all matters relating to money and finance and shall make a report with recommendations to both the Trustees and the Members of this Society.

Section 2. Members in good standing attending a General Meeting of this Society may elect other members of the Society to such committees to consider particular subjects and may delegate to such committees such powers as they believe expedient. Ratified by Membership 4/2015

Section 3. Every committee must report to the body that created it. (The Board of Trustees or as states in section 2)

(a) Any committee created is not an entity unto itself.

(b) Upon request, the committee Chairperson must submit a written report to the body that created it in a timely manner.

Amended: 7/30/2007 – Ratified by membership 6/16/2009.

## CHAPTER XI AMERICAN SOCIETY OF DOWSERS TRUST FUND (ASDTF)

### Section 1. Purpose

This amendment to the Bylaws of the American Society of Dowsers (ASD) sets up the American Society of Dowsers Trust Fund (ASDTF). The purpose of this fund is to provide a safe vehicle for benefactors to contribute to the ongoing vitality of the American Society of Dowsers (ASD) by letting them donate to the ASDTF.

### Section 2. Investment Trustee

The ASDTF is to be invested only by a government regulated or government sponsored professional trust company, to be called the Investment Trustee

### Section 3. Trust Advisory Committee (TAC)

A Trust Advisory Committee of three current ASD members who preferably are financial advisors, accountants, or CPA's, will annually review the performance of the ASDTF Investment Trustee and recommend either leaving the funds with the current Investment Trustee or changing to a new Investment Trustee. Except for the first year, one new member will be elected each year by the general membership at the Annual General Meeting and serve for three years. The member having served for two years will become the Chairman of the Trust Advisory Committee in their third and last year. The Chairman will consult with the other two members, consult with the other two members, decide who the Investment Trustee should be for the coming year, and report to the Annual General Meeting. In the first year all three committee members will be chosen by the Annual General Meeting: one for a one-year term, one for a two-year term, and one for a three-year term. The person chosen for the one-year term will be Chairman the first year. Resignations shall be filled by Presidential appointment until the next Annual General Meeting when the position will be filled by election.

### Section 4. Investment Strategy

The Investment Trustee shall invest in high quality equity and high quality fixed income investments. In no case shall more than fifteen percent (15%) be invested in "alternative investments". The variance between equity and fixed income is to be determined by the expertise of the Investment Trustee and to be no more than twenty (20%) of

the total fund, to be readjusted quarterly if necessary. Changes to this investment strategy may be made by the TAC upon consultation with, and recommendation of, the Investment Trustee.

#### Section 5. Initial Funds

Until the funds have reached an amount of \$30,000 or until an Investment Trustee can be found to invest the funds, they shall be invested in certificates of deposit at the best rate possible to be determined by the Trust Advisory Committee (TAC) and no distribution shall be made.

#### Section 6. Distribution

At the end of each quarter (March 31, June 30, September 30, and December 31) the Investment Trustee will distribute up to one percent (1%) (dependent upon the needs of the Society as determined by the Treasurer) of the average Market Value after fees of its fund (to be determined by averaging the ending monthly Market Value of the ASDTF) to the ASD general checking account. In total the Investment Trustee will annually distribute up to four percent (4%) of the average monthly market value of the fund. If the Investment Trustee achieves a net annual return greater than 6 percent after all expenses and fees, two thirds of the difference between the 4 percent and their actual annual return may be distributed (dependent on the needs of the Society as determined by the Treasurer) the next year to the ASD general checking account at the same quarterly distributions.

#### Section 7. Reporting

The Investment Trustee will report fund performance quarterly to the ASD Treasurer, the Chairman of the ASDTF Committee, and the ASD Operations Manager.

#### Section 8. Amendments

Once adopted this amendment may only be changed by a seventy-five percent (75%) affirmative vote of the *entire current membership* of the ASD at that time.

#### Section 9. Dissolution

In the event of dissolution of the American Society of Dowzers, this trust fund will be distributed to known legally recognized dowsing organizations, preferably current chartered ASD Chapters to be determined by the sitting ASD Trustees.

This chapter added 7/30/2007. Ratified by membership 6/16/2009.

## CHAPTER XII GENERAL MEMBERSHIP MEETINGS AND CONFERENCES

Section 1. A general meeting and a convention of the Members of this Society shall be held annually, the time and place to be determined by the Board of Trustees. The annual membership meeting of the ASD may be held anywhere in the United States, as approved by the BOT. The Secretary shall give each Member at least thirty-five (35) days' notice in writing of General Meetings, the business to be transacted, and a program of the Meeting. Such notice shall be mailed to the last known address of the Member. The date of posting shall be accepted as the date of Notification. Amended: 7/30/2007 – Ratified by membership 6/16/2009.

Section 2. Special General Meetings of this Society shall be held whenever the Members authorize them or whenever the Trustees shall determine said meeting. Notice of these Meetings shall be given all Members as is given for the annual General Meeting.

Section 3. Any Notice required to be given by these By-Laws may be waived by the person entitled thereto and a failure to protest any lack of notice within ninety (90) days after Notice should have been given shall constitute waiver of required Notice and shall preclude all denials of legality of any nature based on deficiency of Notice.



Section 4. Each Member in good standing of this Society, attending a general meeting, shall be entitled to cast one vote on each matter, unless otherwise provided in these By-Laws under Chapter IX, Elections.

Section 5. A quorum at a General Meeting will be met when a simple majority of the entire membership is present. In the instance that there is no quorum at a General Meeting, new issues may be approved by a majority vote of those present, contingent upon ratification by the full membership. A ratification ballot will be mailed to the full membership no later than 60 days following the General Meeting returnable 45 days from the postmark. Ratified by membership 4/1/2017

Section 6. Members are not permitted to vote by proxy.

Section 7 Conferences are open forums for education, research and publicity purposes only. A request to hold a conference must be made in writing and signed by a member in good standing who will sponsor and be responsible for the event. The Trustees must approve or disapprove all requests.

Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI.

### CHAPTER XIII SEAL

Section 1. A Corporate Seal shall be provided by the Trustees of a form and design to be determined by the Trustees.

Section 2. The President shall have custody of the Official Seal of this Corporate Society and shall affix said Seal to any instrument requiring the same.

Section 3. The Secretary shall, by signature, attest the Official Seal of this Corporate Society to any instrument whereon such Seal is properly affixed.

Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI.

### CHAPTER XIV AMENDMENTS

Section 1. These By-Laws may be altered, amended or repealed by two-thirds (2/3) of the votes cast by those members in good standing of this Society, as provided by Chapter IX, Section 5.

Section 2. The Trustees, by two-thirds (2/3) vote of all Trustees in office and available, may alter, amend, or repeal these By-laws at any Meeting of Trustees, provided thirty-five (35) days' Notice in writing shall have been given to each of the Trustees of the proposed alteration, amendment, or repeal and provided the changes proposed do not infringe upon the rights of the General Membership of this Society or do not alter the fundamental concepts and purposes of this Society. The required Notice may be served personally upon a Trustee or by mailing it to the last known address of the Trustee. The date of the posting shall be accepted as the date of Notification. Said changes to these By-Laws must be ratified by a majority vote of the membership as provided for in Chapter IX Section 5, however, said changes that do not change the voting process, will be in full force until such ratification by the membership and immediately rescinded upon lack of ratification.

Amended: December 16, 2006; Ratified by Membership 4/1/2007. Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI.

### CHAPTER XV CODE OF ETHICS

## Section 1. Code of Ethics for Members.

(a) Members shall be guided in all their relationship with the public by the highest standards of personal integrity.

(b) Members shall uphold before the public at all times the dignity and reputation of the Society.

(c) Members shall avoid and discourage sensationalism, exaggeration, undignified and unwarranted statements, or misleading advertisements.

(d) Members shall refuse to undertake work which may be of questionable value or results without first advising as to the probability of success.

(e) Members shall not willfully use or attempt to use their Membership in this Organization as evidence of their qualifications as a dowser or as a measure of ability or proficiency.

(f) Members in good standing may mention their membership in their resumes and biographies. With written approval of ASD's Executive Committee, members may exhibit or use the name or logo of this society on any letterhead or stationary, on any personal or business cards, and in any advertising of a personal, business or professional nature.

(g) All members shall avoid any appearance, real or suspected, of conflicts of interest with potential clients, other members, convention and conference speakers, vendors, practitioners, suppliers, or anybody else where the reputation of ASD and its subdivisions could be affected. Ratified by Membership 4/2015

## Section 2. Disciplinary Process.

Moved to Policy & Procedures June 2018

## CHAPTER XVI STATEMENT OF ADOPTION

By-Laws were first adopted by the Incorporators of the American Society of Dowsters, Inc., in Meeting assembled, in the Town of Brandon, County of Rutland, and State of Vermont on the Twenty-third day of July, in the year One Thousand Nine Hundred Sixty-one, A. D.

Chapter number incremented up by one 7/30/2007 to allow for new Chapter XI.

## REVISIONS, AMENDMENTS, PRINTINGS

Ninth Printing - September 19, 1986

Tenth Printing - September 14, 1989

Eleventh Revision - September 13, 1990

Twelfth Revision - January 19, 1991

Thirteenth Revision - July 3, 1991

Fourteenth Revision - September 17, 1992

Fifteenth Revision - August 2, 1994 (all changes from 1992 - 1994)

Sixteenth Revision - July 27, 1995

Seventeenth Revision - April 28, 1997 (all current changes included)

Eighteenth Revision - April 3, 1998 (with corrections May 4, 1998)

Nineteenth Printing/Amendment - July 30, 1999

Twentieth Revision - August 2, 1999

Twenty-first Revision - June 12, 2000

Twenty-second Revision - September 25, 2000

Twenty-third Revision- April 25, 2001

Twenty-fourth Revision – October 15, 2003 –Chapter I thru Chapter VIII

Twenty-fifth Revision – November 23, 2003 – Chapter IX thru Chapter XV

Twenty-sixth Revision – May 5, 2004 – Officers elect meeting (in Ch. VIII)

Twenty-seventh Revision – September 26, 2004 (clarification of terms)

Twenty-eighth Revision - November 19, 2005

Twenty-ninth Revision – December 16, 2006

Thirtieth Revision – April 1, 2007

Thirty-first Revision – July 30, 2007 Added new Chapter XI ASDTF, amended Chapter XV Code of Ethics, Ratified by membership 6/16/2009

Thirty-second Revision – April 14, 2010 Changes in Chapters III, VIII, and XV. Ratified by Membership Ballot 2013.

Thirty-third Revision – Ratified by Membership Ballot 4/2015

Thirty-fourth Revision – Ratified by Membership Ballot 4/2017

Thirty-fifth Revision – Disciplinary Action moved to PPM 6/2018

# **American Society of Dowers**

## **2016 Audit, Final Report**

### **EXECUTIVE SUMMARY**

This report presents the findings of the 2016 American Society of Dowers (ASD) Audit Committee. Records within ASD indicate that the last audit was performed in 2007. Although the audit will include all of ASD, the committee was asked to first look into the affairs of the ASD Water for Humanity Fund (WFHF); this specific request was given in order that the committee can evaluate statements made by the WFHF committee Chair, Mr. Dan Prater, upon his resignation as Chair. Mr. Prater made a number of statements in his resignation that concerned issues within WFHF that the Board of Trustees (BOT) believed warranted investigation. The priority will also allow the WFHF funds that have been frozen by the BOT to be released so that the committee can again move forward.

The audit team had no pre-conceived ideas about what we would find when the audit began; we strove to keep an open mind about what we would find. We do acknowledge the good that WFHF and ASD have done in the past; WFHF in particular has had a history of bringing water to the needy throughout the world. While this is very significant, it is somewhat tempered by their unaccountability and their flawed outlook on their role in the organization. Our audit was conducted in a professional and un-biased manner; the appendixes contain sufficient detail to justify the findings.

The audit team did not find evidence of financial wrongdoing; funds seem to be accounted for, except as noted in this report. Many management irregularities exist, both within WFHF and ASD; however, ASD leadership is now in a position to begin addressing problems as they are recognized. We also found evidence of extensive ethics concerns within the WFHF Committee and program; these include contractor favoritism, individuals exceeding the limits of their authority, soliciting for funds specifically for travel and salary (from multiple sources outside of ASD), and incidents that could adversely impact ASD's 501(c)3 status. In the lifetime of the organization, WFHF indicates that they have raised a total of \$348,000; that works out to an annual funding amount of \$13,920, a very small amount in the aggregate.

For ASD, there has been a multi-year history of ineffective management. Evidence includes failure to operate the organization under even basic business principles, failure to maintain and update the By Laws and PPM to address changes in operations, failure to abide by the ethics section of the By Laws (specifically to follow through on ethics charges that have been filed), failure to provide accountability for both the WFHF Committee and the 2015 Nominating Committee, failure to conduct business in an open and transparent manner, failure to provide timely engagement to active questions on social media (e.g., Facebook). In addition, ASD's records are in a state of disorder; information is generally not filed in any order, nor are they indexed. This is complicated by the fact that ASD does not have many hard copy files from WFHF, as they have been retained in the residence of the WFHF Secretary for years. For a time, "passion" has been confused for competent management, highlighting the importance of minimum basic experience requirements for people on the Board of Trustees as well as committees.

Recommendations are included for many of the findings; although many of the management and procedural inadequacies appear significant, effective management

controls can be put in place to resolve the issues, prioritize the work, and acquire a competent volunteers with requisite experience to assist in the work.

This audit contains significant appendixes to act as documentation of the issues, and to provide examples of where work may need to be focused.

## ATTORNEY REVIEW

Dear Annette and Ms. Potter,

You have asked us to review your audit report before you have it published for the membership at the annual meeting. I have done so, and although it is evident that a great deal of hard work went into the report, unfortunately, I am not convinced that it will accomplish your goals to provide clarity and accountability to your members. I am also concerned, based upon your report, that your status as a 501(c)(3) organization and as a Vermont non-profit is in jeopardy due to poor record keeping and a lack of accountability. It is imperative that you have an independent auditor conduct a thorough audit of the overall organization including WFHF to determine what corrective measures need to be taken to maintain your status and to move forward with procedures for accountability and proper record keeping in place. Having an independent auditor will also mitigate members' claims of bias by certain members and trustees. I know you indicated in the report that hiring an outside CPA is cost prohibitive, but it will be well worth the expense and may in fact reduce attorneys' fees in the future. We would recommend either Corrette & Associates at <http://www.corrette.com/> or A.M. Peisch at <http://www.ampeisch.com/>

Please let us know if we can be of further assistance.

Best regards,

Jen



Jennifer B. Black, Esquire (licensed in Vermont and Massachusetts) Bucknam & Black, P.C. 1097 Main Street PO Box 310 St. Johnsbury, VT 05819

## **American Society of Dowsers**

### **2016 Audit Committee**

#### **Audit Findings**

This report is for the findings of the 2016 American Society of Dowsers (ASD) Audit Committee. Records within ASD indicate that the last audit was performed in 2007, so an audit was overdue. The audit is divided into two sections: the Water for Humanity Fund audit report, and the American Society of Dowsers audit report.

#### **Water for Humanity Fund Audit Report**

Although the audit includes all of ASD, the committee was asked to first look into the affairs of the ASD Water for Humanity Fund (WFHF); this specific request was given in order that the committee can evaluate statements made by Mr. Dan Prater, the WFHF Committee Chair, upon his resignation. Mr. Prater made a number of statements in his resignation that concerned issues within WFHF that the Board of Trustees (BOT) believed warranted investigation. The priority will also allow the WFHF funds that have been frozen by the BOT to be released so that the committee can again move forward. Mr. Prater's statements included:

- 1) The WFHF Committee was unable to fulfill its fiduciary responsibilities due to the immobility and futile decisions made by the Board of Trustees;
- 2) The lockout of Steve Herbert from ASD Headquarters;
- 3) The removal of any and all Water for Humanity Fund nomenclature at convention to commemorate the Fund's 25<sup>th</sup> Anniversary;
- 4) Purposeful muzzling of members during public meetings;
- 5) Secretive Trustee meetings related to PPM and By-Law changes;
- 6) Trustee requests to apply a percentage of your WFHF donation to the ASD general fund;
- 7) The forced resignation of President Adhi Two Owls as well as Trustees Richard Benishai, Rebecca Gurland, and Janet Windsor;
- 8) Placing the WFHF in escrow indefinitely due to the immobility and futile decisions made by the Board of Trustees;
- 9) The trustees have also made false written and orally libelous statements in an attempt to discredit Steve and now more recently our (WFHF) committee.

Mr. Prater's resignation letter is enclosed at Appendix A, while the letter referred to in statement 9 above, written by Marty Lucas, is at Appendix B. These specific statements of Mr. Prater elevated the level of concern of the Board of Trustees regarding the operations of the WFHF Committee, implying possible fiduciary problems with the WFHF.

In addition to answering these specific concerns, the Audit Committee was tasked to perform an audit of the organization from the perspective of adherence to common business practices, management, management effectiveness, adherence to ASD By-Laws and PPM, applicable laws and regulations, and gross handling of funds. This audit was never intended to be a CPA level audit; the ASD Board of Trustees has had difficulty finding sufficient CPA expertise within the organization willing to volunteer for this task,

as well as difficulty finding qualified people to participate in committees. In addition, ASD does not have the necessary financial resources needed to bring in an outside CPA to conduct the audit.

The initial portion of the report will begin with addressing the questions regarding the Dan Prater resignation (1 through 9 above).

**The WFHF Committee was unable to fulfill its fiduciary responsibilities due to the immobility and futile decisions made by the Board of Trustees.**

This comment provides no additional information regarding the concerns. The “immobility” of the Board of Trustees did not occur; through many actions intended to correct problems both within ASD and the WFHF Committee, it is apparent that the WFHF Committee Chair perceived immobility. “Futile” is also not characterized; the WFHF Chair may have perceived futility because of repeated attempts by the ASD Board of Trustees to exercise their authority and try to find some level of accountability with the WFHF activities. Inability to fulfill its fiduciary responsibilities will be addressed later. *Our finding is that this statement lacks proper evaluation criteria, and appears to be a perception on the part of the WFHF Committee, possibly in part due to their inability to provide clear and concise information in response to inquiries from the Board of Trustees.*

**The lockout of Steve Herbert from ASD Headquarters**

The WFHF Committee claims that the WFHF Secretary, Steve Herbert, was locked out of ASD Headquarters (HQ), and therefore unable to perform his WFHF functions. This statement is only partially true, but it also fails to mention the rationale behind it.

The WFHF Committee filed a grievance, signed by their treasurer (Michelle Hicks); their complaint is at appendix C. Briefly, the complaint stems from a donation made to the WFHF prior to the 2015 ASD National Convention; WFHF received a number of crystals as a donation, some to be sold at a silent auction. The ASD Trustees were never made aware of this donation; in December 2015, HQ staff was presented a \$600 check as proceeds of the silent auction. As many of the trustees did not see crystals in a silent auction during convention, they began making inquiries to determine what was happening. As a part of this inquiry, a number of trustees made contact with the original donor to determine the nature of the donation; the WFHF treasurer was also subject to multiple queries in order to determine specifics regarding accountability, inventory, and valuation of this donation. The WFHF Committee felt that this was a violation of privacy laws of the donor and harassment of the Secretary and Treasurer, Steve Herbert and Michelle Hicks respectively. The targets of the grievance were Annette Weis, an ASD Trustee and Secretary, and Lisa Lacoss, the acting ASD Operations Manager (OM). Since the OM works at headquarters, the Board of Trustees determined that a separation of Mr. Herbert and Ms. Lacoss was required in order to eliminate the possibility of physical contact and other concerns. Despite the WFHF statement, Mr. Herbert was not “locked out” of HQ; ASD HQ had an additional volunteer working part time at HQ, and Mr. Herbert was told that he was allowed to be at HQ while that volunteer was there, and was instructed to have no contact with Ms. Lacoss. *Our finding is that this statement is not factual.*



**The removal of any and all Water for Humanity Fund nomenclature at convention to commemorate the Fund's 25<sup>th</sup> Anniversary**

Convention planning has been occurring since late summer of 2015; The Audit Committee Chair has been involved with convention planning since early January of 2016. It has been clear from early in convention planning that a 25<sup>th</sup> anniversary party for WFHF will occur, and has been a focus point for the Convention Chair. At no point have there been any discussions when the involvement of the WFHF has not been contemplated. *Our finding is that this statement is not factual.*

**Purposeful muzzling of members during public meetings**

Although the statement provides no context for this statement, nor is there an indication as to the number of times this occurred, there is one incident where this is known to have occurred. During a monthly meeting of the Board of Trustees, a discussion began to occur regarding information involving WFHF, a conversation that was intended for a later closed session because it involved personnel actions. At one point during the discussion, Jean McDonald, an ASD Trustee, began reading from an apparent prepared document, and began criticizing an ASD member for posting "the Marty Memo" (appendix B) on ASD's social media. Marty Lucas, at that time the ASD Vice President, immediately took the call into executive session and terminated the call for people who were not on the Board of Trustees. An open board meeting was an inappropriate venue for the discussion that Ms. McDonald intended to have, due in large part to her chastising ASD members. There was no "muzzling" of any member; in other meetings and in social media, there have been many discussions involving the WFHF activities and concerns, where the venue for the discussion was appropriate for that discussion. *Our finding is that this statement is not factual.*

**Secretive Trustee meetings related to Policy and Procedures Manual and By-Law changes**

The ASD Board of Trustees does not have "Secretive" meetings; they do periodically have closed meetings to discuss personnel and staffing activities and issues, in order to protect the privacy of the employees and staff. The Board of Trustees will also convene in closed session, serving in the capacity of the Ethics Committee; the Ethics Committee meets in closed session in order to protect the privacy rights of those involved in the ethics complaint.

The ASD Board of Trustees has established committees in order to rewrite all or portions of the By Laws and Policy and Procedures Manual (PPM) to bring them current. In each case, announcements were made regarding the committee meetings, and seeking members to participate. Nobody from the WFHF Committee responded to any of these requests. It was later determined that part of the issue may have been caused by a faulty computer belonging to one of the ASD Board Liaisons to the WFHF Committee. However, there is no record that any WFHF Committee member making an inquiry regarding any meeting of the By Laws or PPM Committee; in addition, it would be counterproductive to exclude any ASD member from this activity, since the diversity of

opinions and experience provide for a much more robust document. *Our finding is that this statement is false, there have been no "secretive Trustee meetings" related to the PPM and By Laws changes.*

### **Trustee requests to apply a percentage of your WFHF donation to the ASD general fund**

After making inquiries to both of the ASD Secretaries, we can find no reference where any ASD Trustee made any request such as that stated.

In order for the Trustees to formally make this kind of request, it would have to be voted on by the Board of Trustees; there is however, no record of this even being discussed. One of the Secretaries has a vague recollection of a passive comment from a Board of Trustees member that WFHF should provide some level of remuneration for the service that ASD provides. From a business perspective, this is done as a routine business matter for many companies; subordinate units do pay "overhead" for the services that they provide, and the "overhead" fees can be anywhere from 8% to 15% or more, depending on the services provided, the number of people involved, and the complexity of the tasks. In the case of the WFHF, an "overhead" may well be warranted, if when it is considered that they reimburse HQ for postage and supplies. WFHF donations, in addition to checks, include donations via credit card, PayPal, and other online money transfer companies. Through a review of the records of the donations to WFHF for the past 6 years, there are MANY instances where WFHF did not reimburse ASD for credit card or PayPal fees. Credit card fees do depend on the type of card used and the benefits the card provides to the cardholder, and they can be as high as 10%. Because there is no tracking information available for each credit card transaction, it was not possible to identify the costs for the transactions; in many cases, PayPal may have the same concerns, since PayPal does allow transactions to occur using a credit card. The PayPal receipts available do not always provide enough of an indication of the total fees assessed.

Other overhead work includes handling donations as they come in (entering them into the financial records, taking the checks to the bank), paying bills related to WFHF, and answering inquiries from WFHF committee members. The Audit Committee does not have enough resolution of assessed fees and work done in support of WFHF in order to recommend a proper assessment. However, a standard overhead rate of 8% to 12% may be appropriate, considering the overhead required on the part of the ASD Board of Trustees. *Our findings regarding this statement of Mr. Prater is that it is false; however, an overhead fee assessed to WFHF may be appropriate due to the reasons cited.*

### **The forced resignation of President Adhi Two Owls as well as Trustees Richard Benishai, Rebecca Gurland, and Janet Windsor**

The WFHF Committee has provided no information regarding their stated belief behind these resignations. However, based on an examination of the correspondence surrounding these resignations, the following information is available:

Rebecca Gurland has not resigned as a Trustee of ASD.

President Adhi Two Owls states in her resignation: "I feel it is not possible for me to function as president and carry out my duties for many reasons, some of them personal, professional and because of the unfolding events which have occurred between the BOT and WFHF." She provides no indication that her resignation was forced.

Trustee Richard Benishai states in his resignation:

Adhi shalom,  
I am quitting the job of trustee.  
Richard Benishai

Trustee Janet Windsor states in her resignation:

"Hello Everyone,  
I'm resigning from the Board of Trustees for the American Society of Dowsers. Opportunities have arrived and I will no longer be available to serve as a Trustee.  
Thank you for all who voted for me."

In none of the resignation is there anything indicating a "forced" resignation; in one resignation, there is an indication that the continued conflict between the Board of Trustees and WFHF was a contributing factor. ***Our finding is that the statement in Mr. Prater's resignation is inaccurate, and there is no supporting information that would provide any indication regarding how this conclusion was reached.***

**Placing the WFHF in escrow indefinitely due to the immobility and futile decisions made by the Board of Trustees**

From an email from the ASD President:

"Recently the Water for Humanity Fund Chairman resigned. In his resignation he accused the committee of being "unable to fulfill its fiduciary responsibilities". In lieu of these serious charges, all Water for Humanity Funds have been frozen, until we can determine whether there have been improprieties or not. I have asked the audit committee to prioritize their work in order to clear the reputation of the committee so their work can resume. Rest assured, should the audit reveal that the former chairman's allegations are true, we will take the necessary remedial actions. Likewise, should they prove false.

The ASD Board of Trustees currently has NO evidence that there are fiduciary issues concerning how the committee handles funds. However, when the chairman of a committee makes allegations such as these we must take them at face value and investigate."

***Our finding is that the Board of Trustees froze the funds of the WFHF specifically because of the statements made by the WFHF Chair in his resignation, and NOT "due to the immobility and futile decisions made by the Board of Trustees".***

**The trustees have also made false written and orally libelous statements in an attempt to discredit Steve and now more recently our (WFHF) committee**

This relates directly to the letter at appendix B. This letter was written in response to an acute lack of information available regarding the removal of Steve Herbert as Secretary of the WFHF Committee. It was required because of a failure in communications between the leadership of ASD and the WFHF Committee. The letter names only two people, Steve Herbert and Dan Prater; it provides a high level rationale for the removal of Mr. Herbert, which includes a 2 year investigation and a vote of the ASD Executive Committee, in line with the processing of an ethics complaint and investigation. Mr. Prater is mentioned because of his decision to terminate his chapter's affiliation with ASD. As is customary with ethics investigations, little detail was provided in the letter, nor was detail provided to the WFHF committee. The ASD legal council prior to its release also reviewed this letter.

Despite providing their interpretations of the statements in the letter as “false...and orally libelous statements in an attempt to discredit Steve and...the WFHF Committee”, the statements were of fact, and based largely on their investigation over the preceding two years. This audit has been able to confirm many of the statements in the letter, which will be detailed in our further findings. The statements were not false; libel requires false statements, so the statements in the letter at appendix B were not libelous. ***Our finding is that there is no evidence of either false or libelous statements being made against either Steve or the WFHF Committee by any ASD Trustees.***

The Audit Committee has performed an extensive review of the available records regarding the management and operations of the WFHF Committee and its operations. The findings of that review follow.

- 1) ***We have found no obvious indication of a theft of funds.*** It is worth noting that records do appear to be unaccounted for; missing records include hard copies of receipts sent to donors (hard copy files are required by the IRS), incomplete copies of donations, lack of detail regarding fees paid for credit card transactions, and lack of supporting documentation regarding WFHF Committee travel and payroll details. What records exist are generally in no particular order, are in folders that are largely unorganized (soft copy) or generally by month or quarter (hard copy), and have no further identifying information; this has resulted in the audit taking an immense amount of time to sort through the records in order to determine what is there before it can actually begin. Bank records, in the form of monthly statements, are generally readily available, for both ASD and WFHF accounts. In our work, we examined deposits and debits from the WFHF checking account, back to approximately February of 2011, the last date for which soft or hard copy records could be found readily. Other concerns regarding unaccounted for documents will be detailed later.
- 2) ***WFHF seems to want to operate under a different set of rules than ASD does.*** From the ASD By Laws, Chapter X, Section 3(a): Any committee created is not an entity unto itself. This section of the By Laws indicates that the WFHF Committee should be operating under the By Laws and PPM of ASD. From the By Laws, Chapter VIII, Section 4: “Until otherwise voted by

this Society, no Official thereof shall receive any compensation for services rendered to the society." From The Policy and Procedures Manual (PPM), General Employee Policy, item 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; ASD PPM section regarding "Conflict of Interest; ASD By Laws, Chapter V: The location of the principal or Headquarters Office of this Society shall be the Town of Danville, County of Caledonia, in the State of Vermont; ASD PPM section regarding "Document Destruction and Retention".

The WFHF, an established committee under ASD, has prepared its own PPM, as well as an MOU between WFHF and ASD; there is no evidence that either document was presented to the ASD BOT for approval. The PPM identifies a procedural flow of documents and information for the committee; the MOU defines the relationship between the WFHF committee and ASD. Although the WFHF PPM was written in March of 2016, there is no indication that any portion of it has been implemented. The MOU (see appendix E), prepared in June of 2015, identifies a number of roles of ASD that are entirely subordinate to WFHF, many in violation of the existing ASD By Laws and PPM. It is clear from these documents, as well a history of other documents and activities on the part of the WFHF Committee that they see themselves as an autonomous organization that at best has minimal accountability to the ASD BOT.

While ASD has a formal business address in Danville, VT, the WFHF Secretary has routinely communicated to others that they should communicate with him through his personal address, and personal email address (see appendix F); this presented a problem during the period of the audit because it was found that WFHF donation checks were being sent to the WFHF Secretary at his personal address. In addition, extensive communication has occurred between WFHF Grant seekers and the WFHF Secretary, none of which is available to anybody in ASD (specifically ASD HQ staff or ASD BOT members). Many communications involving receipts for tax-deductible donations are unaccounted for as well. Despite many requests on the part of ASD BOT members to provide the information, the WFHF Secretary has failed to comply, as is required in the ASD PPM. The WFHF Secretary has furnished many documents in "soft copy" computer files, in Microsoft Word format, without signatures, so there is no way to know if the files are the actual files that were sent out. This activity adds to the lack of accountability of the WFHF Committee, but it is also a violation of the document retention requirements of the PPM, and Federal Laws. There are other documents that the Audit Committee were unable to locate: Correspondence from the IRS regarding the IRS Audit that was done on WFHF; Correspondence from an Arizona Attorney regarding legal issues involving a WFHF grant to Hopi Indians; Correspondence surrounding the 2015 donation of Healing Crystals valued at several thousand dollars. All of this requires permanent retention at ASD HQ. The Audit team is also aware that WFHF has records stored on Drop box accounts accessible only to them; the Audit team asked for a number of documents from WFHF Committee members, and were given the absolute bare minimum to answer our questions. We did put a number of requests for information that would support the work of the team, but nobody on the WFHF

Committee has come forward with any additional information. The Audit team was able to obtain emails between WFHF Committee members and supporters that indicated an acute lack of professionalism and integrity in their dealings with the Audit team with respect to providing data for our efforts. See appendix D for the emails.

The WFHF Secretary has for years sent out tax-deductible receipts for donations to WFHF, despite no evidence of any authority to do so (WFHF is not a 501(c)3 charity, the WFHF secretary is not an officer of ASD, the WFHF Secretary is not a current employee of ASD, nor could we find any kind of appointment authority). Unfortunately, many receipts were provided to people when either services or goods were exchanged for at least a portion of the funds received. This has also presented another issue; there are records involving at least 4 different dowers who, in lieu of accepting payment for their dowsing efforts, instructed their clients to write a check to WFHF. In each case, the clients received a tax deduction letter from WFHF; however, in each case there is a written statement on the receipt indicating the name of the dowser, and a statement indicating that the payment was in lieu of payment to the dowser. Apart from not being in compliance with IRS tax deductible contributions, it puts at legal risk ASD, the Dowser involved (all of them, not just the single Dowser), and anybody that these receipts were written for; should anybody in this chain be audited for any reason, a definitive paper trail exists implicating all involved in various failures of the tax codes. Appendix G provides an example of the statements used.

There are positive indications of the existence of a conflict of interest, in violation of the ASD By Laws and PPM. This particular issue involved the use of a Littleton NH graphics and printing company, owned by the sister of the WFHF Secretary, by the WFHF Secretary, for years; there is no indication that any efforts were made to obtain additional quotes for the work. There are indications that minimal quantities were bought, just under a price break point, and some time later additional products were bought. To their credit, the WFHF Committee acknowledged this activity in their October 2015 monthly meeting, and did take some rudimentary actions to stop the conflict of interest. Appendix H is a copy of the WFHF October 2015 meeting minutes.

Under this item, there is one additional example. The By Laws and PPM only make allowances for the ASD President and Trustees to be reimbursed for travel expenses, and no allowances are made for payment for time (since it is a stated volunteer run organization). However, the WFHF Secretary routinely solicits donations for both travel expenses and salary. The Audit team was able to identify at least 3 separate occasions where the WFHF Secretary has solicited funds from an individual, specifically for salary; one instance included a grant application that included approximately \$2400 for salary to fulfill the requirements of the grant. He has also actively solicited to establish a position within ASD, for himself, with a salary of \$30,000, to conduct WFHF activities. He has been an "employee" of ASD on 3 occasions; the first two he was erroneously classified as an "independent contractor", and the third he was an employee, paid for by grant funding. Vermont has been cracking down on the erroneous classification of employees, presenting a problem for ASD. There are records for travel reimbursement as well, for trips Overseas (Central America,

India, and Africa), for trips within the United States, and for "local" travel in support of a NOFA Conference where ASD had a presence. There are no records of receipts, no indication of an effort to compare costs for flights, lodging and meals; there are payments for a "stipend" in addition to reimbursement of expenses, as well as reimbursement for personal items, such as sunglasses and toiletries. Appendix I contains examples of the travel claim information.

- 3) ***The WFHF Secretary had been reimbursed for postage and printer supplies, used for his personal printer.*** It is apparent that many documents were printed regarding ASD business, there is no way to assess any other possible personal uses for the printer. Although the printer supplies, including ink and paper, are no longer reimbursed, the postage is. It is worth noting that when he was buying printer ink locally, coupons were generally used, saving a considerable amount. Direction was given by the Board of Trustees to no longer reimburse for printer supplies. The per cost page for printing documents is less for the machines located at ASD HQ because they are intended for bulk operations at a lower cost. As for postage, ASD generally sends out bulk (>200 pieces) correspondence at a special rate for non-profits, which is considerable less than first class postage (\$.47 for first class vs. \$.19 for the non profit rate). Although this would not provide a cost savings for routine letters, it would for bulk mailings (such as annual reports), yet there is no indication that this has ever been taken advantage of.
- 4) ***WFHF, on their own, desires to establish their own criteria for who can be on their committee.*** They have in the past outright rejected a WFHF Chair that was duly appointed by the ASD President (in accordance with the ASD By Laws); they have written documents that require that members have experience dealing with people from third world countries, and they invite only some to apply for their committee. There is no indication that any of this has been presented to the ASD BOT for a review or approval, nor is there any indication that their process could stand up to any level of scrutiny. The criteria appear to be highly selective, but there is no indication that subject matter expertise is required for any position. Appendix E has details of their proposed personnel requirements.
- 5) ***WFHF has effectively isolated itself from the broader membership of ASD.*** WFHF sends out documents a number of times per year; it appears that hard copy documents are mailed to approximately 200 people (based largely on the number of documents printed). There is very little information available online, despite spending a portion of a grant to do exactly that. The WFHF website will allow people to sign up to receive their E-Newsletter, but it is unknown how many are on that list, or who they may be. In general, nothing is sent out to the broader ASD membership regarding WFHF or any of their activities. It appears that most of their mailing list consists of previous donors. They do not advertise, so there is little opportunity to raise additional funding. It is important to also realize that ASD has, at best, incomplete records of the people on the WFHF mailing lists.
- 6) ***WFHF has expended funds for purposes other than its charters purpose.*** From the Waterforhumanityfund.org website: "In 1991, the Water for Humanity

(WFH) Fund was established within the American Society of Dowsers to provide funding for water resources development, purification, protection and conservation worldwide in areas of critical need. The goal in each case is to increase water resources in terms of quality, quantity and accessibility. Its second purpose is to demonstrate the practical and humanitarian application of dowsing and to establish credibility for the art.” In 2012, WFHF provided funding to establish the All Indian Society of Dowsers, through the Tamil Nadu Tribal Development Society; in 2015, WFHF provided funding for the second All India Dowsers Society Annual Convention. Support for this activity funding should have required approval of the ASD BOT, since this activity is not in agreement with the WFHF stated purpose. There is no indication that any discussion occurred with the ASD BOT regarding this matter. Supporting documents are at appendix J.

- 7) *Since early 2011, WFHF has had an Agent in India.* There is no indication that the ASD BOT was aware of this, nor were we able to find any other mention of this. It is unknown why, if this were factual, the WFHF would not choose to make this a highlight of their work in India. The name of the agent is Mr. C. Paul Rasan. His biography:

“I was born December 29<sup>th</sup>, 1953, in Maruthangudi (Pillayarpati) village near Maduri in Sivagangai District, state of Tamil Nadu, southern India. Though I grew up in a poor agricultural family, I received my primary education in Pillayarpati and Siravayal and passed matriculation at Madurai (Kamara) University. Later, I attended college at St. Joseph’s College and did my post-graduate work at Annamalai University. I was the first person of my village to graduate from college.

My career in social service began as a Youth Club Leader and advanced to Project Coordinator of a local NGO. After twelve years of such experience, I founded Foundation for Rural Development (FORD Trust) in my village to help the rural poor and needy people in any part of India. Over my career, I have received a multitude of specialized trainings from state and national governmental and non-governmental organizations in, for example, Participatory Rural Appraisal, Human Rights and Child Empowerment, Micro-enterprise Development, Appropriate Technology and Organic Farming. I have presented several research papers at Bharadhidasan University on the environment, child care and the problems of aged persons. To my credit are numerous project implemented or in progress, including vocational skills development for women and girls, establishment of Self Help Groups (SHGs), revolving funds management, domestic violence prevention and water resources development. The work of FORD Trust has been supported by various international organizations in Italy, Netherlands and the UK, in addition to the ASD Water for Humanity Fund in the USA.

I was married in the year 1980 and have two children. My son is a practicing lawyer in Madurai Bench of Madras (Chennai) High Court. My recently married daughter is a nursing assistant. My wife is a house mentor.”



## American Society of Dowsers Audit Report

This section of the audit report covers the Audit Committee's findings pertinent to ASD as a whole.

### Our findings:

1) ASD has at least three outstanding ethics complaints outstanding that no action has been taken on. The ASD By Laws, Chapter XV, Section 2(b) states that:

"If a party to the grievance chooses not to participate at any level of the process, the process will go forward without their participation."

Two of the ethics complaints were against an individual who chose to resign rather than address the merits of the complaints; the third ethics complaint was against the 2015 Nominating Committee and its "advisor". In each case, the Board of Trustees and/or the Executive Committee (acting as the Ethics Committee) has failed to act on the complaints, which is not in accordance with the By Laws stated above. It is also worth noting that members having outstanding or unresolved ethics charges are not deemed a "member in good standing" in accordance with Chapter 3, Section 1 of the By Laws; the failure of the BOT to address the charges only extends the length of time the member is "not in good standing".

**RECOMMENDATION:** Investigate the outstanding ethics complaints and take appropriate action.

2) There has, for some time, been a "thought" among many that ASD is not a business, and should not be administered as such. Previous leadership has seen ASD as a "Social" organization requiring little financial or management accountability, nor an obligation to abide by the organization's By Laws or PPM. There are others who believe that management decisions made from a "business" perspective require strict adherence to the ethics portion of the By Laws.

**RECOMMENDATION:** Although there are references to the "business of the Society" in the By Laws, a change to the By Laws to emphasize that the Society should be run in accordance with standard business practices should be considered; elements of the business elements should be further delineated in the Policy and Procedures Manual (PPM).

3) The records of the Society are in a state of disorder, and they appear to have been this way for many years. It is difficult to locate and identify relevant information (particularly WFH information), and it appears that much information may not be permanently archived in accordance with the PPM. Although some information is archived off site electronically (through a Drop Box account), there is information that is not, likely due to a lack of adequate resources to scan it in to an electronic format. It is worth noting that final documents sent out under formal signature are included in this, and that documents

in a Microsoft Word format may well not meet this requirement (a formal document has a signature, while a draft in Word format may have changed before being signed). Much information regarding WFHF activities also appears to be unaccounted for, and seems to have been stored off site, is not archived, and is not stored in accordance with the Document Destruction and Retention requirements of the PPM.

Another significant problem concerns the use of email. Many people in leadership positions within the organization (including committee members, such as WFHF) have made extensive use of electronic mail exclusively; a problem arises because ASD does not have access to any of this information, much of which has been a source of record communications within the organization. And even though there has been a recent effort made to address this by establishing personal email accounts under the domain dowers.org, there are members of the BOT who may not have the requisite technical skills necessary to access these accounts on a regular basis. It is also unknown if the email accounts under dowers.org can be configured so that emails are unable to be deleted. The problem is particularly acute with WFHF, as they have (as a committee) been largely unresponsive to requests to provide all records, instead providing only limited hardcopies.

**RECOMMENDATION:** ASD should identify resources that are able to develop and implement a logical means for document storage and retention, in a searchable format, so that documents can be located quickly and efficiently. ASD must also identify a better plan for document storage and retention; ASD HQ is not fireproof, so much of the historical information retained in the building is at significant risk. And although information is retained off site through a Drop Box account, a process should be in place that provides for access to the account by others, should they not be accessible from ASD HQ.

Archiving of email communications is being addressed by directing the use of an account under dowers.org; one suggestion would be to also include, as a bcc: address, another email account (such as [archive@dowers.org](mailto:archive@dowers.org)), in order to provide an ability to readily search for emails with a common theme.

4) Chapter II, Section 1 of the By Laws pertains to education in all areas of dowsing, promoting dowsing to a larger audience, the incorporation and use of the principles of science into dowsing, and anything that may foster greater acceptance of dowsing outside of the dowsing community. This requires review, as ASD does not tend to focus on several of the areas included in this section. Although ASD actively teaches water dowsing at convention every year, and has had classes in map dowsing, ASD does little to address any of the other specialty areas involving dowsing. And outside of an occasional article, ASD does not do a good job at all of promoting itself or dowsing to a larger audience. Within ASD, there have been at times rifts between ASD proper and regional ASD groups; while there may have been a common root, ASD has been slow to attempt to heal, and they are slow to address elements of the organization that seem to actively harm the organization and its members. While the ASD Board has spent a disproportionate amount of time with WFHF (which has apparently been an issue for several of the past Board of Trustees), they have failed to focus on the other elements of Section 1 of Chapter II of the By Laws. Although WFHF could be a great example of the

effectiveness of dowsing by funding high profile efforts that could become known by a much larger community, that element of the organization has been horribly mismanaged, they have focused almost exclusively on the development of water resources in third world countries, they have done a very poor job of promoting themselves, and there appears to be no strategic goal that is in line with anything identified in this section of the By Laws. As a result of this, among other things, the lack of cohesion and common beneficial goals has led to a distinct lack of trust within elements (and members) of the organization.

RECOMMENDATION: The ASD Board needs to examine the goals of the organization as outlined in the By Laws, and determine if they are still viable; they need to decide if ASD should have a primary focus on water (as certain members in the Northeast seem to believe), or if "dowsing" has a much greater application, for example, *the inclusion in the use of a number of healing modalities, or evaluation and working with Earth Energies*, that they should also provide training for and promote. In either case, it may be desirable to appoint a focused team begin to rewrite sections of the document.

5) As part of our inquiry, it was brought to the attention of the Audit Committee members that in the past employees have been ordered to do things that would be considered unethical. This includes writing checks without any supporting documents to justify the expense (including payroll checks and payments for miscellaneous expenses), handing out life memberships to members without meeting the By Law requirement of approval by the membership, making purchases via credit card without sufficient backup or written justification to support the purchase, and covering up the mistakes of others. In most cases, the employee felt that their job was in jeopardy if they either refused or requested further documentation. In short, if leadership at any level is less than trustworthy, they have the means to intimidate or bully an employee to undertake unethical activities in order to save their job. While these actions in the past have come from the Operations Manager or the President of the Society, even the Operations Manager would not be immune from this type of coercion for an ASD Board member or ASD President.

RECOMMENDATION: Although all employees and volunteers report to the President of the Society, the ASD BOT may want to consider implementing a process that would require a two thirds majority vote (of the full Board of Trustees) to terminate or discipline an employee. It may be worth considering that the termination of an employee under these circumstances could invite a lawsuit against ASD for wrongful termination, which could irreparably harm the organization.

6) In the recent past, the ASD Board of Trustees, as well as several of the committees of the Society, have been faced with a lack of significant competence in certain areas needed to carry out the responsibilities of their position. Examples include a total lack of any managerial experience, a total lack of any real project management experience, a lack of knowledge of the operations of computers sufficient to perform the functions of the job they are given or elected to, a complete lack of IT skills necessary for any level of

oversight, a lack of any element of business experience, and the appointment of people to a "science" position that have no experience whatsoever with any form of science. Part of this problem is due to an acute lack of suitable volunteers with the expertise that is relevant to the Society, but a larger part is likely due to the lack of understanding of the importance of qualified people in these positions. It has been said that "passion" was enough to run the organization, but "passion" without any sense of business fundamentals can only lead to mismanagement; likewise, dowsing could be said to be enough, but dowsing without knowing any business or leadership fundamentals would likely lead to leaders who do not know the relevant questions to dowse.

**RECOMMENDATION:** The ASD BOT needs to identify the core experience and knowledge requirements that are needed for certain positions within the organization to fulfill its mission; ASD then needs to identify the core experience levels that would best suit the needs to the Society at large. Examples of core experience include the following:

- a) Experience managing a business or office of at least 10 employees;
- b) Experience managing a program with a budget of at least \$100,000;
- c) Experience or working knowledge of IT, computer, or communications systems and networks
- d) Financial experience that demonstrates basic financial principles and accountability;
- e) Experience in a scientific field of endeavor;
- f) Experience working with people from other countries;
- g) Logistics experience;
- h) Sales experience;
- i) Experience running or administering a non-profit;

Although these have been mentioned to the ASD BOT before, they may not have been in a position to properly address this topic. However, faced with the management failures within the organization, it may be time to address the viability and requirement of getting experienced people, rather than utilizing members lacking the specific expertise needed to properly fill a position.

7) There are a number of ASD committees that have demonstrated a lack of accountability. This includes WFHF has taken steps to declare their independence (in violation of the ASD By Laws and PPM), and the 2015 ASD Nominating Committee failing to provide any level of accountability to the Board of Trustees as well.

ASD's WFHF Committee has chosen to restrict access to any of its work product to only people that they "approve"; they have withheld the bulk of their documents and refused to provide them to ASD HQ, in violation of the ASD By Laws and PPM. They have failed to identify any processes involved in their decision making processes, criteria used to determine who gets funding, who their in country contact are, and all email correspondence to either their benefactors or donors. They have tried to maintain extreme sensitivity to any of their donors, choosing to file groundless complaints against any who contact donors for additional clarification of activities and donations.

In the case of the 2015 Nominating Committee, the committee failed to provide any information about the qualifications of potential nominees, how the information was evaluated, the criteria used for the evaluation, or the final rationale used for their decisions; there was a claim of “secrecy” in their processes, but neither the By Laws or the PPM makes any allowance for any form of “secrecy”. Based on the final outcome, it would appear that they did engage in discrimination and/or favoritism in their process, which could open the Society to possible liability.

While the Board of Trustees did take actions to begin to address the management and oversight of WFHF, they have not yet taken action to ensure accountability of any subordinate committee, nor taken corrective action to recover the work product of the Nominating Committee. The Board is in the process of taking corrective action in the case of the WFHF Committee.

RECOMMENDATION: “Secrecy” within the organization has been counterproductive for the Society, and has added to the lack of trust between members and the ASD leadership. This has been a factor with the difficulties encountered with the WFHF Committee. The ASD Board of Trustees may want to consider publishing abbreviated minutes from closed sessions that would provide a general discussion of the issues being discussed and addressed. They should also eliminate “secrecy” or the perception of secrecy in any of its subordinate committees in order to create a more positive environment within the Society, and foster better communications.

8) ASD has a number of pages on Facebook, all with a slightly different theme. Not all appear to be monitored on a regular basis, and when input from a member of the Board of Trustees is sought, the answers can sometimes be slow to come. In addition, the conversations tend towards confrontation – at times between members, and at times with those who try to provide information. There is a definite lack of trust among those online; many believe that some have greater access to information, and that there is too much “secrecy” in the organization.

RECOMMENDATION: The ASD social media presence needs to be monitored closer, preferably by a member of the Board of Trustees who is competent in social media, and who can speak for the Board. ASD should also consolidate the different ASD Facebook pages to minimize the number of pages the member must review and post to in order to communicate. ASD should also consider moderating the Facebook posts, in order to keep them on topic, minimize the potential for confrontation, and provide consistently accurate information to the membership.

9) ASD has in the past had a number of ethics complaints lodged against members, and they have had to administer some form of discipline. However, many of these incidents, while initially properly documented, may not have been archived for easy access. In some cases, extensive research has been required to find all of the information. In addition, because the information generally involved an ethics complaint, the results of the incident and subsequent actions have been kept from the membership.

RECOMMENDATION: ASD should consider creation of a permanent reference file to maintain all disciplinary records in a single location; when new Board of Trustees are

elected or appointed, this file should be provided as a basic reading file. It should include the charges, the detailed findings of any investigation, and the action taken.

This does present additional concerns. The "secrecy" involved in this process has been part of the reason for conflict within the organization; members see actions taken, but no additional information is provided, except by the person(s) that the action was taken against. ASD should consider publishing some level of information in order to increase the level of transparency within the process. In addition, ASD may want to consider changing the eligibility for reapplication of membership; in some cases, removal from a position within the organization may still leave an intact membership. However, ASD should consider that some activities might warrant permanent removal from the organization, in order to prevent further actions detrimental to the organization.

## APPENDIX A Dan Prater Resignation

27FEB2016

Board of Trustees and Members of the American Society of Dowsers,

I have been the Water For Humanity Fund® Committee Chairman for the past 9 months and would like to take this opportunity to update our fellow members and donors so you are aware of recent events that have severely impacted my Committees ability to manage your charitable Fund and some of the decisions our Committee have been forced to make in response.

As you may know, the ASD Trustees decided it was in their best interests to fire Steve Herbert effective after the June 2016 convention in Sarasota Springs, New York. Steve has been in a volunteer capacity for nearly 20 years and this was to be the 25<sup>th</sup> Anniversary of the Water For Humanity Fund®. Steve, having kept the Fund afloat through some rough times became a pillar in which ASD was able to gain footing again. My Committee is thankful and considers itself extremely fortunate to have met, worked closely with, and even been inspired-by Steve's dedication to water resources and a lifelong service to those less fortunate.

Between your member donations and Steve's procurement of grants along with the hard work of past and present committees the Fund has received and dispersed donations that exceed \$380,000. The Fund has also had the honor of memorializing many Sky Dowsers over the years with water wells in their name. Some of these Sky Dowsers include: Lynn Monroe, Brett Wentworth, David Pitkin, Robert Conary, Andy Bray, Rene Lincoln and Frank Hoenig. The donations from your Fund have changed the lives of tens of thousands of people all over the world and the membership has a lot to be proud of.

Recently under protest and in the best interests of preserving the Fund, our Committee attempted to change the minds of the Trustees and allow them the opportunity to rescind their decision based on the lack of due process, unjustifiable accusations and the extremely detrimental effect this has on sustaining the Fund in the future.

Our Fund Committee has followed every relevant policy and procedure written by ASD and has never in the past 9 months been contacted by any Trustee with questions related to any wrongdoing, negligence or violations of any kind. Steve has never been given an opportunity to defend himself and there was no due process followed from any document, including the Policy and Procedures Manual, By-Laws, Roberts Rules of Order, or the State of Vermont prior to his forced dismissal. Our Committee has heard the accusations they have levied against Steve and they are a complete Jest and without merit.

To the detriment of both ASD and the Fund they publicly voted not to rescind their decision. The Trustees have also publicly made false written and orally libelous statements in an attempt to discredit Steve and now more recently our Committee. We would like to ensure the membership that these written accusations are very far from the truth and are the sole efforts of a few people's vindictive motives. There has yet to be one single piece of evidentiary support to their libelous statements. If they continue to tell their story long enough people will begin to believe it. We are here to put the rabbit back in the hat. We ask the membership to look deep into the "*Common Denominators*" of the past and present ASD troubles and see who is still in play within the Trustee ranks. These are not coincidental difficulties, these are fundamental commonalities. Sometimes the only vote we have as members of an organization is where we spend our *time* and *money*, so I advise you to spend it wisely.

Other recently non-publicized news includes; the lockout of Steve Herbert from headquarters, the removal of any and all Water For Humanity Fund® nomenclature at convention to commemorate

## APPENDIX A (cont)

the Fund's 25<sup>th</sup> Anniversary, purposeful muzzling of members during public meetings, secretive Trustee meetings related to PPM and By-Law changes, Trustee requests to apply a percentage of your WFHF donation directly to the ASD general fund, the forced resignation of President Adhi Two Owls as well as Trustee Richard Benishai, Rebecca Gurland and Janet Windsor, just to name a few newsworthy items withheld from the membership.

More recently having placed the Fund in further jeopardy the BOT discussed dismissing our entire Committee and placing the Fund in escrow indefinitely. At this juncture I now find our Committee unable to fulfill its fiduciary responsibilities due to the immobility and futile decisions made by the Board of Trustees. So it is with deep regret and a heavy heart that I now find it necessary to resign my Committee position as Chairman of the Water For Humanity Fund®, effective immediately.

Sincerely,  
Dan Prater



## APPENDIX B

### Marty Lucas Letter

The recent removal of Steve Herbert as Secretary of the Water for Humanity Fund Committee by the Board of Trustees Executive Committee deserves further explanation. The long standing issues and 2 yr. investigation led to this hard decision in Nov. 2015. Explanation of the facts were not possible during the recent Board of Trustees meeting due to confidentiality issues associated with the decision. The idea was to allow the committee sufficient time for proper transition of the secretarial duties as well as recognize Mr. Herbert for his contributions to the society without publicizing the significant ongoing deficiencies in administration of the committee. Sadly, that well intentioned idea only led to more misunderstanding.

It is the responsibility of the Board of Trustees to protect the reputation and integrity of not only the Society but it's Water for Humanity Fund as well. In addition, the BOT is responsible to make sure that we comply with the wishes of our donors, properly account for their donations and comply with all applicable laws.

The Executive Committee took this action with great reluctance after diligently evaluating the issues and considering the possible and probable ramifications. The President is not only part of the Executive Committee but was tasked to convey the decision to the affected persons along with the reasons why the action was taken. It is now obvious that this communication was not optimal, since the Chairman of WFHF indicated that this action was taken without communicating with either he or the President of the ASD.

Unfortunately that cannot be undone; hence the reason for this letter.

Water for Humanity Fund is a long standing committee of ASD that has done a tremendous amount of good around the world. Steve Herbert has been an integral part of that good work. No one is questioning either his intentions or hard work. Without Steve Herbert, Water for Humanity Fund would not exist in its' current form.

The issue is a long standing pattern of administrative failures, mistakes, oversights, misstatements and lack of attention to detail. These issues expose our entire organization and our donors to legal and ethical issues. While the committee and its current members have worked diligently to make the projects successful the administrative failures have been left to the staff and Board of Trustees to solve.

Tax laws must be adhered to without exception or mistake. Donations must be accounted for properly and in accordance with the wishes of the donor. Official communications must be accurate, especially concerning the percentage of monies used for projects and the amounts spent on staff and overhead.

Repeated attempts to deal with these long standing issues have been met with resistance. The members and leaders of the committee have repeatedly chosen to defend their secretary without questioning, inquiring or seeking clarification.

In their defense, many committee members were lead to believe that successive boards of trustees have had vendettas against the secretary and that the very real administrative deficiencies were nothing more than personality conflicts. That could not be further from the truth.

## APPENDIX B (cont.)

Proper administration of a charity can be neither frivolous nor haphazard. Tax regulators and donors do not care how nice the people are that manage the charity. They care that it be done properly and in accordance with standard business practices. Water for Humanity Fund does not currently meet those stringent standards. It cannot continue to be affiliated with ASD unless it does.

The Executive Committee took the action to remove the Secretary of the Water for Humanity Fund; Steve Herbert in order to protect the society, correct the administrative deficiencies and make sure that the charity is operated in a manner consistent with all applicable laws, rules and regulations so it can grow beyond the level it has maintained for the last 10 years.

In apparent frustration Dan Prater, the WFHF Committee Chairman and President of Southeast Michigan Dowsers has reported his chapter has terminated its' affiliation with ASD; effective immediately. While we regret the decision of his chapter to leave, their decision will not change the decision of the Board or reinstate Mr. Herbert.

Even as this letter is being drafted, the President has been tasked with offering the Water for Humanity Committee Chairman three alternative courses for action for the committee. Water for Humanity Fund has done valuable work around the world and it is our hope that it is allowed to continue to do so. However the Executive Board of ASD will not allow administrative mismanagement of WFHF to jeopardize our society or our primary mission of promoting and teaching dowsing.

This has been a challenging year and this decision was one of the most difficult. Leaders are often asked to make difficult decisions where we are not at liberty to divulge all of the details as to why the decisions were made. That is the case here. You will not be given any details that will compromise the privacy of our members our donors or violate the ethics of our organization. That is just the way it is. If that doesn't set well with you, I ask that YOU put yourself forward, instead of criticizing those that did.

On a personal note: I accepted a leadership role in this organization without preconceptions or prejudice concerning any of the longstanding issues or conflicts. I was shocked and dismayed at the level of disorganization and bickering between those that were working to improve the organization and those that sat on the sidelines and complained. The issues the current board are dealing with should have been dealt with when they first became apparent. Ignoring these issues only exacerbates the problems and drives members away. I am sorry that it has come to this. Frankly, I wish I had turned away when I was asked to serve. But having accepted the position, I will continue to do what I can to protect ASD and provide our members with the kind of organization they expect and deserve. Marty Lucas

## APPENDIX C

### WFHF/Michelle Hicks Grievance

The WFHF is filing a grievance or complaint against two individuals affiliated with the ASD, under Section 2 of the Disciplinary Process in the By-Laws found on pages 13 and 14. Any Member, Trustee or Officer, may be reprimanded, suspended, removed from office or lose their membership by a 2/3 vote of the full BOT if shown to be guilty of misconduct. Examples of misconduct would include: (1) Violating the Code of Ethics. (2) The abuse or misuse of power. (3) Personal activities prejudicial to the best interests of the Society, including placing personal interests ahead of those of the Society. (4) Slanderous remarks against another member affecting their ability to carry out their duties. (5) Any other form of misconduct not listed above.

The WFHF believes that Annette Weis and Lisa Lacoss have acted in ways that are in violation of these policies and are guilty of misconduct. It is the opinion of the WFHF Committee that Steven Herbert is currently the subject of harassment within the organization and defamation and the Committee will no longer allow this to continue.

The American Society of Dowsers, Inc. is a scientific and educational non-profit organization whose mission is "to support, encourage and promote... dowsers in a manner consistent with the highest standards of personal integrity and behavior... to promote and foster communication and fellowship among all persons in any way interested in dowsing."

From December 9 to December 13, various actions were taken that were initiated by Annette and Lisa and were directed at two members of ASD, who are volunteers and also happen to be members of the Water for Humanity Fund. The actions taken by Annette and Lisa are directly in conflict with the mission of the organization and do not promote or foster communication and fellowship among all persons interested in dowsing. As I am one of the organization's members who were targeted, act as the Treasurer of the WFHF and am also on the ASD Finance Committee, I have various perspectives on what has occurred. As well, I was asked by Dan Prater to follow up on the concerns expressed by various members of the WFHF Committee, so I am lodging this complaint as two members of the WFHF were targeted in less than a week.

#### Background:

The Water for Humanity Fund has funded 206 grants in eighteen countries totaling more than \$348,000.00. The Water for Humanity Fund celebrates its 25<sup>th</sup> anniversary in 2016. The Water for Humanity Fund Committee has two BOT members, picked by the BOT, who attend meetings, vote on anything WFH does and act as liaisons informing the BOT of anything WFH does and providing direction to WFH from the BOT. This ensures that the BOT and its interests are represented at all times and the WFH can't act alone or independent of the organization. These BOT liaisons could be Adhi and Kevin, the ASD organizational heads, the selection of the BOT Liaisons is at the discretion of the BOT. As well, there are policies in place that mitigate ASD's financial risks like the fact that the Water for Humanity Fund Checking Account can only be accessed and managed by Lisa Lacoss and/or Kevin O'Brien, the Water for Humanity Fund Committee has no way to access these funds without their knowledge or consent.

In late October / early November Dan Prater and Adhi had a teleconference to discuss concerns and issues impacting on ASD, the Water for Humanity Fund and its members.

## APPENDIX C (cont)

A protocol was established and agreed upon that questions and inquiries from the BOT related to the WFHF were to either come from Adhi or through the WFHF Trustee Liaisons. (Some exceptions to this may apply like required communication between Kevin and Michelle related to finances or communication within members of committees). This was necessary due to individuals acting in a way that is contrary to the mission of the ASD and in violation of the code of ethics, which some may label as harassment or defamation.

I myself have recently been the target of this behavior. December 9, I received an email from Annette Weis with questions about WFHF and its financial statements. I replied to the questions and received an email with further questions, which I replied to, and received the response from Annette Weis: "Thank you, again, for the complete answer. We are on the same page."

These two incidents, were not the first occasion where I had been singled out by Annette, as during the WFHF election teleconference prior to Convention, Annette told our committee that I could not run for Treasurer unless I was bonded or bondable. This made no sense as I do not handle any money (I'm not even in the same country as the money, so there is no financial risk to the organization). This is also a double standard as Kevin and Lisa are not bonded and they handle all the organization's finances. Lisa is even able to write checks valued at hundreds of dollars without a joint signature.

After having spent significant volunteer time December 9, looking into Annette's questions and writing two separate responses, I believed that we were perhaps on the same page. Little did I know that further actions would be initiated by Annette that would show, we obviously were not.

Dan Prater sent messages to Adhi, December 10 in which he expressed his concern and directed her to have Annette channel her financial inquiries through Kevin. He also reminded Adhi, that there had been past emails and conversations about these sorts of issues. Dan also expressed concern in writing to Kevin and Diane.

December 9, Steven Herbert received an email from Lisa Lacoss, asking for more information on a donation after being given a receipt letter and check. Steve explained that though the individual made a bid on the item, the receipt letter he gave her was intended to be used for a business deduction, not as explained above for a tax-deductible straight donation. Since he received no more requests from her for clarification, he assumed she was satisfied with this explanation.

Dan Prater and I were also copied in on the request for information and reply, and were also under the impression that things were fine.

However the culmination of events occurred December 13 which could not be ignored and needed to be acted upon. Behavior initiated by Lisa and Annette, extended far beyond the internal bounds of the organization of ASD and impacted directly on an elderly donor. That these two individuals took it upon themselves to initiate a series of events, acting of their own accord, not involving Kevin, or Adhi or the ASD Finance Committee or Dan Prater or Michelle Hicks or Steven Herbert, and violated the privacy of a donor is incomprehensible, and shows a lack of restraint or ability to control their ongoing interpersonal conflict with Steve.

Dan received a call from Jenni Anderson, Sunday December 13. She had just spent four hours of her personal time on the phone with 85 year old Joanne Van Gelder, the previous WFHF

## APPENDIX C (cont.)

Chairman who also happens to be a *substantial* donor to the WFHF. She was asked to call her by Annette Weis. Lisa had told Annette about the donation and the donor and Annette asked Jenni to call the donor. So personal information about the donor had just passed through three individuals.

It has been suggested that what occurred was a bookkeeping clarification. However, Steve sent email clarification to Lisa about what happened, and he had also given her copy of the letter he gave to the donor. Why would it be Annette or Jenni's role to clarify bookkeeping issues, finances or donations? Why were none of the people who actually deal with the ASD finances not consulted? Why would such a convoluted series of events be put into action? I could understand asking Kevin or Diane to call the donor if they really thought something was amiss.

There was no follow up from Lisa with either Dan Prater or Michelle Hicks who both thought everything was fine.

I have read through the financial policies of the ASD PPM and By-Laws a few times and I am still not sure at this time, what wrongdoing has occurred. Currently, I can only speculate that the ASD may be referring to that donation as noncash contribution because the value is more than \$500, however they have 125 days to file the form after the disposition of the item. So if that is the issue, it still didn't concern Annette or Jenni and neither of them could fix it. Steve has been holding a silent auction since 2011 and donation items have been received in the past with a value over \$500.

When I worked in Revenue and Taxation, when we dealt with enforcement issues we looked at intent.

Did Lisa intend to clarify a bookkeeping issue? If so after Steve's email response, why did she not request further clarification from Steve, Dan, Michelle, Kevin, Diane, Adhi, or the Finance Committee? Going through Annette would not clarify a bookkeeping issue.

Did Annette intend to clarify a bookkeeping issue? If so, why did she not request further clarification from Adhi, Kevin, Diane, the Finance Committee? Going through Jenni would not clarify a bookkeeping issue.

Are we dealing with one isolated incident or a series of events by individuals? Will these events clear up on their own if they are not addressed? This harms ASD as an organization as a whole. Do we think it's going to improve and what will change so that it does?

Did Steve intend to do anything wrong? Did anyone tell him the item had to be registered? Is there anything in the PPM or By-Laws about it? Could Steve be expected to know there was anything special to do with the donation? What would a reasonable person have done or known to do? I can honestly say, I myself, could have very well done the exact same thing. When I took the role as Treasurer for WFHF, I received an email from Lisa stating that she would no longer be forwarding financial information to Steven Herbert, she would only send it to me. So there is no willingness from Lisa to communicate with Steve.

The members of the WFHF Committee have a sincere interest in working with the ASD to deal with any issues that occur. We cannot deal with or fix issues that are not brought to our attention.

The management of people's personal information (like donors) within organizations is a big deal. There is legislation in place in Vermont about Privacy and Data Security.

## APPENDIX C (cont.)

<http://ago.vermont.gov/focus/consumer-info/privacy-and-data-security1.php#CCC>

Personal information such as Social Security Numbers, credit and debit card numbers, and bank account information must be kept confidential and secure under Vermont law. This page describes how businesses and state agencies must protect consumers' personal information and notify consumers in the event of a data security breach.

### Duty to Notify Vermont Consumers and Attorney General of a Security Breach

Having people who do not handle donations or finances contact a donor about a donation, would indicate to the donor that there is something wrong within ASD and create doubts about the stability

and professionalism of the organization. ASD has a large volume of personal information, including credit card and banking information. This is a very serious matter.

As well there are Federal directives on Protecting Personal Information from the Federal Trade Commission.

[https://www.ftc.gov/system/files/documents/plain-language/bus69-protecting-personal-information-guide-business\\_0.pdf](https://www.ftc.gov/system/files/documents/plain-language/bus69-protecting-personal-information-guide-business_0.pdf)

In marketing or external relations we often encourage people to ask themselves: if this person was your mother how would you want them to be treated? So imagine for a moment if you will, that the donor is your elderly mother. She is 85 years old, confined to a wheelchair, and living in a small apartment after having had to downsize some of her prized possessions like a collection of crystals. She entrusted these crystals to Steven Herbert, with whom she worked as a Water for Humanity Fund Committee Member and as Chairperson of WFHF for two terms. Imagine what it would have been like for that woman to have someone call her randomly to inquire about the crystals she donated and speak to her for four hours. The caller was asked to call her by Annette, who was contacted by Lisa, who didn't even attempt to deal with the issue internally within the organization through proper channels. Instead they thought it reasonable and necessary to choose to disturb an elderly lady. Is that how ASD treats its donors and wants them to be treated? Is that how an organization shows its gratitude to a donor who has chosen to part with something of significant value to them?

Some of the crystals donated by the donor are currently on display for sale through John Serino, the new president of the Danville Chapter who had just opened up a crystal shop in Littleton, NH. Set prices would be tagged on each specimen and since the proceeds would go to WFHF, John offered to do this without even charging a commission. These items are a specialty item and will fetch the best price by being offered for sale in an establishment that specializes in these items and will attract the right client base.

I have also been informed by Committee members that the store owner who has been displaying some of the crystals was visited a week or so ago by a member of the BOT to observe/check on the crystals that have not been sold yet.

Part of my old job in Revenue in Taxation included doing business process documentation and risk assessment, the links I have included about Vermont Legislation were included largely to create awareness among the BOT of the risks inherent within harassment of

## APPENDIX C (cont.)

volunteer members, defamation, or the privacy issues related to personal information the organization manages.

At any point members who are being defamed or targeted through the organization could have someone look into defamation on their own behalf.

What is defamation libel and slander law?

Defamation is any statement, whether written or oral, that injures the good name or reputation of another person. For a statement to be defamatory, it must not be true. A defamation designed to be read is libel. Libel also may include harmful statements in a fixed medium, especially writing but also a picture, sign, or electronic broadcast. An oral defamation is slander. Slander is a harmful statement in a transitory form, especially speech. Defamation is largely the same whether committed by more traditional means or online. Internet based defamation can be dangerous because it is so easy to have widespread public access to the defamatory statement. A seemingly innocent rant can spread quickly through Internet web sites, emails, and online postings.

As a volunteer and member of this organization, I hope the complaints presented in this email will be taken seriously and given the attention they deserve. This is a sincere attempt to allow the organization to deal with these issues internally and to deal with them in such a way that similar events do not occur again.

Sincerely

Michelle Hicks

ASD Member and Treasurer Water For Humanity

## APPENDIX D

### Amy Loomis Email Thread

On Thu, Mar 10, 2016 at 9:42 PM, Idaho Dowsers <> wrote:

Thanks, Michelle! It is fair and direct. Good job. I wonder when it is time to tell them Steve left 10 years of data at HQ, that there are no originals because everything is done by electronics. If they are going to examine grant proposals I think we might insist that they have a non-profit charitable fund person as part of the audit. This seems so inappropriate. Wonder how many years Lisa can go back with Quickbooks? She has all the Original Data" checks, etc.

Amelia "Amy" Loomis, MSW, CCHt  
Idaho Dowsers

On Mar 10, 2016, at 5:25 PM, Michelle Hicks <> wrote:

Jenni, Jean, Steve, Dan, Don, Amy & Dreama,

I believe I have copied in all the WFHF members who were present in last night's meeting. I received this from the Audit Committee today. I copied Jenni, Jean and Steve on my response. I will forward momentarily.

*Yours in Health and Wellness,*

**Michelle C. Hicks**

**Owner of Michelle C. Hicks Healing Arts, Treasurer and Member-at Large, Water for Humanity Committee, the American Society of Dowsers Inc., Member of the Atlantic Society of Dowsers, Member of the American Society of Dowsers Inc., Member of the International Society of Dowsers and Research Association, Quantum Healing Hypnosis Therapy, and Vibrational Energy Therapy**

Facebook, [LinkedIn](#), [Twitter](#), Website: [www.MichelleCHicks.com](http://www.MichelleCHicks.com)

----- Forwarded message -----

From: **Lee Ann Potter** <>  
Date: Thu, Mar 10, 2016 at 5:32 PM  
Subject: Re: Two other donations not deposited into WFH checking account.  
To: Michelle Hicks <>  
Cc: [asdauditor@dowsers.org](mailto:asdauditor@dowsers.org)

Michelle,

Thank you for the input.

The audit committee will be looking at this type of activity as part of our audit, but our plan is to go back approximately 7 years, the time we believe the last audit was. We do want to make sure that funding has been allocated properly, and we will be making suggestions regarding how to eliminate this as a problem area in the future.

If you have, or know of, any additional information that would assist us, please let us know; if there is too much information to email (or if it is hardcopy), we can provide you with a mail



## APPENDIX D (cont.)

address; we would scan it as PDFs and return the information.

Our understanding is that Steve possesses much information at his residence, information that may be critical to our doing an accurate and complete audit. This would include letters to/from ASD lawyers, contribution information, meeting minutes, WFH/WFHF source/founding documents, etc.

There is no part of this audit that has been pre-determined; we have an idea of what information is available, and are starting to learn what is not available. We do not know what any of this information will show, but whatever we can get, it will be used. Our goal, simply, is to determine facts, and document what we find. We do anticipate that our audit will result in changes to procedures and policies; our findings will be reported to the executive committee, but they will also be reported to the membership at the annual meeting at convention this year. We are aware that WFHF does have beliefs regarding what has been happening, and we are very interested in know what you know; and if we can document impropriety, we certainly will.

Lee Ann Potter  
Chair, ASD Audit Committee

On Thu, Mar 10, 2016 at 10:52 AM, Michelle Hicks <> wrote:  
I am attaching two other donations that have not been deposited into the WFH checking account.

As you can see they are date stamped December 18, 2015 by HQ.

I have no way of knowing how frequently errors such as this occur within the organization.

*Yours in Health and Wellness,*

**Michelle C. Hicks**

**Owner of Michelle C. Hicks Healing Arts, Treasurer and Member-at Large, Water for Humanity Committee, the American Society of Dowsters Inc., Member of the Atlantic Society of Dowsters, Member of the American Society of Dowsters Inc., Member of the International Society of Dowsters and Research Association, Quantum Healing Hypnosis Therapy, and Vibrational Energy Therapy**

## **APPENDIX E**

### **WFHF-ASD Draft MOU**

#### **MEMORANDUM OF UNDERSTANDING**

The Memorandum of Understanding is made this June 02, 2015, by and between the Water for Humanity Fund and its umbrella organization, the American Society of Dowsers of 184 Brainerd Street, Danville, VT 05828.

Whereas the American Society of Dowsers (ASD) agrees to recognize that the Water for Humanity Fund (WFH Fund), while managed by a committee operating under the auspices of the ASD, and sharing the same 501(c)3 status, is an organization in its own right functioning as an international water resources development organization.

And whereas the ASD recognizes that the WFH Fund and its committee operates on an international scope and with significant sums of money, the By-Laws and Policies & Procedures which govern the WFH Fund and the committee managing the WFH Fund must necessarily differ from ordinary committees, principally in regards to degree of autonomy and self-determination.

And whereas the parties, ASD and WFH are desirous to enter into a Memorandum of Understanding between them, setting out the working arrangement that each of the parties agree are necessary to allow the operation of each at maximum efficiency while affording the optimum mutual benefit.

The ASD agrees that the WFH Fund Committee, recognizing that the WFH Committee operates at least an order of two of magnitude above other committees within ASD, needs a certain amount of autonomy and self-determination. Volunteers on the WFH Committee need to have a certain minimum level of relevant education, and of experience in travel, language and culture in foreign countries, particularly in the developing world. Therefore, the sitting WFH Committee members are the best judge of who qualifies to join their ranks. They have the right to screen candidates, and vote whether or not to invite the applicant to join them. The sitting Committee also votes on who will fill Executive Committee positions within the Committee when such become vacant. This encourages the formation of a compatible team with strong skills and assets which complement each other and provide stability to the operation of the WFH Fund.

The ASD recognizes that the Water for Humanity Fund looks forward to a lifetime of at least many decades, and needs committee members with a certain level of competence in the specialized field of water resources

## **APPENDIX E (cont.)**

development and who have staying power. Such an organization needs institutional memory, and the WFH Fund Committee and WFH Fund operations must be protected and not be vulnerable to disruption every two years from reinvention by a new group of Trustees.

### **Services to be rendered by the American Society of Dowsers:**

Provision of office space and storage space at ASD Headquarters.

Shouldering the WFH fair share of total ASD overhead costs, reflected by the percentage of space that WFH Fund takes up (6.24%) at ASD Headquarters.

Allowing use of copiers and other office equipment as needed.

Communication with the ASD membership through list serves (WFH E-Newsletter) and print media.

Provision of accounting services throughout the year, and ASD – WFH Fund combined tax assessment for annual return.

Sharing of telephone, cable, internet services, etc.

To allow some staff time to be allotted in the performance of incidental tasks requested by the WFH Fund manager or other committee volunteers.

Performance of certain duties by ASD staff in connection with the WFH Fund bank account; writing checks for projects, materials or services, and providing bank statement and related information each month.

### **Services to be provided by the Water for Humanity Fund:**

WFH Fund agrees to function as the practical and humanitarian arm of ASD, demonstrating its practical application and building credibility for the art. WFH Fund agrees to attract attention to the art of dowsing, promoting it as service to humanity, and guiding those interested into becoming dowsers to join the ASD.

WFH Fund agrees to the degree which it is able, to reimburse ASD for overhead costs and use of equipment through percentages of grant monies obtained.

WFH agrees to allow two voting positions on its committee for Trustee Liaisons, to help provide oversight and transparency to ASD as its umbrella, with the understanding that these Trustee Liaisons must pass the same scrutiny of any other member.

## APPENDIX F

### Use of personal address for ASD business

January 17, 2009

Phillip Kuras

John's Creek, GA 30022-7460

Dear Phil:

Please find enclosed an official document from the American Society of Dowsers' Water for Humanity Fund which can be presented to the IRS as proof of your donation (monies generated from sales of your contribution of a collection of crystals and minerals). In the document I list the amount of \$6,648.90 as the amount generated to date, without mentioning that this has been generated over a three year period. For your own information, the amount generated from crystal sales in 2006 was \$4,470.50, followed by \$641.50 in 2007 and \$1,536.90 in 2008. I will be sending another letter like this at the end of 2009, and from then on every year until the entire collection is sold.

As Secretary of the WFH Fund and on behalf of the entire committee, I would like to thank you again for this generous donation. What has been raised just so far is enough to construct as many as ten wells in some places, and enough to dramatically improve the lives of hundreds, if not thousands of people.

We of the committee hope your move to Georgia has proved to be a positive choice and we wish you all the best in the New Year.

Sincerely,

Steven G. Herbert, WFH Secretary

P.S. For future reference, my own new contact information is:

Steve Herbert, XXX Spring St., Apt. X, St. Johnsbury, VT 05819

(802) 751-XXXX (home) (603) 616-XXXX (cell)

waterdowser@hotmail.com

## APPENDIX G

### Tax statement example



The American Society of Downers  
PO Box 24, Danville, VT 05828 USA  
Telephone (802) 634-3417 Fax (802) 684-2555  
[www.asdowners.org](http://www.asdowners.org) [info@asdowners.org](mailto:info@asdowners.org)

July 10, 2015

Bill Getz  
239 Webster Road  
Schoharie, NY 12157

Dear Bill:

The committee of the Water for Humanity Fund would like to acknowledge the receipt of your check (#1271, dated 6/5/2015) for \$500, which was deposited into the WFH bank account on 6/19/15. Unless otherwise directed, your contribution will go into the WFH general funds, which will be applied to any project deemed worthy by majority vote of our nine member committee.

As Secretary of the WFH Fund and on behalf of the entire committee, I would like to thank you for your generous contribution. With nearly a quarter of the earth's population lacking either accessibility or adequate amounts of safe potable water, the need far outweighs our ability to address the problem everywhere. However, a donation such as yours can make a tremendous difference in the lives of a family or a village.

We of the committee are pleased to report that we have expanded on many fronts in the past few years, and with increased publicity are becoming better known to the general public, expanding our funding base beyond the ASD membership. You are invited to look in the pages of the ASD publications for news and reports from completed projects. Please also check out our website ([www.waterforhumanityfund.org](http://www.waterforhumanityfund.org)) and watch for our bimonthly e-newsletter. Below is a summary of our grant allocations and projects over the last three years.

At its teleconference meeting of January 18<sup>th</sup>, 2013, the slate of projects included a well in Uganda, another community dug well in western Kenya, our fifth ceramic water filter distribution project in El Salvador, and nine more wells in India. One other Indian organization received a small grant to hold awareness campaigns and conduct workshops in ten villages in Tamil Nadu over two days, in recognition of World Water Day on March 22<sup>nd</sup>. In March, we received a grant to support a second-phase ceramic water filter distribution project in Kenya. At the June 9<sup>th</sup> meeting at convention, annual support was approved for Brother Kimpton in India and St. Bonaventure on the Navajo reservation, plus four more wells in India. In our November 11<sup>th</sup> teleconference, the WFH Committee approved a replacement pump for a community well in western Kenya, support

## APPENDIX G (cont.)

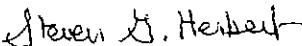
for a ceramic water filter factory and filter distribution in northern Tanzania, two wells each for two organizations in southern India, two wells and four composting latrines for a new organization in Kenya, and a filter distribution project for a village in Honduras.

Our first meeting of 2014 was on March 5<sup>th</sup>, at which the sixth phase of the filter distribution project in El Salvador and the second funding of World Water Day activities in India was approved, along with an institutional-size composting latrine in Uganda. A memorial well for Trustee Andy Bray was initiated with RPDS of the southern Indian state of Tamil Nadu, along with five other wells in India between IRWED, VDC and Children Watch. Once again we supported water delivery on the Eastern Navajo reservation in New Mexico, USA. Our first project in Zimbabwe was a drilled well. In our teleconference meeting of September 11<sup>th</sup>, a well was approved for Ghana and memorial wells in India were approved for Andy Bray, Rene Lincoln and Robert Conary. The committee also approved funding to help sponsor the second national convention of the newly formed India Society of Dowsers.

The WFH Committee met on February 17<sup>th</sup> for its first teleconference meeting of 2015, in which a dug well in western Kenya was funded along with the second composting latrine for a primary school in Uganda. The slate of projects also included six organizations in southern India which received one bore well with hand pump each. Four organizations were new and two had one previous project under their belt. At the committee's meeting held during convention, on-going funding was again approved for water delivery on the Eastern Navajo Reservation in NM, USA. A ceramic water filter distribution project was given the go-ahead in Tanzania. And in southern India approval was given to a rainwater harvesting project, two composting latrines two wells. We look forward to another good year with your generous help.

If you have any questions or comments about any of the WFH activities, they may be directed to Secretary Steve Herbert at (603) 616-7872.

Once again we thank you for your valued support in this worthy cause.

Sincerely, 

Steven G. Herbert, WFH Secretary

P.S. The WFH Fund operates under the auspices of the ASD and shares the same 501(c)3 status with tax exempt #03-6010613. For purposes of your 2015 tax return, your donation of \$500 is fully tax-deductible.

*We thank you for this generous contribution as well as many others sent our way over the years in lieu of accepting payment for your dowsing services.*

## APPENDIX G (cont.)



The American Society of DOWSERS  
PO Box 24, Danville, VT 05828 USA  
Telephone (802) 684-3417 · Fax (802) 684-2555  
asd@dowers.org · dowers.org/water-for-humanity

July 11, 2015

Glen Johnson  
P.O. Box 71  
N. Berwick, ME 03906

Dear Glen:

The committee of the Water for Humanity Fund would like to acknowledge the receipt of your cash donation of \$50, received on June 7<sup>th</sup>, which was deposited into the WFH bank account on 6/19/15. Unless otherwise directed, your contribution will go into the WFH general funds, which will be applied to any project deemed worthy by majority vote of our nine member committee.

As Secretary of the WFH Fund and on behalf of the entire committee, I would like to thank you for your generous contribution. With nearly a quarter of the earth's population lacking either accessibility or adequate amounts of safe potable water, the need far outweighs our ability to address the problem everywhere. However, a donation such as yours can make a tremendous difference in the lives of a family or a village.

We of the committee are pleased to report that we have expanded on many fronts in the past few years, and with increased publicity are becoming better known to the general public, expanding our funding base beyond the ASD membership. You are invited to look in the pages of the ASD publications for news and reports from completed projects. Please also check out our website ([www.waterforhumanityfund.org](http://www.waterforhumanityfund.org)) and watch for our bimonthly e-newsletter. Below is a summary of our grant allocations and projects over the last three years.

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## APPENDIX G (cont.)


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If you have any questions or comments about any of the WFH activities, they may be directed to Secretary Steve Herbert at (603) 616-7872.

Once again we thank you for your valued support in this worthy cause.

Sincerely, 

Steven G. Herbert, WFH Secretary

P.S. The WFH Fund operates under the auspices of the ASD and shares the same 501(c)3 status with tax exempt #03-6010613. For purposes of your 2015 tax return, your donation of \$50 is fully tax-deductible.

*We thank you for this and other contributions sent our way in lieu of accepting payment for dowsing services. We appreciate your support in many forms over the years.*



## **APPENDIX H**

**Oct, 2015 WFHF Minutes**

### **Minutes of Water for Humanity Committee meeting**

**October 26, 2015**

**held by teleconference**

Attending this meeting: Standing committee members Dan Prater - Chairperson, Steve Herbert – Secretary, Michelle Hicks - Treasurer, Trustee Liaisons Jean McDonald and Jennie Anderson, Advisor Amy Loomis, and guest Don Black.

The meeting started promptly at 6:00 PM EST, beginning with the topic of highest priority, the 2016 budget prepared by Treasurer Michelle Hicks upon request by the ASD Board of Trustees. Amy commented that it was good that Michelle averaged three different years in the past to come up with her estimates. It was noted that we had approved more funding allocated to this country, agreeing on a figure of 15% increase. There was discussion on what percentage in the grants we write will go to administration (defined as everything else but the foreign or domestic grants). There was also the suggestion that we designate administrative costs vs. program costs which are directly related to one grant. Jean suggested we should draft a policy statement of what goes in what category. Amy suggested a cover sheet be written to accompany whatever we give Lisa to advise her on what categories to use so she can code it correctly. Amy also recommended that some money be set aside in the budget for a review by an accountant or attorney (to make us safe if audited), suggesting about \$250. Questions would be submitted in writing and we would review them together before submitting them. Amy and Don agreed to work on a letter (note – subsequently, Amy was able to talk directly to the accountant which may make this moot).

Dan requested that Jean stand in for him in delivering a WFH Fund report to the BOT tomorrow evening.

It was decided that a letter outlining the proper use of the logo be sent ASAP by Steve to Jean also in preparation.

Regarding the graphic work we hire out, the company we have been using is Advanced Graphic Communication in Littleton, NH, owned and operated by Gail Kimball, who happens to be Steve's sister. It was decided, that to avoid issues of conflict of interest, from this point that we obtain an estimate first.

## APPENDIX H (cont.)

on any future requests, and that communication be direct between Ms. Kimball and Dan Prater as Chairperson.

Steve reminded those present that next year, 2016, is the 25<sup>th</sup> anniversary of the Water for Humanity Fund®, and suggested we begin thinking about some special events or projects to mark this event in celebration.

Previous to the meeting, Steve had emailed a communication with resume attached from a woman by the name of Diane Johnson of Iowa. Diane expressed interest in joining our committee in some capacity. Of greatest interest is the fact that she has much experience to offer as a professional videographer.

The above prompted a discussion of distinguishing formal from informal advisors.

A motion was made by Jean McDonald to approve the minutes of the previous meeting on September 21<sup>st</sup>. This was seconded by Michelle Hicks with all in favor.

A second motion was made by Michelle Hicks to accept the WFH Fund 2016 budget as written with the changes discussed. This was seconded by Jean McDonald and approved unanimously.

The meeting adjourned at 8:00 PM.

## APPENDIX I

### WFHF Secretary Travel Budget/Claim

Honduras 2009	February	March	March	March	April	Totals
	USA	USA	Honduras	USA pt	USA pt	
Medical	155.55					155.55
Phone/Card						0
Trvlr's Insurance	49					49
Traveler's chks						0
Photography		29.64				29.64
Stipend	800					800
Ticketing	407.7		238			645.7
Food&Water		7.57	113.57	18.47		139.61
Transport	40	38	114.74	26		218.74
Gear&Supplies	9.28	10.42	14.38			34.08
Copies/Internet			11.43			11.43
Personal			133.32			133.32
Leftover Curr.			27.35			27.35
Room&Board			270			270
Lang. Lessons						0
Ent&Exit Fees			34			34
Project Exp.s			1.59			1.59
Interp/Guide						0
Hotels			82.56			82.56
Discrepancy			1.06			1.06
Postage						0
Trip Itself						0
Beginning Total	Total Feb	Tot Mar U	Tot Mar H	Tot Mar U	Tot Apr U	2633.63
	8,126.99	1461.53	85.63	1042	44.47	0
						2633.63
	clipboard	glasses				
	& journal	& notepad				

## APPENDIX I (cont.)

	November	December	January	January	February	February	Totals
	USA	USA	USA	Ecuador	Ecuador	Uspost trip	
Medical		110.99	40			248	398.99
Phone/Card			70	0.75	5.57		76.32
Trvlr's Insurance			80				80
Traveler's chks							0
Photography			50.5			31.96	82.46
Storage Unit		38					38
Ticketing			1,287.40				1287.4
Food&Water			22.12	54.14	185.47	17.85	279.58
Transport			15	72.4	94.1	\$15	196.5
Gear&Supplies	32.32	3.15	33.78				69.25
Copies/Internet				3.27	15.3	21	39.57
Personal				111.45	216.05		327.5
Leftover.Curr.					0.17		0.17
Room&Board							0
Lang. Lessons							0
Ent&Exit Fees					40.8		40.8
Project Exp.s			35.82	5.4	18.95		60.17
Interp/Guide				260			260
Hotels				152	136.8		288.8
Discrepancy					54.43		54.43
Postage							0
Trip Itself			37.12	659.41	767.64	32.85	1464.17
Beginning Total	Total Nov.	Total Dec.	Tot./USA	Tot J/Ecu	Tot F/Ecu	Tot F/USA	3579.94
	8,126.99	32.32	152.14	1634.62	659.41	767.64	333.81
	sp glasses	mi proph	suppiemts				Remaindr
	umbrella		cell 1 mo.				4,547.05
	flashlights	calculator	& ph card				
	sm caribnr		film				
			1st Aid kit				
			compbook				
			lamination				



## **APPENDIX J**

### **Funding for establishing Indian Dowsing Society**

#### **Announcing the formation of the All India Society of Dowsers**

With this notice, let all of us of dowsing societies of the English-speaking world and of dowsing societies everywhere, be informed of the formation of the first national society of dowsers in the populous country of India. This occurred at the first national gathering and convention of Indian dowsers, held on November 23<sup>rd</sup> and 24<sup>th</sup> of 2012 in Avur, Tiruvannamalai District, state of Tamil Nadu, India. Fifty two experienced and novice dowsers representing the southern Indian states of Tamil Nadu, Andhra Pradesh, Kamataka and Puducherry gathered that weekend to share their experience and advice in successful water location. They also offered each other fraternal support and demonstrated their various tools of choice, such as the V-shaped Neem stick, pendulum, bottle filled with water, coconut, watch, small bell, and stone tied to a rope. Furthermore, the participants advocated to one another the responsibility they share to respect and protect water as well as promote its conservative and sustainable use. The dowsers gathered took their roles seriously in service to the needy and in dedication of reasonable access to adequate quantities of safe and potable water as a basic human right.

The inspiration for the convention came from an organization calling themselves Tamil Nadu Tribal Development Society (TNTDS), the members of which are all traditional dowsers. The secretary of this registered non-profit, Mr. C. Arokia Dass, contacted Steve Herbert, Secretary of the American Society of Dowsers' Water for Humanity Fund, which is well known in the Indian state of Tami Nadu for funding many water resource development projects. The proposal which was later submitted as a result requested funding for constructing two bore wells and hand pumps in needy villages, with a smaller portion requested to help fund an organizational meeting and convention at which they hoped to form a national Indian society of dowsers. The funds were provided and the ASD WFH Fund also lent its moral support and advice, including in the formation of by-laws.

Mr. Dass presided over the convention, and the result was the historic establishment of the All India Society of Dowsers (AISD). At that first gathering, elections were held and a seven-member Executive Board was formed, and by-laws were finalized and passed. Mr. Alavandan, a retired teacher with more than 35 years experience as a professional dowser was elected as the first president of the AISD. During the convention, Mr. Alavandan gave his personal account of what drew him into dowsing. Thirty five years ago, there was a famine in the village in which he was teaching, caused by the consecutive failure of the

## APPENDIX J (cont.)

seasonal monsoon. After much difficulty in the digging, a dowser was sought out who with a V-shaped stick identified the best spot for digging. Mr. Alavandan took an interest watching the dowser, tried it himself and found good reactions. After many successes at locating water his reputation grew and he became much sought after. The new membership made a fine choice for first leader of AISD.

Let us join together in congratulating our fellow dowsers of India and in wishing them much success and a long and fruitful association.

*For more information about the AISD, contact Steve Herbert, WFH Secretary, at [waterdowser@hotmail.com](mailto:waterdowser@hotmail.com).*

## WATER FOR HUMANITY E-NEWSLETTER

Volume 6, Number 6: December, 2014

Submitted by WFH Secretary Steve Herbert

Welcome to the Water for Humanity E-Newsletter, created to keep you the membership and our supporters better informed of the activities of the WFH Fund, in supplement to our regular postings in the American Dowser.

### A few news items:

**An email vote:** During the period October and November, the first news item was that on October 22<sup>nd</sup>, an email vote was conducted and finalized approving a grant of \$2,100 for Tamil Nadu Tribal Development Society (TNTDS) to fund the expenses of holding the second conference of the All India Society of Dowsers (AISD), and sanctioning a supplemental grant of \$580 for Rita Marley Foundation (RTF) to adjust their recent grant amount for a recent change in currency exchange rate.

## APPENDIX J (cont.)

### Progress Report of 2nd National Convention of Indian Society of Dowsers

<b>1. Grantee organization</b>	Tamil Nadu Tribal Development Society Church Road, Avur.S.O., Tiruvannamalai Dsit. Tamil Nadu, S. India. PIN Code: 606 755 Phone :+91 4175 244372 Email : info@tntribalrights.org
<b>2. Identification of the Project</b>	2nd National Convention of Indian Society Of Dowsers (Formerly All India Society of Dowsers).
<b>3. Thematic area</b>	Annual General Body Meeting.
<b>4. Location of the Project</b>	Scripture Union Camp Site, Mamallapuram, A UNESCO asserted Monumental Site, India.
<b>5. Project Date</b>	22 <sup>nd</sup> March 2015.

### 6. Results

Sl. No	Activities Approved	Outcomes	Progress as on date.	Remarks
1	Communicating ,Publicizing of the Convention and Drawing Dowsers and activist in water related activities	Dowsers in a total of 59 and large number of activists involved water related services participated in the convention from 3 States of India	Completed	As there was late in securing the funds chances were high to travel to nearby states and contact delegates



2.	Website for Indian Society of Dowzers construction and hosting.	Website construction is completed abut waiting for hosting as delay occurs in legal registration. Of the Society.  The registration of Indian Society almost over; necessary fee was received by the Department but Certificate issuance is waited.	90% achieved	Efforts are on to receive the certificate in a week or two; then the website will be activated.  The coming up website would serve as link to dowzers nation wide.
3	Media Advocacy	Reports were given to press directly and by post with photographs; 2 press reporters also participated in the Convention.	Attempted ; educating media for such programs are started.	The media is lacking in understanding the importance of the Convention and theme. So, it may publish later.
4.	Capacity building of delegate's and active participation in the convention.	Delegates were aware with the service, power of dowsing practices and acquired the skills in water conservation, rational use methods and water rights to all.	Completed with satisfactor y level.	The delegates openly shared their experiences in dowsing practices with great interest.

		World water day and decade on Global action were realized and celebrated.		
5	Annual General body endorsement past year activities and planned for the coming year.  Formation of Dowsers chapters planning.	Society's previous year actions were ratified democratically.  Next year activities were streamlined that provided chance to enhance members involvement.  Representatives attended the convention from 3 states other than Tamil Nadu committed themselves to form chapters within a year.	Under taken; progressing in the process.	Democratic process is appreciated by members.  Positive signs of Dowsers society expansion noticed.

## **APPENDIX J (cont.)**

### **7. New activities/ unexpected difficulties/ Action taken to solve**

The convention delayed due to some unexpected situations; first it was the interest to transfer funds by wire, missing of the check in the bank, meeting venue availability, sickness of the President Mr. Alavandan, resignation of Secretary Mr. Joseph Peter Kumar to leave for US for onsite job etc. However the interest of Dowsers and Steven Herbert made it possible.

### **8. Lessons learned**

Registration with the Government brought problems for a long time. Dowsers prepared for change and patience brought to this stage. Hope this time the success will be with us.

### **9. Others**

As it was the first big imitative there were some difficulties; hope the future will strengthen the organization. Mr. Steven Herbert's encouragements should not be forgotten.

### **10. Reported by**

C. Arokia Dass

Secretary, Secretary TNTDS

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 26 2016

EARTH WATER ALLIANCE INC  
2976 E STATE STREET 120-225  
EAGLE, ID 83016-0000

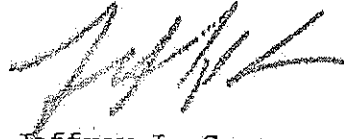
Employer Identification Number:  
81-2029865  
DLN:  
26053512002116  
Contact Person: ID# 31  
CUSTOMER SERVICE  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
February 28  
Public Charity Status:  
509(a)(2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
March 5, 2016  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:


We're pleased to tell you we determined you're exempt from federal income under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

EARTH WATER ALLIANCE INC

Sincerely,



Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements

  
October 20, 2017

Alden (Tick) Gaudreau, President  
American Society of Dowsers  
184 Brainerd St.  
Danville, VT 05828

RE: Request for Donation Accounting third request  
*Sent via U.S. Mail, Certified Return Receipt #70111570000188314582*

Dear President Gaudreau:

On May 12, 2016 I emailed then President Marty Lucas requesting accounting for the almost \$30,000 I had donated to the Water for Humanity Fund (WFH). This was following the freezing of the WFH and charges and terminations of memberships of the WFH Committee members. I reiterated the request May 19, 2016. To date I have had no response except for then President Lucas indicated that I would receive a full accounting from an attorney and this has never occurred more than a year later.

In listening to the September ASD Board call I was dismayed to learn that the Board decided to donate money to hurricane relief efforts by two large non-profits and/or the National Guard. The Board recording refers to an August Board meeting and donations for hurricane relief that the Board was making, though the recording of this meeting is not posted and has not been made available to members.

I strongly state that this is not the purpose for which I donated money to WFH. WFH's mission (that still appears on the ASD website, in its emailed newsletters, presented at booths at conventions, WFH annual reports, etc.) all state that monies will be used for dug and drilled wells, water resource development, purification, protection and conservation and secondly to demonstrate dowsing. I would never have donated money to be used for the National Guard or hurricane relief nor was that my intent as a donor. Monies have never in the past been given for hurricane relief nor was it ever stated that it would be done or that it was part of WFH's intent to do so. I feel that the current actions by the Board are not the mission of WFH and definitely I would never have donated to WFH for what the Board is spending my donations on.

I also feel that the Board is not appropriately handling donations. In the ASD's Procedure Manual (PPM) posted on the ASD website states that WFH will have a committee consisting of at least six members, two trustees, etc. and will present an annual financial report at the convention. After listening to Board recordings from July and September it is clear that there is no WFH committee – only one person (Leroy Bull) appeared to be the WFH committee. On the July call no one on the Board appeared to have heard from Mr. Bull or knew if WFH was doing anything. On the September Board call the Board determined (and referred to doing so in August) the Board determined and voted to give funds to hurricane relief agencies and the National Guard.

The PPM further states that WFH will request grant proposals from those seeking funds. Based on the Board meeting recording in September, it appears there were no grant requests, only the Board members determined to give away the WFH funds to relief agencies or the National Guard.

I was present at the 2016 convention and believe that no WFH report was given as the PPM states will be done. On Board calls all budget and financial information is passed out ahead of time to Board members and voted to pass by Board members and the financial information is not made available to members.

Finally, the bylaws specifically state that charged Board members may not make decisions related to any of the charges. Since many of the charges filed in June against eight current and former Board members are related to WFH and improper use of funds, lack of accounting, lack of response to donors requesting accountings, etc., I am dismayed that charged Board members are voting and deciding on how to use WFH monies. This would appear to be a direct violation of the bylaws.

I do not feel that ASD is using my donations for the purposes for which I intended and request a full accounting of my donations to WFH. I wish to have returned to me any monies that cannot be accounted for or that were not used for the purposes for which I intended as described in the paragraph 3 above. Please respond to this request within the next 14 days.

Sincerely,

A handwritten signature in black ink that reads "Janis Fallon". The signature is written in a cursive, flowing style.

Janis Fallon  
ASD Lifetime Member  
WFH Major Donor

October 20, 2017

Alden (Tick) Gaudreau, President  
American Society of Dowsers  
184 Brainerd St.  
Danville, VT 05828

RE: Request for Membership Information – fifth request  
*Sent via U.S. Mail, Certified Return Receipt #70111570000188313455*

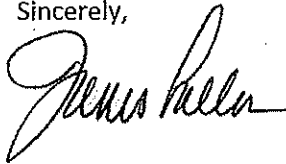
Dear President Gaudreau:

On August 16, 2017 I formally requested a membership list under the Vermont Non-Profit Corporation Law pursuant to Title 11B, Chapter 16, et. seq. I requested this information when I met with you in mid-September and via emails dated 9/25, 10/1 and 10/2. To date I have not received any formal reply.

This law mandates a reply – either through compliance with the request or a refusal. Should the ASD decline to provide the requested list, the specific rationale for such a decision is appropriate. Please refer to my initial letter of August 16, 2017 which I incorporate by reference.


I suggest that more than a reasonable time has passed. Please respond to this demand at the earliest opportunity.

Sincerely,



Janis Fallon  
ASD Lifetime Member



  
October 30, 2017

Alden (Tick) Gaudreau, President  
American Society of Dowsers  
184 Brainerd St.  
Danville, VT 05828

RE: Request for Financial and Other Information  
*Sent via U.S. Mail, Certified Return Receipt #70111570000188312007*

Dear President Gaudreau:

Per Title 11B Vermont Nonprofit Corporations §16.02 a member is entitled to a copy of accounting records of the corporation. On its October 24, 2017 Board meeting recording the Board stated that they would not make financial information available to the membership, however, it would be provided if requested. Therefore, we the charge complainants are requesting the documentation containing financial information listed below.

**ASD**

1. Board recording for August 2017 meeting.
2. 2017 ASD annual meeting convention minutes and handouts.
3. 2016 and 2017 to date ASD monthly and annual financial statements including balance sheets, statements of operations and any associated public accountant reports which show all income and expenses.
4. Copy of the 2016/2017 annual audit conducted by a third party, the letter to management, and the scope of work and contract issued by ASD for the audit.
5. Copy of the 2015/2016 annual audit – we believe this was done by a CPA firm but was not presented to the membership at the 2017 annual meeting.
6. Current membership list.
7. List of all ASD chapters.
8. ASD Chapter financial reports for 2016 and 2017 (when available).
9. 2016 and 2017 Convention income and expenses, including regional conventions and the annual ASD national convention.
10. ASD's 990 filings for 2015, 2016 and 2017 (when available).
11. Status of Ethics Committee formation to hear charges filed on June 14, 2016. Numerous names were provided to ASD and to date those who clearly said they would be on the Committee indicated that they have not been called.

**WFHF**

1. Annual reports for 2016 and 2017
2. List of donations (excluding confidential donor information) and other income for 2015 through 2017 to date including identification of restricted donations.
3. Copies of checks from donors for WFH for 5 years 2012-2017 to date (with confidential accounts and donor contact information blacked out).
4. Grant proposals received by WFHF for 2016 and 2017.

5. Accounting of grants funded and charitable giving including amounts, name of grantee, payment dates, and which payments were for restricted purposes identified by the donors,
6. Accounting of the Indiegogo campaign running from 3/27/14 through 5/12/14 for well drilling, water purification, and sanitation at an Old Age Home in India including amounts raised and disbursed to the organization (dates and amounts).
7. Names of WFHF committee members, positions, and dates started on the committee since March 2016.
8. WFH minutes for 2016 and 2017.
9. WFH financial reports for 2016 and 2017.

If the requested information cannot be emailed or sent via hardcopy or electronically, we then may designate agent(s) to copy the materials per 11B V.S.A. §16.03. Please indicate within seven days when financial material will be sent or when it may be inspected by agents and copied.

We understand that if a corporation does not allow a member to inspect and copy any records required to be available for inspection, then we may apply to the Superior Court to summarily order inspection and copying at the ASD's expense.

Based on the lack of response to the membership list request (dated August 16, 2017 including five subsequent requests for the information), donation accounting request dated October 20, 2017 (which was the third request for the information since the original May 19, 2016), we will assume that a lack of response by November 23, 2017 indicates an affirmative denial of these requests by the ASD.

Signed on behalf of the June 14, 2017 Ethics Charges complainants and those harmed by the Board's actions including terminated members (life and regular members), those with charges brought against them and others harmed,



Janis Fallon  
ASD Lifetime Member  
WFH Major Donor

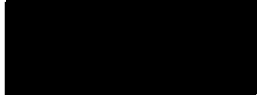
# The American Society of Dowzers

PO Box 24, Danville, Vermont 05828 (802)684-3417 Fax: (802)684-2565

[www.dowzers.org](http://www.dowzers.org) [asd@dowzers.org](mailto:asd@dowzers.org)



Janis Fallon



November 9, 2017

Dear Ms. Fallon,

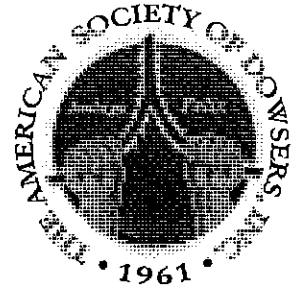
Thank you for your letter of October 20, 2017 (received 10/23/17). Your letter raises concerns that your past donations, totaling nearly \$30,000 to Water for Humanity Fund (Fund), were spent improperly. You challenge as inappropriate donations made this year to assist with hurricane relief efforts. The donations were made for the specific purpose of providing water to those who had been impacted by the hurricane and were without water. You have asked that your donations be returned to you. As explained below, your donations were unrestricted and are not subject to refund. Further, the monies had been distributed prior to 2017 and therefore were not used for hurricane relief. Finally, the monies were distributed in accordance with the mission of the Fund.

Our records show you made donations to the Fund in June 2011, June 2012, June 2013, and June 2014. You placed no restrictions on the use of the donations when they were made. Your generous donations, were approximately 1/3 of the roughly \$100,000 received during the time periods you sent money and were distributed as part of an ongoing grant process before the beginning of 2017. They were not part of the monies distributed this year for hurricane relief.

Even if your donations had been part of the monies distributed this year, the use of those monies for hurricane relief would fall within the mission of Fund as set forth in the PPM. Section 1(a) General, states that the WHY will fund the development of dug or drilled wells, "... and other aspects of water resources and recovery in areas of critical need." The Fund language on the ASD web page elaborates on the anticipated use of the Fund's resources and specifically states that Fund monies are used for disaster relief: "In over 23 years of operation, projects to

# The American Society of Dowsers

PO Box 24, Danville, Vermont 05828 (802)684-3417 Fax: (802)684-2565  
[www.dowsers.org](http://www.dowsers.org)    [asd@dowsers.org](mailto:asd@dowsers.org)



provide water are funded in over a dozen countries, spanning North, Central and South America, the Caribbean, Africa and Asia, including projects in the United States on Native American reservations and disaster relief zones." Other examples in the Fund literature demonstrate use of its monies in cases of natural disaster. Providing money to purchase and distribute water to hurricane victims clearly falls within the scope of Fund's mission.

Because your donations were unrestricted, because the monies were used prior to 2017 and because monies distributed this year were done so for a proper purpose, ASD has no obligation to return your past donations and specifically declines to do so.

Sincerely,

AMERICAN SOCIETY OF DOWSERS



Aiden (Tick) Gaudreau

President

# The American Society of Dowsters

PO Box 24, Danville, Vermont 05828 (802)684-3417 Fax: (802)684-2565  
[www.dowers.org](http://www.dowers.org) [asd@dowers.org](mailto:asd@dowers.org)



Janis Fallon



November 30 2017

Dear Ms. Fallon,

Thank you for your letter of October 30, 2017. I am currently awaiting a response from ASD's attorneys regarding how much information that you are requesting can be provided to you and the non-members that are in your group. When I get a response from the attorneys, I will relay it to you.

Relative to your ceasing to be the contact person for your group, please forward the name and contact information for the new person. Thank you in advance.

Sincerely,

**AMERICAN SOCIETY OF DOWSTERS**

  
Alden (Tuck) Gaudreau

President

**Susanne E. Dillon**



November 14, 2017

Tick Gaudreau, President  
American Society of Dowsers  
PO Box 24  
Danville, VT 05828

Dear Tick:

Water for Humanity has meant for me a group of volunteers that traveled to wherever there was a need for water. Taught the recipients how to Dowse, found water, had wells dug or drilled, provided pumps, etc. In my mind I felt this was truly a unique organization with nearly 96% or more of donations going to provide the above, including, filters and latrines where necessary. So for years I ran the raffle for WFH at the convention and was a major donor, as well. I truly believed in what WFH stood for. 'W' water - 'F' for -- 'H' humanity'

After speaking with LeRoy Bull who said the WFH committee has decided to send funds for Disaster Relief, I mulled that over and over. There are many organizations who help with Disaster Relief. WFH stands for WATER FOR HUMANITY, not disaster relief.

LeRoy mentioned that we were helping without having to send someone to the area. Sounds to me like an easy way to dispose of WHF funds without much effort. Sending someone to the area in need of water, is what makes WFH so special and unique. Richard Roy going to Haiti every year. A new Dowsers this year, hearing Richard speak was so moved that he donated \$2500. The many trips that Steve Herbert took, these all forge lasting relationships with foreigners. This is what has made WFH the wonderful organization it has become. Steve Herbert has just returned from a trip to Jamaica. Both men are true 'humanitarians'.

As I watch and witness the turmoil between ASD and WFH, my take on it is this: When Steve Herbert would go to headquarters to work on WFH, he was treated like he was a nuisance. Jax would help him, but after she left he had no assistance. He did what he felt and thought was expected and needed. He was never instructed on what a 501c3 non-profit required. He may have done things that were not correct, but not intentionally. To maintain ASD's 501c3 status, I feel he has been used as a scapegoat. End result of taking Steve Herbert out of the director roll for WFH, director was not his title, but in essence he was director in my mind, is a ripple effect that is taking a toll on membership, attendance and just the very core of the organization.

My hope is that the Ethics Committee you are forming, I have personally contacted a number of members and have received an acknowledgement of interest of being on the committee from 7 members, clears Steve of any intentional wrongdoings, and that Water for Humanity continue doing the work that has made it great.

Sincerely,

SUSANNE DILLON

## **Accounting of the funds we have available to allocate to projects**

Updated March 14, 2016

As of the end of January, according to our bank statement, we had a balance of \$23,126.69.

To know how much we have available to use, we must deduct the following:

\$1,500 Our "buffer", the committee voted 6/14/03 to keep this amount minimum in our account in case of the need to vote for any emergency aid.

\$467 Amount left of \$1,000 originally voted to reserve for WFH name and logo registration on 1/10/07.

\$2,550 Earmarked for Steve's travel & project expenses - \$2,000 of this was approved at the 1/14/10 meeting to come from a restricted fund for volunteer travels and projects, assumed to be for a trip to Kenya at the time, but may be another country depending on circumstances. Another \$550 was specifically restricted for Steve's travel and project expenses.

\$2,530.63 Balance of funds restricted for volunteer travels and projects.

\$4,011.36 Balance of funds raised through Indiegogo campaign 3/27 to 5/12/2014 for projects with Health Education and Development Society (HEADS) of Tamil Nadu, India, not yet allocated.

\$4,000 Funds voted for projects but not yet debited; Honduran ceramic water filter distribution.

\$5,366 Funds voted for projects but not yet debited: WORD (\$657), BOSS (\$2,046), Jasmine (\$1,607), RPDS (\$2,046) and Aid Tanzania (\$1,056)

\$850 Current balance of funds in the David Pitkin Memorial Fund.

\$420 Current balance of funds in the Rene Lincoln Memorial Fund.

\$48.24 Current balance in the Frank Hoenig Memorial Fund

\$25 Current balance of funds in the India Society of Dowsers restricted fund.

Total of all the above is \$21,768.23. Subtracting this amount from \$23,126.69 leaves \$1,358.46 to work with.

Water for Humanity Fund - Grant Requests & Commitments									
Recipient Organization	Country Locate	Requested Purpose	Approved Purpose	Amount of Request	Amount Approved	Date Proposal Received	Date Grant Approved	Completion Report Received E=Electronic, H=Hard copy	Estimated Future Grant
ASAPROSAR - Asociacion Salvadorena Pro Salud Rural (Salvadoran Association for Rural Health)	El Salvador /western	ceramic filter distribution. Annual request same amount	filter distribution, Annual, Phase 7	1,000	1,000	Annually since 2006	1/10/2015	05/09/2015 for 2015; not yet received for 2016	January 2017 Annual Grant of \$1,000
Rita Marley Foundation (in partnership with Konkonuru)	Ghana / west Africa	Construction of 3 bore wells with electric / hand pumps	(2 wells complete) 1 well under construction	6,315	6,315	8/4/2014	9/21/2015		
WORD - Women Organization for Rural Development	India / Tamil Nadu	water awareness activities	World Water Day awareness campaign	657	657	1/3/2016	1/7/2016	e4/7/15	
IRWED - Integrated Rural Women Education and Development	India / Tamil Nadu	Construction of 3 bore wells with hand pumps	last well of 3 first well of 4 complete; remaining 3 under construction	2,922	-	12/19/2012	2/17/2015	e6/18/2015	
RPDS - Rural People's Development Society	India / Tamil Nadu	Construction of 4 bore wells with hand pumps	Construction of 5 bore wells and hand pumps	4,234	4,234	2/21/2014	02/17/2015 & 2/29/2016	h 7/16/2015	
SWEET - Society for Women Education and Economic Trust	India / Tamil Nadu	Construction of 5 bore wells and hand pumps	first well of 5	4,333	867	2/27/2014	2/17/2015	e12/3/2015	Remaining 4 wells
SCORE - Society for Community Organization and Rural Education	India / Tamil Nadu	Construction of 5 bore wells and hand pumps	first well of 5	6,500	1,250	5/28/2014	2/17/2015	e8/27/2015	Remaining 4 wells
SIVA - Social Improvement Voluntary Association	India / Tamil Nadu	Construction of 8 bore wells and hand pumps	first well of 8			10/12/2010	2/17/2015	e6/18/2015	Remaining 7 wells



SRHDP - Society for Rural Health and Development Project	India / Tamil Nadu	Construction of 7 bore wells with hand pumps	first well of 7	6,833	942	11/22/2013	2/17/2015	7/15/2015	Remaining 6 wells for remaining 5 upon resolution of annual reports to TN
JASMINE Society	India / Tamil Nadu	10 of original 30 rainwater harvesting systems	5 rainwater harvesting systems	6,428	1,607	5/24/2011	6/7/2015		
SWEAT - Society for Weavers Education and Appropriate Technology	India / Tamil Nadu	Construction of 6 bore wells and hand pumps	3rd well; 3 remaining	6,450	753	5/8/2015	6/7/2015		Remaining 3 wells
TNTDS - Tamil Nadu Tribal Development Society	India / Tamil Nadu	Construction of 3 composting latrines at 2 schools	2 composting latrines at 1 school	2,835	1,890	4/25/2015	6/7/2015		remainder June/July 2016
VDC - Village Development Center	India / Tamil Nadu	Construction of 6 bore wells and hand pumps	1 additional well of 3 remaining	5,062	770	2/7/2011	6/7/2015		
GUARD Society	India / Tamil Nadu	Construction of 5 bore wells and hand pumps	first 2 wells	4,886	1,632	9/10/2013	9/21/2015		
Architecture & Vision	Italy / Ethiopia	research & development of Warka Water Tower	Research & development Warka Water Tower	700	700	Kickstarter	1/10/2015		
KODI - Konditi Development Initiative International	Kenya / western Africa	Construction of hand-dug well with hand pump	Kagutu community well	7,040	1,016	1/26/2015	2/17/2015	10/21/2015	

RETEC - Riamogire Energy and Technology Center	Kenya / western Africa	Construction of 10 dug wells with rope & washer pumps, and 50 composting latrines	4 composting latrines completed in 2013) 3 wells & 6 composting latrines currently under construction completed 1 <sup>st</sup> qtrly distribution of 50 ceramic water filters. 2 <sup>nd</sup> qtrly distribution is overdue	3,317	3,317	9/30/2014	9/21/2015	remainder between July & Dec 2016
AT - Aid Tanzania (2 <sup>nd</sup> qtr matching grant of \$2,500 requested from Debley Foundation)	Tanzania / northern Africa	Distribution of 200 ceramic water filters	boys' composting latrines	14,223	3,556	3/24/2015	6/7/2015	2 <sup>nd</sup> qtrly distribution due upon receipt of Debley funds
KCUPS - Kayenje Church of Uganda Primary School	Uganda / south central	Construction of boys' composting latrines	boys' composting latrines	7,342	7,342	12/17/2014	2/17/2015	
St. Bonaventure Indian Mission & School	USA / New Mexico / Eastern Navajo Reservation	2 weeks water delivery for Navajo annually, variable amount	2 weeks water delivery in 2015; expect request for 2 weeks water delivery in June 2016	1,600	1,600	9/10/2008	6/7/2015	ongoing June 2016
Buddha Outcast Social Society (BOSS)	India / Tamil Nadu	Construction of 5 bore wells in 2 projects	(Frank Hoenig Memorial)	3,562	2,046	05/21/15	01/17/16	Remaining 2 wells
United Church of Christ of Zimbabwe (administered and supervised by First Congregational Church of Wakefield, NH)	Zimbabwe / southern Africa	Construction of 1 bore well and 2 well renovations	1 bore well and 2 well renovations	2,000	2,000	05/26/14	06/19/14	
Partners of the Americas Program (UVM Professor Dan Baker)	Honduras	water filter distribution project	on hold due to political instability & travel restrictions	4,000	4,000		11/1/13	

## AMELIA B LOOMIS, MSW, ACSW, CCHt

### Curriculum Vitae

Cell Phone: [REDACTED]

Mailing Address: LodeStar Transformations™, LLC  
2976 E State St., STE 120-225, Eagle, Idaho 83616

Email: IdahoDowsers@gmail.com

### Publications

Loomis, Amelia B., *A Sense of Community*, The American Dowser Quarterly Digest, Vol 37, #1, Winter 1997, pp. 59-60.

Loomis, Amelia B. and Rhonda Simpson, *Teen Pregnancy: A Blueprint for Comprehensive Prevention and Parenting Programs for the California Schools*, California Department of Education, 1990.

Loomis, Amelia B., Carol Korenbrot and Claire Brindis, *TAPP Manual for School Dropout Prevention: Continuous Case Management + Site Support = School Retention*, 1987

Brindis, Claire, Richard P. Barth, and Amelia B. Loomis, *Continuous Counseling: Case Management with Teenage Parents*, Social Casework: The Journal of Contemporary Social Work, Family Service of America, 1987.

Carol C. Korenbrot, Ph.D., Jonathan Showstack, M.P.H., Amy Loomis, M.S.W., Claire Brindis, Dr.P.H., *Birthweight Outcomes in a Teenage Case Management Program*, Journal of Adolescent Health Care, Accepted: May 17, 1988 for March 1989 Volume 10, Issue 2, Pages 97–104. [http://www.jahonline.org/article/0197-0070\(89\)90096-X/abstract](http://www.jahonline.org/article/0197-0070(89)90096-X/abstract)

Philliber Research Associates and Amelia B. Loomis, *Expanded Complementary Health Outcomes (ECHO) Project, Grantmakers and Complementary Health: Their Current Activities and Interests*, May 1998.

### Degrees, Licenses, Credentials, & Certificates

University of California, School of Social Welfare, Berkeley, *Masters of Social Welfare (MSW)*, 6/9/1966;

Undergraduate Education: Wheaton College, Illinois, Bachelor of Arts, Major in Psychology, Minor in Literature, 1959-1960, & 1961-1963 & Certificate of Honor, June 10, 1963; Boise Junior College, Associate of Arts, Boise, Idaho 9/14/1960-6/4/1961; Donnelly-McCall High School, Diploma, McCall, Idaho 1959, Salutatorian Address.

*Certified Clinical Hypnotherapist (CCHt)*, (HT 513-170), Regression Specialist, 10/25/2014, American Council of Hypnotist Examiners (ACHE), March 30, 2013-December 31, 2014.

National Association of Social Workers - *Academy of Certified Social Workers (ACSW)*, 1968 - Present.

Reconnective Healing<sup>R</sup>, *The Basic Truths and Frequencies of Healing<sup>R</sup>, Level I/II*, Eric Pearl, Certificate of Completion, San Francisco, CA, March 13 - 14, 2010.

The Church of Spiritual Humanism. *Ordained Clergy*, #182646, 4/18/08 – present.

State of California, Board of Behavioral Science Examiners, Licensed Clinical Social Worker (LCSW), State of California, LCS #006301, 10/25/77 - 8/31/1999.

State of California, Standard Designated Services Credential with a Specialization in *Pupil Personnel Services, #245* (Life), State of California, 6/9/1966 to present. Administrative Service Credential #940063197/119803 authorizes holder to serve as superintendent, principal, supervisor, and related positions. 5/27/1994- 6/1/1999.

### Continuing Education

American Council of Hypnotist Examiners (ACHE), 30 hours continuing education certification, 26<sup>th</sup> International Hypnotherapy Conference, Pasadena, CA, May 3-5, 2013.

Hypnotherapy Training Institute, *Accelerated Hypnotherapy Training*, Levels I-IV, 200 hours, March 1-30: 2013. Diploma, Advanced Hypnotherapist, March 30, 2013, Corte Madera, CA.

Second Annual Alternative Therapies Symposium. *Creating Integrated Healthcare: Exploring the Forces of Healing*, Certificate of Attendance, Orlando, Florida, April 16-19, 1997.

Beijing University, San Rafael, CA. *Tibetan Qi Gong*, 3 Trainings, April - May, 1997.

California Psychological Association Accrediting Agency. *EEG Biofeedback Theory and Practice*, 40-hour, Approval #EEG-001 Course Code # EEG001-02-11 12/4-8/1997.

California State College, *Introduction to Psychometry*, Sonoma, 3 credits, Fall 1973.

California State University. *Behavior Modification in the Classroom*, San Francisco, 3 credits, 9/20/72.

Cambridge Graduate School of Psychology. *Child Abuse Assessment and Reporting*, San Francisco, 8 hours, 2/21/88.

*Christopher Healing Method Advanced Therapy & Body Magnetics Therapy*, Certificate of Completion Masters Series I-II, GT Group, May 29, 1997.

*Center for Non-Violent Communication (CNVC)*; 14 hour training, 40 hours in practicum. Hamilton, MT, 2003.

Four Winds. *Healing the Luminous Body: The Way of the Shaman in the South*, Alberto Villoldo, Ph.D., Joshua Tree, CA, 11/7-12/09

Harvard Medical School, The Mind/Body Institute. *Spirituality and Healing in Medicine II*, 20.5 credits, NASW Authorization #D26,870, Herb Benson, Continuing Education Certificate, Los Angeles, CA, March 15-17, 1997.

Hay House, The Writer's Workshop, San Diego, April 2-3, 2011.

Holos Institutes of Health, Inc.<sup>R</sup> *Vision, Creativity, and Intuition - The Science of Intuition*, Part I & II, C. Norman Shealy, MD, PhD & Caroline M. Myss, Ph.D., 1997-1998.

Institute for Behavioral Healthcare. *Practice Guidelines for Bipolar Disorder and Practice Guidelines for Schizophrenia*, 4 credit hours each, Seattle, WA, January 25, 2002.

American Medical Association, Washington State. *JACHO'S Pain Standard and CAM*, Office of Continuing Medical Education, Seattle, WA 2002.

La Facultad de Medicina de la Universidad del Azuay, Cinterandes, Dr. Edgar Rodas & Young Living Internacional. *Essential Oils Seminar*, Ecuador, October 10-12, 2005, 20 hours Certificate, Primer Seminario Internacional de Aceites Esenciales, 1992.

National Association of Social Workers (NASW), *Diagnosis in Depth-DSM Updated*, 12-hours each, Oakland & SF 2/14/97 & 8/14/98.

Planetree. *The Uses of Imagery in Medicine: Psychophysiological Model, Images, Assessment and Treatment, Case Supervision, Transpersonal Medicine in the Healing Process*, Jeanne Achterberg, PhD & G. Frank Lawlis, PhD, Year long training, 64 hours over 4-weekends, San Rafael, CA, 1996-97.

PSYCH-K with Bruce Lipton, Ph.D. and Robert Williams, M.A., Seattle, WA 2003; *PSYCH-K Advanced* with Larry Valmore, MSW, Boise, ID, April, 2006. (Energy Psychology)

San Francisco Unified School District Continuing Education. *Leadership Skills in Parent Education*, 8 hrs., 11/5/75; *Principles and Practice in Pupil Services*, 1 u. 6/5/76; & *Multi-cultural Family Values*, 32 hrs, 5/8/76..

Scientific Holistic Aromatherapy Conference, 7<sup>th</sup>. *Cancer, Autoimmune and Degenerative Diseases*, San Francisco, February 20 -22, 2009.

Stanford Institute for Cortex Research and Development. *Listening to the Body, Understanding the Language of Stress-Related Symptoms*, Certificate of Completion, 1996.

The Association of Comprehensive Energy Psychology (ACEP). *Energy Assessment, Intervention Methods and Ethics Course*, Certificate of Attendance 22.5 hours, David Gruder, PhD, DCEP & Mary Hammond, MA, DCEP, Denver, CO, June 24-26, 2007; 16th Annual International Energy Psychology Conf., AZ, 24 hours, May 29-June 1, 2014.

The International Society for the Study of Subtle Energy and Energy Medicine (ISSSEEM), 12<sup>th</sup> Annual. *The Co-Creation Process in Energy Medicine*, 43.75 Contact Hours, June 14-19, 2002.

University of California Extension at Santa Clara *Thirst for Wholeness: Addiction, Recovery, and Spirituality*, Christina Grof, 8 credits, PSYC X480.19, November 2-5, 1996.

University of California Extension, Berkeley. *Ericksonian Hypnosis*, 1974, *Psychosoma: the Role of Stress in Disease* 2 u. 9/26/72; *Introduction to Gestalt Therapy* 1 u., 11/18/72.

University of Montana *The Healing Arts in American and Asian Cultures: A Conference on Living and Dying Well*, Missoula, Missoula, MT, October 16-20, 1998.

U.S. Department of Health, Education and Welfare, Children's Bureau, National Center on Child Abuse and Neglect & Urban & Rural Systems Associates (URSA). *Diagnosing and Treating Child Abuse and Neglect*, 35 hour training, 4/30/1976.

WONMP World Organization of Natural Medicine Practitioners, La Organizacion Mundial de Facultativos de la Medicina Natural, 40 hours October 14-16, 2005, Quito, Ecuador.

### **Leadership and Honors**

California Alliance Concerned with School-Age Parents (CAC SAP) Vera Casey Award, *In Recognition of Your Dedication for Providing Valuable Services to the Teenagers and Professionals in the Field of Teenage Pregnancy and Parenthood*, 1987.

Foundation Consortium for School-linked Services. Award *In Appreciation for Outstanding Service As Officer of the Board*, San Francisco, CA, 1992-1996.

Good Morning America Special Guest, "Teen Fathers: Can We Help?" Highlights from the development of the first comprehensive program for teen fathers in San Francisco, New York, 1985.

Phil Donahue Show Special Guest, "Teen Fathers," Chicago, 1986.

San Francisco Board of Supervisors. Certificate of Honor presented by the in appreciative public recognition of distinction and merit, May 2, 1983.

San Francisco TAPP Consortium Certificate of Appreciation presented for *Outstanding and Dedicated Service for the Past Eight Years*, 1989.

White House Ceremony, honored as *one of 75 National Leaders for Youth 2000*, Washington DC, 1988. Youth 200 Initiative, National Leadership Forum Activities, Washington D.C., 1986-89.

YWCA San Francisco/ Marin/ San Mateo. The Next Generation Award *For Outstanding Service to Women and Girls*, April 24, 1990.

High School Achievements: 1959 National "Make-It-With-Wool" Winner; 1959 National Thespian Society, Idaho State Debate and Speech Championships; 1958 Idaho Girls State; 1958 National 4-H Club Congress, 1957 Idaho Cherry Pie Baking Champion, National Thespian Society, & Syringa Girls' State, 1958.

### **Program Consultation, Workshop Presentations and Training**

American Orthopsychiatry Association Conference, Panelist, "The Dropout Dilemma: Potential for Effective Multi-Disciplinary Intervention," San Francisco, CA, '87.

American Society of Dowsers (ASD) - Conventions, "LodeStar Transformations™ of Samskaras", Lyndonville, VT, 2013, Southwest Dowsing Conference, 2013, and West Coast Conferences, Santa Cruz 2014 & 2016 and the San Jose Chapter, 2015; "Dowse Your Way to Health," Vermont, 1988; West Coast Conference, Santa Cruz, C, 1989. Golden Gate Chapter, "Christmas/Solstice Feast: Group Intuitive Cooking," Golden Gate Chapter, 1995; "Word Dowsing-Key to Better Guidance," Corte Madera, CA, 1998, "The Power of Intention" workshops in Montana, Idaho and California Chapters of ASD, 2006-2009. Published article in Golden Gate Chapter Newsletter: "More than a Christmas/Solstice Feast," 1996.

Annie E. Casey Foundation, National New Futures Institute Trainer, "Methodology for Case Management with School Dropouts and High Risk Youth," Connecticut and Vermont, 1988.

Banks Street College, Trainer, National 6-state Initiative, "Case Management for Teen Fathers," New York, 1984-85.

California Medical Social Workers, Conference Speaker, "Why Teen Pregnancy," Oakland, California, 1980

California Alliance Concerned with School-Age Parents, "Support for Teen Fathers, Health, Education, and Social Services for Teen Parent Families" Santa Barbara, CA, 1985.

California Alliance Concerned with School-Age Parents, Pre-conference Presenter: "School-Based Comprehensive Services for Teen Parents and Other Youth at Risk of Teen Pregnancy and School Failure," Nov 1991.

California Alliance Concerned with School-Age Parents, Workshop Presenter, "Case Management/An Interdisciplinary Approach," Santa Barbara, CA, 1985.

California Association of Social Workers, National Conference on School-Linked Integrated Services, Presented 2-day Workshop on Models of Case-Management, 1990.

California Department of Health, California Adolescent Family Life Programs, Trainer for 29 Sites, "Case Management: An Overview," 1986.

California PTA, Delegate, State PTA Parenting Conference, Monterey, California, 1979.

"Getting to Know Your Intuition," June 14 & July 27, 1998, Montana and ongoing.

Grantmakers in Health, Workshop Presenter: "Foundations and Collaboration," Grantmakers in Health Conference, San Diego, CA, 1994.

Grantmakers on Children and Youth, Workshop Panelist, "How to Establish a Citywide Network to Improve Outcomes for Teen Parent Families," San Antonio, Texas, 1987.

Mathmatica, Training for Illinois and New Jersey State Welfare Departments: Case Management for Teen Parents: Chicago, Illinois. 1987.

Milwaukee Public Schools, Performed Audit Milwaukee School Age Parents Programs, 1985.

Mountain States Health Corporation, Designing State-wide Teen Pregnancy and Parenting Program, Boise Idaho, 1984.

Nampa Public Schools, Technical Assistance to Develop School Programs for Pregnant and Parenting Teens, Nampa, Idaho, 1984.

National Conference on School Dropout Prevention, Workshop Presenter: "Case Management with Youth in California SB 65 School Programs," San Diego, April 1989. Repeated workshop in two subsequent California conferences.

National Organization of Adolescent Pregnancy and Parenting, Conference Presenter, "An Interagency City-Wide Service System Model for Serving Pregnant Teens and Teen Parents," Texas, 1983.

New England Conference on Troubled Adolescents, Conference Speaker, "Case Management for Pregnant and Parenting Teens," Sturbridge, Massachusetts, 1986.

New Leaf Book Store, "Pendulums: Dowsing your Intuition," Larkspur, CA, 5/22/96.

Orange County Teen Parent Network, Trainer, "Making Case Management Work in Orange County," Anaheim, California, 1985.

Oregon State Teen Pregnancy Conference, Speaker, "How to Establish a Community Network to integrate Health, Education, and Social Services for Young Families," Oregon, 1980.

San Bernardino Teen Parent Network, Trainer, "Case Management in San Bernardino County," San Bernardino, CA, 1985.

San Diego City Schools and the County Teen Parent Network, "Designing School-Linked Programs for Pregnant and Parenting Teens," California, 1986.

San Francisco Child Abuse Council, Chaired City Agency Multi-Disciplinary Conference Committee, 1973-74.

Santa Barbara Teen Parent Network, Training in Development of County-wide Service Delivery System for Teen Parents and Their Families, Santa Barbara, California, 1984.

St. Margaret's Hospital Conference on Adolescent Sexuality, Speaker, "Management of Long-Term Counseling Services within a City-Wide Interagency Network," Boston, 1983.

TIDE Conference, California Department of Education-Vocational Education Division, Workshop Presenter, "California Workfare and Teen Parents," San Diego, CA, 1987.

University of California at Berkeley, School of Social Welfare and San Francisco State University - Field Supervisor for Social Work, Counselor and Public Administration Students, 1974-1989.

URSA Institute, Trainer: Adolescent Pregnancy Programs/Data Management, San Francisco, 1984.

US Department of Health and Human Services, Region IV Conference on Adolescent Pregnancy, Speaker and Workshop Facilitator, "Building Effective Coalitions for Action," FL, 1984.

US Department of Health and Human Services, Regions VII, VIII, IX and X Conference, New Perspectives: Monitoring Child and Adolescent Health, Speaker, "Using Data to Justify, Plan and Evaluate Programs," Berkeley, 1984.

US Department of Labor, Presenter, "Teen Parent Employability Programs," Washington, D.C., 1988.

US Office of Adolescent Health, OPHS, Teenage Pregnancy and Prevention: Replication of Evidenced-Based Programs (Tier 1), Panel Chair, Washington DC, July 14-16, 2010.

US Office of Adolescent Pregnancy, US Department of Health and Human Services, Trainer for Grantees, Miranda Associates, Inc., Trainer for Staff and Grantees, Wash., D.C., 84-85.

US Office of Adolescent Pregnancy, US Department of Health and Human Services, Grant Reviewer, 1999-2007, Trainer for Grantees, "The TAPP model and Its Replication," Wash., D.C., 2006.

US Office of Adolescent Pregnancy, US Department of Health and Human Services, Trainer for Grantees, "The Network: Systems Level Case Management," Wash., D.C., 1985.

US Office on Women's Health, Office of Public Health and Science, Office of the Secretary, Department of Health and Human Services, Grant Reviewer: Coalition for a Healthier Community, Washington DC, September 7-9, 2010.

### **Organizations and Boards**

American Civil Liberties Union (ACLU), 2016-present.

American Council of Hypnotist Examiners (ACHE), March 30, 2013 CHT.

American College of Traditional Chinese Medicine (ACTCM), Board of Directors, 1995 to 1999

American Society of Dowsers, 1987 – 2011, Life Member; ASD Vision Committee, 2013-present.

Idaho Society of Dowsers, President 2011-present.

Association of Comprehensive Energy Psychology (ACEP), 2013-Present.

Association for Transpersonal Psychology (ATP), 2013-Present

Balboa School-based Health Clinic, Co-founder and Advisory Board, 1985-88.

Balboa-San Miguel Parent and Infant Center, Co-founder and Advisory Board, 1980-88.

California Alumni Association, UC Berkley, #931605, 1966-present.

California Alliance Concerned with School Age Parents, Board of Directors, 1979-1987, Past President, 1985.

Center for the Study of Empathic Therapy, Education & Living, Member 2013-present.

Energy Kinesiology Association (EnKA®), Member 2014-present.

Echohawk Estates Homeowners Association, Eagle, Idaho, President, March, 2014-November, 2015.

Foundation Consortium on School-Linked Services, Co-founder, Vice-Pres & Exec Committee, 1990-1996.

Friends of the Bitter Root, Hamilton, Montana., member, 2000-2003.

Geothermal Resources Council, member, 2007-2009.

Herb Research Foundation, member, 1994-1998.

Institute of Noetic Sciences (IONS), 1994-Present, Community Representative of Montana Chapter, Community Presentations in Boise, SF Bay Area and Montana, funder of research projects.

ISSSEEM International Society for the Study of Subtle Energy and Energy Medicine Member, 1996-present.

Marin County Alcohol and Drug Abuse Advisory Committee to the Marin County Board of Supervisors, April 1996-98.

Marin Montessori Corporation, Board of Directors, 1975-1978 and President, 1977-1978.

National Association of Social Workers (NASW), 1968-present.

Ozark Research Institute, Inc. 2013-present.

PsychoNeuroImmunology Research Society (PNIRS), member 2013-present.

San Francisco Delinquency Prevention Commission, 1981-88.

San Francisco Maternal Child and Adolescent Health Advisory Board appointed by SF Board of Supervisors, 1983-1986.

San Francisco SAN FRANCISCO CHILD ABUSE COUNCIL, Board of Directors, 1974-1977.

San Francisco School-Based Health Clinics Task Force, Chair, 1984.

San Francisco Task Force on Positive Parenting, Co-Chair, 1978-1981.

Sierra Club, 1966-1977, 2016 to present.

Southern Poverty Law Center, 2016-present.

Valley County Geothermal Energy Team, Member, 2006-2009.

Valley County Pathways, Inc. Member 2005, President 2008, and Board of Directors 2006 - 2010.

WindSong Property Owners Association and WindSong Community Dock Association, Cascade Lake, ID, Co-founder, Positions have included Board Member and Secretary Treasurer, 1998 - Present.

Women's Voices for the Earth, Montana, Member, 2000-2009.

### **Professional History**

Earth Water Alliance<sup>SM</sup>, Inc., Co-founder and President 2016-present.

LodeStar Transformations<sup>TM</sup>, LodeStar Hypnotherapy<sup>TM</sup>, and LodeStar DreamWork<sup>TM</sup>, Founder, Trainer, Writer, and Clinical Hypnotherapist. Currently practices metaphysical and transpersonal hypnotherapy for recovery support, educates healing arts professionals to incorporate these methods into a variety of clinical and self-care approaches. 2012-Present.

WindSong LLC, Inc., Managing Partner, Consultant, Hypnotherapist, Trainer, Grant Reviewer and Writer, 1997 - Present.

Stuart Foundations, Program Officer – Funded projects to improve outcomes for children, youth and families, and prevent teen pregnancy. Portfolio included public-private partnership collaboration, research and evaluation, 1989-1996. San Francisco, CA.

Marin Creative Options, Inc., Consultant, 1980-89, President and CFO, 1989-2000. Mill Valley, CA.

The East Bay Community Foundation. Director, ECHO - Expanded Complementary Health Outcomes: Foundation Strategies for Serving Children, Youth and Families, January, 1997-1999. Oakland, CA.

San Francisco Unified School District (SFUSD), School Social Worker and Program Administrator, 1967-89:

- Coordinator and Social Worker, Special Service Centers for Pregnant/Parenting Teens, 1967-1972.
- Elementary School Social Work Services, 1972-1978.
- Field Supervisor for Social Work, Counselor and Public Administration Students, 1974-1989.
- Developed and Coordinated the SFUSD Child Abuse Program, 1975-1980.
- Pre-Kindergarten Program, Social Worker, 1979-1981.
- School Program Quality Review Monitor, "Effective Schools," 1984-87.
- Developed and coordinated with the San Francisco Family Service Agency, the Teen-Age Pregnancy and Parenting Program (TAPP), a 36-partner inter-agency comprehensive case-management system for teen parents and their families, 1981-89. This included writing grant proposals funded by: US Office of Adolescent Pregnancy Demonstration Programs 1981-1992, U.S. Departments of Education and Labor, School Dropout Demonstration, 1987-89, California Department of Social Welfare, GAIN Teen Program for AFDC School Dropouts and Teen Parents (Cal-Learn) 1988-89, California Department of Education - "Infusion of parenting and child development curriculum into district-wide middle and high school core curriculum," 1987-88, California Department of Education "LAPSIT" in partnership with Public Library, 1988-89, and Miranda Lux Foundation, Apple, and Koret Foundation 1988-89.
- Developed training materials and facilitated the replication of this model program in 45 California communities



of the California State Department of Health's Adolescent Family Life Program, 1984-2009. Additionally it was replicated in several states including the Illinois and New Jersey State Welfare Departments and Terry Reilly Health Services with the Nampa Public Schools, Idaho. The teen father program became a national model featured on Good Morning America and Phil Donahue. It was replicated in a six-state initiative, 1983-87.

San Francisco Department of Child Welfare, Child Protective Services, 1966-1967.

San Francisco Juvenile Court, Probation Officer, June - September, 1965, Summer + Internship Placement 1964-65.

Downey VA Neuropsychiatric Hospital, Social Work Assistant, Downey, Illinois 1963-65.



November 5, 2018

American Society of Dowers  
184 Brainerd St.  
PO Box 24  
Danville, VT 05828

**RE: Documentation Request**

***Sent via U.S. Mail, Certified, Return Receipt #7018068000061185998 and via email to [tick@dowers.org](mailto:tick@dowers.org), [Leedra@dowers.org](mailto:Leedra@dowers.org), [r.louise@dowers.org](mailto:r.louise@dowers.org), [mark@dowers.org](mailto:mark@dowers.org), [d.arseneau@dowers.org](mailto:d.arseneau@dowers.org)***

Dear ASD Trustees Tick Gaudreau, Leedra Yablonsky, Roxanne Louise, Mark Hurwich, Dan Arseneau:

On October 30, 2017 I requested documentation that is required to be provided to members upon request (attached). Per 11B V.S.A. §§16.02, 16.03, and 16.20 a member upon written notice is entitled to have copies of records required to be maintained under §16.01, accounting records, the membership list and other documentation required to be provided to members upon request. The IRS also requires that a nonprofit provide records to members upon request.

To date the ASD has refused to provide this information. Vermont Law (see 11B V.S.A. §16.04) provides that if the nonprofit corporation refuses to provide the records to a member, that an action may be brought in the Superior Court and that the corporation will be required to pay all member's costs, including legal fees in to obtain a court order requiring the organization to provide the records. IRS law also provides for civil penalties for failure to provide documentation that is required to be provided to members upon request.

This document request is made in good faith to obtain documents that are not being provided to the membership by ASD as required. As the board has a fiduciary duty to the membership, members have a right to know the financial status of the organization, actions being taken by the board affecting membership rights and the organization, and to ensure that donations made to ASD are used for the donor's intent and the stated, advertised purpose of the charity. Many life time and other members have been terminated without due process and many never were even informed of the outcome of the charges and do not know if they are still members. The information requested is only that which is required to be provided to members.

This request has been sent to the uncharged board members as some of the information requested relates to the charges pending against current and former board members which was filed with the ASD June 14, 2017.

I am updating the document request and am requesting the following information which is required to be maintained by the ASD and to be provided to a member upon request:

1. 2018 annual meeting minutes and recording.

2. 2017 & 2018 annual meeting notices sent to members including a description of matters which must be approved by the members, notices of any matters a member intended to raise at the meeting.
3. 2017 & 2018 list of number of members present at the annual meeting, actions voted on, and number of votes for and against
4. 2016 – 2018 Ratification ballots sent out to the entire membership within 60 days of an annual meeting
5. Board minutes and recordings for February 2018 and any since June 15, 2018.
6. Current number of members and category in the ASD (e.g. life members, annual members, family members)
7. 2016-current: Water for Humanity:
  - a. Annual reports including financial and summary of projects completed
  - b. List of donations and other income (excluding confidential donor information)
  - c. List of monies given out by year including amounts, name of grantee, payment dates, and which payments were for restricted purposes identified by the donors
  - d. Grant proposals received for Water for Humanity funding
  - e. List of expenses per year
  - f. List of Water for Humanity committee members since the WFH fund was frozen in March 2016 including names, positions and dates started on the committee
  - g. Amount of monies in the Water for Humanity Fund at the time the EFH Fund was frozen in 2016
  - h. Current amount in the Water for Humanity Fund
  - i. Water for Humanity committee minutes
8. 2016-current: Annual financial audit reports including the CPA audit for 2016 received by the ASD Board in March, 2017
9. 2017- current: Record of actions taken by the Board without a meeting
10. 2015-current: Ballots sent to the membership describing changes to the bylaws for voting on and numbers of member votes ratifying or opposing the bylaw change
11. 2017 – Current: ASD Trust Fund information including amount in the account by year, the committee members overseeing the Trust Fund, and amounts distributed.
12. 2017-current: Annual and monthly financial reports presented to the ASD board during or prior to board meetings, annual financial reports distributed to members and current to date financial statements including balance sheets, statements of operations and any associated public accountant reports which show all income and expenses.
13. 2016 & 2017 990's filed with the IRS for those tax years.
14. 2017 – Current: Committee reports for all committees created by the ASD board.
15. List of all ASD chapters and ASD annual financial reports for 2016-2017 years
16. Last two biannual reports to the Vermont Secretary of State

I also requested a copy of the membership list 8/16/17, 9/25/17, 10/1/17, 10/2/17, 10/20/17 per 11B V.S.A. §16.03 and am restating that request. The purpose is related to my interest as a member and will not be used for any commercial purpose or sold to anyone.

I am requesting that ASD provide this information to me no later than **November 26<sup>th</sup>, 2018**. Information may be sent electronically to my email [janisefallon@gmail.com](mailto:janisefallon@gmail.com) or provided in hard copy and mailed to me. If the requested information cannot be emailed or sent via hardcopy or electronic, then we may have designated agent(s) or attorneys copy the materials per 11B V.S.A. §16.03.

Sincerely,

Janis Fallon  
ASD Life Member

Cc: Vermont Attorney General

May 18, 2016

Dear American Society of Dowsers' Board of Trustees/ Disbanded Water for Humanity Fund Committee/ and ASD General Membership:

In the past, I served my home county for 20 years as an elected County Commissioner. After that, I was appointed County Road Commissioner for 6 years. I served on dozens of committees and chaired many of them. Only once in those 26 years did I encounter a group of individuals so determined to micromanage and so obsessed with absolute control of information. Last year, I met another in the guise of the Board of Trustees' Executive Committee.

I had heard that there were issues within ASD when I was asked to run. Five Board of Trustee members had quit at the end of 2014. I came on the Board of Trustees (BOT) eager to help solve any problems. I truly believed that ASD and the WFHF were admirable groups dedicated to humanitarian service. We "Newbies" as Jennifer Anderson, Rebecca Gurland and myself were called, were told at our first meeting that there were 7 potential lawsuits pending and that our questions regarding the new By Laws would be answered at the evening's Membership Meeting. We were surprised and shocked when after a short question and answer period, someone called out, "Move to adjourn!" It was seconded, and the meeting ended.

At our next meeting the following morning, we were told that with the loss of the five trustees, everyone was overwhelmed with work that needed to be done. We were asked to support an expansion of the Executive Committee to include 2 vice presidents and 2 secretaries. Elected were: President: Adhi Moonien Two Owls, Vice Presidents: Marty Lucas and Sandra Isgro, Secretaries: Annette Weis and Sandi Ruelke, Treasurer: Kevin O'Brien.

Later, we would realize our mistake. Now these individuals had the majority of votes and could and did control the BOT. The Executive Committee did not share its agendas or action items. Committees were formed and comprised by as few as one person to rewrite By Laws, Nominations Committee Procedures, Personnel and Policies Manual (PPM), and Confidentiality and Harassment policies. These

changes were then sent on to the BOT for approval. As much as possible, changes in policy were put into the PPM, as those did not require membership approval. There were many calls for volunteering for ASD Committee membership but volunteers quickly learned that being on one of these committees did not mean that you would be notified and included in meetings or in the decision making process.

The vitriolic and punitive responses to my asking questions of the BOT, resulted in me being placed on 3 months probation. No hearing—nothing in writing. Just a vote by the Executive Committee and their decision of October 10, 2015 relayed to me by phone by President Adhi Two Owls. Even today, almost 7 months later, I still have not been given causal factors for this decision or notice of being removed from probation.

At the June Convention, President Adhi Two Owls named Jennie Anderson and myself as Liaisons to the Water for Humanity Fund Committee. We were pleased and eager to work with this group of such dedicated individuals. This committee worked very well together becoming more organized and using each of our differing areas of expertise. There were no complaints or suggestions from the BOT to us as Liaisons or to the Chair of WFHF, Dan Prater. We thought everything was going well.

In early December, Jennie and I had a phone conference call with President Adhi. She informed the two of us that the Executive Committee had met in late November and voted to remove Steve Herbert as Secretary to the Water for Humanity Fund (WFHF) and to retire him from WFHF at the June 2016 Convention. Both Jennie and I urged her to get the Executive Committee to reconsider its decision. We told her that WFHF had been working well together and were a much more cohesive group. We told her that removing Steve who was the heart and soul of WFHF was a huge mistake. Although Adhi agreed with us, she stated that she had been ordered by the Executive Committee to execute their vote and wishes. Further, she requested that the information given us was to remain confidential until she had time to speak to both Steve Herbert and Dan Prater. Dan and Steve were not told until after the New Year. As you can imagine, all hell broke loose. None of the rumored accusations towards Steve were felt to be discreet. In addition, WFHF's lack of information about the Executive Committee's reasons for this action hampered WFHF's ability to investigate and

respond to the issues now raised in rumors and innuendo. All of this caused much anger and lack of trust.

Shortly thereafter, Adhi Two Owls was forced to resign, and Marty Lucas became President of ASD. With the removal of Adhi, the new leadership became even more obsessed with control of information, threatening that any member who shared information outside the BOT meetings would also be removed from the BOT. As the appointed Liaison to WFHF, I needed to speak to both the BOT and the WFHF Committee about information and issues that came up. "Muzzling" me made it impossible for me to do my job as Liaison.

By now, 3 more BOT members were gone: Janet Windsor, Richard Benishai and Adhi Two Owls.

Soon, Marty installed a communications system for all BOT Members. We were given email addresses so that a server would keep track of our emails—ingoing and outgoing. It was stated that this was to enable the next Board to understand what this Board had done. Until just recently, I did not agree to do so. I still don't understand why a 1200(?) member non-profit organization needs to maintain such control and secrecy. I believe that we need transparency. We need people to ask questions and bring in new ideas. We have lost 8 BOT members in less than 2 years. When asked how many ASD members we'd lost over the last few years, information was "not available". What is going on?

On March 9, 2016, President Marty Lucas and Treasurer Kevin O'Brien urged the WFHF voting and non-voting Committee Members to transfer the Fund by either starting a new non-profit or finding another to join. Amy Loomis, Dreama Brower and Sue Trumpfheller began working and formed the Earth Water Alliance. They applied for and received their 501©3 non-profit corporation status. All the voting members of WFHF Committee sent letters to the BOT supporting the transfer of the Fund to this new group. As requested by Marty and Kevin, Earth Water Alliance (EWA) submitted their application to the BOT for the transfer of the WFH Fund. On April 26, 2016 in closed session, the BOT voted against the transfer of the Fund. Marty then disbanded the WFHF Committee and the Fund remained "frozen".

I am not one to give up and quit but on April 26, 2016 when the BOT went into Closed Session, they also tried to remove me from the BOT for paying my dues two weeks late. This was a surprise move and not on the agenda. On May 16, 2016, ASD had another closed meeting. The Board voted to use the WFH non-restricted funds to pay for ASD's attorney fees, (6 yes – 1 no), me being the one no. I have always been told that all donations to WFH are restricted and that WFH restricted funds cannot be used for administrative costs unrelated to the purpose for which they were donated. This action would also increase the traditional 5% administrative costs of the WFH Fund. Further, how could this even be considered when the Fund has been "frozen"? How can ASD have a convention raffle to take in monies for a fund that is "frozen"?

I have finally realized that all the stress I have endured for a volunteer position these last 11 months is not going to abate. With the dismantling of WFHF by Marty Lucas's action as Chair, I have dowsed and come to understand that I cannot see myself having any positive influence in this organization's BOT.

Therefore, I hereby resign as a member of the ASD BOT, effective immediately.

Unlike all those who have left or been forced out and haven't shared their experiences, I wish to speak to those of you who elected me. Please, please ask some of the following questions of your present BOT.

I have never been able to get answers to these questions:

1. What were the ballot results for the 2015 By Laws changes? We were told that they were unanimous. Yet, I and several others I know of, did not vote yes.
2. What were the ballot results for the Candidates running for the BOT?
3. What are the amounts of money in the BOT's Trust Funds? Rumors have run as high as \$20,000 and as low as \$800. Why is this a secret?
4. What were the BOT Committees' 2016 budget (funding) requests?
5. To date, what amendments have been made to the 2016 Budget? Who approved these and when?
6. How much over budget is the 2016 Convention?



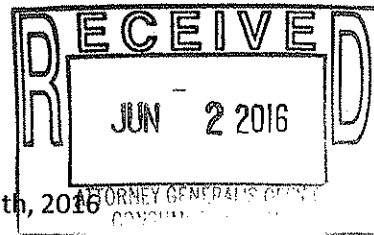
7. What amount was spent for the attorney and (non-certified CPA) auditor this winter/spring? Who authorized it? Had the auditor signed off on her threat of a potential lawsuit against ASD before being hired?
8. What action items have been approved by the Executive Committee? What were the votes? Why were these never brought to the full BOT?
9. How can ASD Lifetime Memberships be taken away by the BOT?
10. How can the BOT demand Chapters' money, supplies, sale items, documents, etc. when they leave ASD—even when they do not use ASD's 501©3 tax number?
11. Why can't the members obtain a complete financial reporting more often than once a year?

Sadly, I leave...grateful for your confidence in electing me and grateful for the many letters and calls with your support. I have met so many wonderful dowsers!!!

Thank you,

Jean McDonald





May 27th, 2016

Honorable William H. Sorrell  
Vermont Attorney General's Office  
109 State Street  
Montpelier, VT 05609-1001

Dear Attorney General Sorrell,

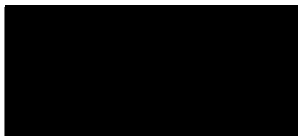
As a caring member of a nonprofit organization in VT, I regret to have to let you know of my concern about The Water for Humanity Fund (WFHF), the charitable arm of The American Society of Dowsers (ASD). I am writing this as a present member of the board of trustees (for the last 11 months), finding myself with a minority vote in just about every decision. I am seeing these issues from the inside. The fund was formed (in 1991) with the highest of intentions to do good in the world, yet now, the present executive committee and others of the board of trustees, in my view, are not carrying out that purpose and not caring about the requests of donors to the Water for Humanity Fund .

At this point I can no longer be part of this board, as the majority, for one thing, continue to act with what I see as the lack of management (or mismanagement) of the small yet valuable fund. More importantly is the disregard for the donor's wishes- as well as the lack of caring about the people in need waiting for the funds that the ASD president froze. The executive committee believes money can still be solicited though, without a fund manager or plan for the donations .

I wouldn't be writing just because this group has acted mean, vindictive and petty. Now I see them wanting to use WFHF donor's money (intended for water projects), for attorney fees to contest complaint letters. I was told at the board meeting, and perhaps they want to believe, that some of the monies are unrestricted and they can do what they want. Now I know that is not the case. Perhaps ASD is small, with under 2000 international members and has not raise hundreds of thousands of dollars, yet these few in control are not acknowledging and honoring our members and donors. Surprisingly emails were sent revealing these intentions. I have copies of emails, have had phone conversations and am in contact with other officers and office staff, with similar feelings that bring this to light.

Respectfully submitted,

*Rebecca Gurland*  
Rebecca Gurland



Dear Mr. Powers:

When I spoke to you last week you asked me to summarize the new developments in the American Society of Dowsers non-profit. There have been major changes in the organization that cause many of the members and terminated members great concern. We hope you will request a copy of the annual meeting recording.

- At the annual membership meeting June 24<sup>th</sup>, the Board of Trustees informed the membership that they were **eliminating the Water for Humanity Fund** and giving the monies to several water-related organization, some of whom do not have any goal to use dowsing. We are concerned that this would not honor donors' intent. The Board did not ask for membership votes but indicated that they were intending to take this action.
- The Board released vague **financial information** again this year. It is very brief and some parts do not appear to make sense such as donations and expenditures for Water for Humanity where checking account amounts seemed to match 2017 report amounts and expenditures to hurricane relief organizations don't appear to match what the Board had previously indicated that they had given out. The 2016/2017 CPS audit that the Board received in March 2017 was still not released to the membership or discussed. Nor was the trust fund discussed. As previously noted, the Board continues to refuse to release financial information to Janis Fallon requested in 2017.
- Former Vice-President, Lee Ann Potter, chaired the annual meeting, announcing that **Tick Gaudreau had resigned** and that she was now President. Tick Gaudreau told several members that he resigned because the charged Trustees, had asked him to perform actions that he believed were unethical. Note that President Gaudreau was the only uncharged member left on the Board since Matt Minor, the other uncharged Board member, **resigned this spring**.
- During the annual meeting last week, one of the two members of The Ethics Committee asked for more help on the committee so they could complete their hearing of the charges. Months ago, they had sought assurance that they would not be sued and asked if ASD's insurance provided coverage. Marty Lucas (a charged Board member) indicated they might not be covered and stated that their prior insurance company had terminated ASD coverage because of the charges. This appears to be a form of intimidation that resulted in no additional volunteers and the Ethics Committee discontinuing their work. **As noted no Ethics Committee members contacted those charged or those who filed the charges**
- These same **Trustees then coerced the membership to vote to absolve them of all ethics charges**, bypassed the entire process to clear themselves without a hearing on the charges as required. The ASD Bylaws require that the Ethics Committee hear the charges and make recommendations to the uncharged board members who then decide what to do about the charges. During their discussion, the members requested that they see the charges and the Trustees refused, but demanded that they be absolved,

**threatening to walk away immediately and leave the headquarters, bank accounts, real estate, employees, etc.).**

- **The charged Board members then tried to get the membership to vote to take away all the complainants' memberships (six of which are Life Memberships).** The Board asked the membership to terminate the memberships of all members who filed the ethics charges against them. After Ms. Two Owls raised objections, a vote was not taken but Lee Ann Potter later indicated that they were going to go after those members who whistle blew anyways. My whistle blowing was likely a cause of the Board terminating my Lifetime Membership. I hate to see this happen to the complainants who signed the ethics charges sent to Tick including 6 Lifetime Memberships which cost over a thousand dollars each.

I have given your contact information to two former Trustees who attended the annual meeting and objected to much that went on: Susan McNeill Spuhler, (Life Member), and Adhi Two Owls, former President who resigned when these charged Trustees wanted to remove Steven Herbert from his longtime volunteer work for Water for Humanity. I encouraged them each to contact you thus you may also hear from them in the near future.

We appreciate your efforts in looking into the actions of the charged ASD Trustees who seem to be increasingly threatening memberships and violating laws and bylaws. Thank you again.

Sincerely,

Amy Loomis

P.S. I want to retract my accusation mentioned in the previous correspondence that I believed Lee Ann Potter had used the ASD email list to promote her private business. I spoke to Kevin O'Brian, one of the charged Trustees who resigned last year stating on Facebook that "the organization was rotten through and through." He said that he had given my email addresses to Pat Laurino, Lee Ann's previous business partner. Either way, the email list was being used for personal financial gain. I wonder how many of the other Board members do this regularly to find to clients?

Cc: Janis E Fallon, Esq.  
Dreama Brower  
John Serino

Board of Trustees and Members of the American Society of Dowsers,

I have been the [Water For Humanity Fund®](#) Committee Chairman for the past 9 months and would like to take this opportunity to update our fellow members and donors so you are aware of recent events that have severely impacted my Committee's ability to manage your charitable Fund and some of the decisions our Committee have been forced to make in response.

As you may know, the ASD Trustees decided it was in their best interests to fire [Steve Herbert](#) effective after the June 2016 convention in Sarasota Springs, New York. Steve has been in a volunteer capacity for nearly 20 years and this was to be the 25<sup>th</sup> Anniversary of the Water For Humanity Fund®. Steve, having kept the Fund afloat through some rough times became a pillar in which ASD was able to gain footing again. My Committee is thankful and considers itself extremely fortunate to have met, worked closely with, and even been inspired-by Steve's dedication to water resources and a lifelong service to those less fortunate.

Between your member donations and Steve's procurement of grants along with the hard work of past and present committees the Fund has received and dispersed donations that exceed \$380,000. The Fund has also had the honor of memorializing many Sky Dowsers over the years with water wells in their name. Some of these Sky Dowsers include; Lynn Monroe, Brett Wentworth, David Pitkin, Robert Conary, Andy Bray, Rene Lincoln and Frank Hoenig. The donations from your Fund have changed the lives of tens of thousands of people all over the world and the membership has a lot to be proud of.

Recently under protest and in the best interests of preserving the Fund, our Committee attempted to change the minds of the Trustees and allow them the opportunity to rescind their decision based on the lack of due process, unjustifiable accusations and the extremely detrimental effect this has on sustaining the Fund in the future.

Our Fund Committee has followed every relevant policy and procedure written by ASD and has never in the past 9 months been contacted by any Trustee with questions related to any wrongdoing, negligence or violations of any kind. Steve has never been given an opportunity to defend himself and there was no due process followed from any document, including the Policy and Procedures Manual, By-Laws, Roberts Rules of Order, or the State of Vermont prior to his forced dismissal. Our Committee has heard the accusations they have levied against Steve and they are a complete Jest and without merit.

To the detriment of both ASD and the Fund they publicly voted not to rescind their decision. The Trustees have also publicly made false written and orally libelous statements in an attempt to discredit Steve and now more recently our Committee. We would like to ensure the membership that these written accusations are very far from the truth and are the sole efforts of a few people's vindictive motives. There has yet to be one single piece of evidentiary support to their libelous statements. If they continue to tell their story long enough people will begin to believe it. We are here to put the rabbit back in the hat. We ask the membership to look deep into the "*Common Denominators*" of the past and present ASD troubles and see who is still in play within the Trustee ranks. These are not coincidental difficulties, these are fundamental commonalities. Sometimes the only vote we have as members of an organization is where we spend our *time* and *money*, so I advise you to spend it wisely.

Other recently non-publicized news includes; the lockout of Steve Herbert from headquarters, the removal of any and all Water For Humanity Fund® nomenclature at convention to commemorate the Fund's 25<sup>th</sup> Anniversary, purposeful muzzling of members during public meetings, secretive Trustee meetings related to PPM and By-Law changes, Trustee requests to apply a percentage of your WFHF donation directly to the ASD general fund, the forced resignation of President Adhi Two Owls as well as Trustee Richard Benishai and Janet Windsor, just to name a few newsworthy items withheld from the membership.

More recently having placed the Fund in further jeopardy the [BOT](#) discussed dismissing our entire Committee and placing the Fund in escrow indefinitely. At this juncture I now find our Committee unable to fulfil its fiduciary responsibilities due to the immobility and futile decisions made by the Board of Trustees. So it is with deep regret and a heavy heart that I now find it necessary to resign my Committee position as Chairman of the Water For Humanity Fund®, effective immediately.

Sincerely,

[Dan Prater](#)

## 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 Dowsers 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 Dowsing 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 Dowsers, 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 Dowser, a 72 page quarterly journal, is sent to all members of the American Society of Dowsters 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 Dowsters, 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 Dowzers 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 Dowzers 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 Dowzers 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 Dowzers 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 dowzers who have received the following awards:
  - \*a. Register of Recognition
  - b. Dowser of the Year (Dowser's Prayer)
  - c. Paul Sevigny 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 Dowzers, 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

#### Employment, Personnel and Pension

Personnel Records

10 yrs after employment ends

Employee contracts

10 yrs after termination

Retirement and pension records

Permanent

#### Insurance

Property, D&O, Workers' Compensation and General Liability Insurance Policies

Permanent

Insurance Claims Records

Permanent

#### Legal and Contracts

Contracts, related correspondence and other supporting documentation

10 yrs after termination

Legal correspondence

Permanent

#### Management and Miscellaneous

Strategic Plans

7 years after expiration

Disaster Recovery Plan

7 years after replacement

Policies and Procedures Manual

Current version with revision history

#### Property – Real, Personal and Intellectual

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

#### Tax

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 its 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 VP S T  
Zip \_\_\_\_\_

Officers: How many years an ASD member. P \_\_\_\_\_

members \_\_\_\_\_

Number of

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).....\$25<sup>th</sup>

\*Approved to be added January

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 Dowsters verified in the following categories:

Water

Personal Well Being

Lost

Ancient Wisdom/Spirituality

Earth Energies

- 2) Members of the American Society of Dowsters 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 involvement 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 \_\_\_\_\_

rev: 2/04

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.dowsers.org](http://www.dowsers.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

Rev: 2/04

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 \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

*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 \_\_\_\_\_

Rev: 2/04



## 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 Dowsers, 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 Statute '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.

## Disciplinary Process.

Any Member, Trustee or Officer, may be reprimanded, suspended, removed from office or lose their membership by a majority vote of the full BOT if shown to be guilty of misconduct. Examples of misconduct would include:

- (1) Violating the Code of Ethics (as published in the ASD Digest).
- (2) The abuse or misuse of power.
- (3) Personal activities prejudicial to the best interests of the Society, including placing personal interests ahead of those of the Society.
- (4) Slanderous remarks against a member, or against the Society.
- (5) Mismanagement, incompetence, or prejudicial conduct.
- (6) Whistleblowing.
- (7) Any other form of misconduct that is deemed to be detrimental to the organization, or to an individual.

It is important to understand that a complaint may fall into a number of categories: ethics, misconduct, Slander (against either the society or an individual), mismanagement (which would include incompetence or prejudicial conduct), or Equal Employment Opportunity. It is the responsibility of the full Board of Trustees to evaluate any complaint, fairly and impartially, to determine the category that it falls into, because the procedures for handling them may be different. It is also important to understand that this is one of the responsibilities of the Board of Trustees, and NOT the responsibility of a Chapter of ASD, a committee of ASD, or any other sub-group of the American Society of Dowsers, in part because only the Trustees of the Society may be held accountable for potential violations of law.

A grievance or complaint may be filed by either party to the action, or by a third party who has personally observed the activity. It is important to understand that the Board of Trustees can not, and WILL NOT, act on information that does not fall into these categories; a lack of substantiating information, either because a reporting party was not privy to the actions taken, or because there is a supposition on the part of the filer of a complaint, is inadequate to meet the requirements of this section, and will cause the complaint to be rejected. The evaluation of the complaint by the Board of Trustees, to determine if the requirements identified here have been met, is the FIRST step in the process.

In cases where the complaint is against a Trustee or Executive Officer of ASD, and initiated by a member in good standing, the full Board of Trustees, without the charged individual, will meet as the ethics or disciplinary committee, whichever is applicable, and shall follow the procedures outlined in this chapter. If dictated by the nature of the complaint, the person shall be removed from any management positions until the issue has been resolved. In the unlikely situation where a majority of the Board of Trustees has been brought up on charges, the entire Board of Trustees will determine the nature of the charges (to determine the category that they fall into), and shall follow the procedures outlined in this section. Under no circumstances should any procedure identified in this chapter be construed as limiting the Board of Trustees to a particular course of action; it is recognized that these procedures are guidelines, and the nature of any particular complaint may dictate deviation from these guidelines to meet constraints driven by time or administrative requirements. It is also critical to ensure appropriate and complete documentation of all activities, rationale, investigations, conclusions, and actions taken for any complaint, and that the standards of "Fair and reasonable" (as it applies to the accused), in accordance with Vermont State law, be followed.

In all cases, affirmative steps shall be taken to retain all relevant collected information, in accordance with the Society documentation policies, as well as Federal and State law. The information shall be kept both in hard copy and electronically; electronic copies of the information shall be maintained in a location where it may be available for either State or Federal Authorities, or future Boards of Trustees. In all cases, the decisions of the Board of Trustees are final. In situations where it is determined that false or exaggerated statements have been included as a part of a complaint, the Board is not necessarily under any further obligation to review or further process the remainder of the complaint, at their discretion. The Board shall adequately document the false or exaggerated information, and at their sole discretion, may choose to take action against the person or persons who furnished the information. As with all other actions identified in this section, the Board has full authority to implement any actions it deems appropriate for the effective and efficient operations of the Society.

The recommended procedures and guidelines are as follows:

- 1) Charges based on a violation of the ASD Code of Ethics. The ASD Board of Trustees, in its entirety, is the sole authority for determining if a complaint truly violates that ASD Code of Ethics; mere identification of a complaint by a filer as an "ethics complaint" does not necessarily dictate that it is "ethical" in nature. The full Board of Trustees, by a simple majority vote, shall

make this determination. All complaints presumed to be “ethics” complaints shall be sent directly to the Board of Trustees, through ASD Headquarters.

Once judged to be a complaint of activity contrary to the ASD Code of Ethics, a determination must be made regarding any ongoing damage that the activity may have to either an individual or the Society as a whole. If immediate harm is indicated, the Board of Trustees shall suspend the authorities of the individual engaging in the activity, to minimize any further harm. If the individual has no authorities, the Board shall discuss a legal “cease and desist” order with ASD legal council.

The next step in the process is to call the full Board of Trustees to order as the designated Ethics Committee. This would include situations where a majority of the Board of Trustees were charged with a ethics violation; Society members, as well as former Trustees (in good standing), may well not be covered by the ASD liability insurance coverage, which may remove any potential limits of personal liability should they be sued for an unpopular decision. Also, members at large, as well as former Trustees, may be unwilling to sign (and maintain) a non-disclosure agreement, intended to keep all aspects of the investigation and subsequent actions confidential. Current Board Trustees have such requirements.

The full Board, acting in their capacity as the Ethics Committee, shall conduct an inquiry to determine the facts surrounding the complaint; at their sole discretion, they may also decide to hire outside counsel to conduct the inquiry. The inquiry may include any person with direct or first hand knowledge of the activity in question, the charged individual, any other documentation that led to the filing of the complaint, and any other relevant documentation. It is imperative that full and complete documentation of all activities be maintained, and the Board strictly follows the “fair and reasonable” criteria, documenting their adherence to those criteria. Once the facts surrounding the complaint have been collected, the Board/Committee shall meet to review the complete set of data collected. The Board shall then determine, by simple majority vote, if the charge(s) have been substantiated. If the charges have not been substantiated, the Board shall document their conclusion, the supporting rationale, and their justification for meeting the “fair and reasonable” criteria. There shall be no notification made to the complaint originator, other than that the matter has been investigated and closed, with no sensitive information provided; all records and supporting documentation shall be retained, both hard copy and electronically, as part of the permanent Society Archives, and to inform future Boards of the records regarding actions taken.

If the Board determines, by simple majority vote, that the charges are sustained, the Board shall then question the charged individual(s) to determine any mitigating criteria that may exist; mitigating criteria may include any information, presented by those charged, that may influence the Board in their efforts to prevent the situation from occurring again. The Board shall determine consequences to the charged individual(s). The consequences shall be in accordance with the “fair and reasonable” criteria, and shall be appropriate for the conduct. At the sole discretion of the Board, by simple majority vote, the Board shall determine the consequences, and notify the charged party of their results. The decision of the Board in all matters is final, and may not be further appealed.

In situations where a majority of the Board of Trustees has been charged, the complete file, including all supporting documentation and rationale for their “fair and reasonable” decision, shall be forwarded to the Vermont Office of the Attorneys General, for their review and possible action.

2) Charges based on an abuse or misuse of power. Generally, this charge may apply to any individual who has been empowered within the organization, or has abused their membership. Because of the nature of the activity, this could include elements of Federal, State, or Local Equal Employment Opportunity (EEO) requirements. In general, a charge in this category shall be provided, in writing, to an officer of the Society, and shall include supporting documentation to substantiate the claim.

Once a complaint has been received, the receiving officer shall determine if the charge is directed at another officer; if it is, the receiving officer shall convene the full Board of Trustees, and they may vote to immediately suspend the charged officer for the period of an investigation into the matter. If the charged individual is not a Society officer, the full Board may vote to suspend the charged individual from their responsibilities while the matter is being investigated. The Board shall fully document their activity, for maintaining as a part of the corporate records.

If or once the charged individual has been removed from a position of authority, the Board of Trustees (with the exception of a charged individual) shall begin an inquiry into the circumstances described in the complaint. In cases related to Equal Employment Opportunity (which for the American Society of Dowsers, DOES apply to any person in a volunteer position as well), if the inquiry determines the charges may be sustained, the full Board shall meet as soon as possible to vote on the removal of the charged individual from the Society; in the case of conduct by a paid Society employee, the Society President (or a member of the Personnel committee) shall immediately terminate the charged employee’s employment.

In the case of non-EEO, harassment, confidentiality, or safety- related incidents, upon receipt of the charges by an officer, the full Board of Trustees shall meet to review the complaint, and shall then conduct an inquiry. Upon completion of the inquiry, the full Board shall meet to review the relevant facts, and deliberate; should the facts support a finding of an abuse or misuse of power, the Board shall then determine an appropriate consequence for the activity intended to prevent reoccurrence. The Board shall consider the full spectrum of penalties available to it, consistent with the “fair and reasonable” requirements.

3) Charges of Personal activities prejudicial to the best interests of the Society, including placing personal interests ahead of those of the Society: Accusations involving this category should be forwarded to an officer of the Society, together with all supporting documentation. The receiving officer shall then forward the information to the full Board of Trustees; if a Trustee is the target of the accusation, then the charged Trustee shall be excluded. The full Board shall then meet to review the complaint and supporting material; if necessary, an inquiry shall begin to verify the information in the complaint, and determine if additional information is available. The Board may delegate the collection of information to any subset of the full Board, if appropriate.

Once all relevant or available information has been obtained, the full board shall meet to review. Once reviewed, the board shall vote to determine the magnitude of the violation; as an integral part of the review, the board may choose to consult legal council to determine if the conduct may contain possible violations of Federal Law(s) involving the financial activities of a non-profit. Once all reviews and legal opinions (if obtained) have been completed, the Board shall vote to take disciplinary action, consistent with and in the context of the nature of the charges. The Board may also vote to forward all relevant supporting documentation to either the Vermont office of the Attorney General, or the appropriate Federal Investigatory Agency, as appropriate.

4) Slandorous remarks against a member, or against the Society: Accusations of this nature shall be forwarded to an officer of the Society, who shall then forward them to the full Board. Any information that was forwarded with the complaint shall be reviewed to determine the nature of the remarks, accuracy, and harm. If additional information may be available, the Board may designate an individual to obtain it. Once adequate information has been received and reviewed by the full Board, the Board shall deliberate to determine the significance of the information, prior to voting. The Board shall then determine the necessary consequences, consistent with the goal of stopping the remarks from being made. If necessary, the Board shall also vote on obtaining legal compliance, either through a Cease and Desist order, or through a Court Order.

5) Mismanagement, incompetence, or prejudicial conduct: Because of the nature of the activity, this could include possible violations of Federal or State law. In general, a charge in this category shall be provided, in writing, to an officer of the Society, and shall include supporting documentation to substantiate the claim.

Once a complaint has been received, the receiving officer shall determine if the charge is directed at another officer; if it is, the receiving officer shall convene the full Board of Trustees, and they may vote to immediately suspend the charged officer for the period of an investigation into the matter. If the charged individual is not a Society officer, the full Board may vote to suspend the charged individual from their responsibilities while the matter is being investigated. The Board shall fully document their activity, for maintaining as a part of the corporate records.

If or once the charged individual has been removed from a position of authority, the Board of Trustees (with the exception of a charged individual) shall begin an inquiry into the circumstances described in the complaint. Upon completion of the inquiry, the full Board shall meet to review the relevant facts, and deliberate; should the facts support an affirmative finding, the Board shall then determine an appropriate consequence for the activity intended to prevent reoccurrence. The Board shall consider the full spectrum of penalties available to it, consistent with the “fair and reasonable” requirements.

6) Whistleblowing: Whistleblowing is the act of reporting allegations of wrongdoing, and whistleblowers are protected by elements of both State and Federal law. Allegations of targeting whistleblowers, either directly or indirectly, must be submitted to an officer of the Board, not involved in the whistleblower retaliation. ASD has stringent policies for the protection of whistleblowers, and the President of the Society is the designated Compliance Officer (unless they are the one targeted with a complaint of whistleblower retaliation; in that case, the Compliance Officer shall be, in descending order, the Vice President, Treasurer, or the Secretary). Upon receiving an allegation of whistleblower retaliation, the Compliance Officer shall determine if adequate information exists within the complaint to substantiate the claim; if the charge can be substantiated, the Compliance Officer shall take action to determine any mitigating circumstances that may be involved; the Compliance Officer shall then report the complaint and findings to the Full Board of Trustees; if the target of the complaint is a paid employee, the Compliance Officer may take immediate action to terminate the employee. If the target of the complaint is not an employee, the Compliance Officer shall present to the Board of Trustees the information, along with a recommendation for action suitable to prevent any further occurrence of the retaliation. The full Board shall then vote on the recommendation; if not passed, the Board shall deliberate to determine a suitable action that will be affirmed by majority vote.

If the charges of Whistleblower retaliation cannot be confirmed, the Compliance Officer shall determine the circumstances that resulted in the filing of the complaint of retaliation, and shall report all available information to the full Board of Trustees. The Trustees shall then determine if whistleblower retaliation has occurred; if necessary, additional investigation shall be conducted to try to substantiate the claims. If substantiated, the Board will vote on appropriate action to take; if not substantiated, the Board will fully document their decision, including deliberations taken, for the Society permanent archive.

7) Any other form of misconduct that is deemed to be detrimental to the organization, or to an individual. This element is a catchall intended to provide for a procedure for a future unforeseen type of complaint. A complaint in this category shall be forwarded to an officer of the Society, who shall then distribute the information to the full Board of Trustees. The Board shall then review the information, and determine the potential impact that the misconduct has on either the Society or a member; if necessary, the Board will conduct further inquiries to obtain additional information. Once the Board has identified suitable relevant information, the Board shall then determine the nature and scope of the misconduct, and shall determine what action to take to discourage or prevent the misconduct from reoccurring.

In any of the above 7 situations, due process must be followed to allow for an affirmative defense on the part of the accused. That defense shall include all relevant information to the accusations against them, as well as mitigating circumstances. A defense of "I am innocent of all charges" shall not be recognized as an affirmative defense, nor shall the Board be obligated to provide information to a member that is available on the ASD Website; the accuser(s) shall, when submitting the original complaint, include any and all relevant information to justify their complaint. The Board, or any element of the Board, is under no further obligation to question the accusers for additional information, or to accept additional information. Once the Board has determined the need for an adverse disciplinary action, the Board shall notify the charged individual(s), stating the charges, along with a summary of the findings sufficient to justify the actions taken; the charged individual shall be given a period of 15 days, in accordance with Vermont State Law, prior to implementation of the action.

Approved 6/10/2018





May 16, 2016

To: Board of Trustees, American Society of Dowsers

It is with regret that we acknowledge receipt of your April 28<sup>th</sup>, 2016 decision to reject our proposal to transfer the Water for Humanity Fund<sup>®</sup> (the Fund) that we submitted in response to an invitation by the President and Treasurer of the American Society of Dowsers (ASD).

First, we would like to point out that our proposal was submitted to the ASD Board of Trustees in response to an invitation extended on March 9<sup>th</sup>, 2016 by Marty Lucas, ASD President, and Kevin O'Brien, ASD Treasurer. They made a clear Offer to the Water for Humanity Committee to form their own nonprofit or find one to transfer the fund; Marty and Kevin represented that they had the support of most of the Board. Their offer was to transfer everything over to a new group provided a nonprofit was formed and it became a 501(c)(3). This meeting was recorded and a transcript will disclose the clear terms of the proposal.

We understood this to be a verbal contract and in response to this offer we acted in good faith and developed an Idaho nonprofit corporation and a 501(c)(3) public charity on March 15<sup>th</sup> called the Earth Water Alliance, Inc. (EWA)

We submitted a time-limited proposal to transfer the Fund for several reasons:

- You wanted a 25<sup>th</sup> Anniversary Celebration for the Water for Humanity Fund<sup>®</sup> and Steven Herbert's leadership as well as a raffle for the Fund at the ASD June convention in New York. We needed time to prepare appropriately for this event including addressing the New York laws for raffles.
- You had frozen the Fund on March 4 and many of the grantees were being negatively impacted by these disruptions. Additionally, the Debley Foundation matching grant needed to be finalized. We believed that it was imperative that the Fund be transferred in a timely manner to allow the Directors of the Earth Water Alliance to meet the obligations of the Fund to its grant recipients and honor the intentions of its donors.
- We were informed that the President and some BOT members were making negative comments about their invitation. Although we acted in good faith we were beginning to question ASD's intentions. We believed it was necessary to receive an indication of support by the BOT before developing a contract specifying the particular assurances and prior to spending additional time and resources on this transfer.

As a result, we requested a BOT vote on our proposal to transfer the Fund at the special meeting scheduled by the BOT on April 19<sup>th</sup>, 2016. At that meeting, we were advised the BOT was not prepared to vote on the proposal and we subsequently extended the deadline for a vote of support to April 27<sup>th</sup>, one day after the next regularly scheduled BOT meeting.

On April 28<sup>th</sup> the EWA Board of Directors received a letter from the ASD President that "no further action will be taken concerning the transfer until after December 31, 2016" and, at the same time the membership received a letter stating that negotiations were expected to continue. We were confused and disappointed since we were responding to an invitation by ASD to form an independent nonprofit organization to assume responsibility for the Fund. We were working to meet several deadlines including preparation for the 25<sup>th</sup> Anniversary Celebration of Water for Humanity at the upcoming convention in June and, more importantly, the imperative need for an organization to manage the obligations of the Fund to its donors and grantees.

Second, we would like to share the following response to each of your stated reasons for declining our proposal to transfer the funds:

1. ASD did not have time to get legal review: Between the BOT's invitation on March 9 and the vote on April 26, the BOT had ample time to consult legal counsel. On March 29<sup>th</sup> at the open monthly Trustee meeting, Jean McDonald, Liaison to the Fund Committee, formally advised the BOT and members of ASD that Earth Water Alliance, Inc. had accepted the invitation to form an unassociated nonprofit organization, for the purpose of transferring the Fund. On April 15<sup>th</sup> and 16<sup>th</sup>, EWA submitted a proposal with supporting documents (Articles of Incorporation, support letters from Fund Committee members, and the Bylaws) with a request for a vote of support by the BOT. Since this proposal was an acceptance of ASD's offer to transfer the Fund to EWA with expectation of a future contract and a Memorandum of Understanding, the BOT would have had additional time to consult legal counsel.
2. EWA does not have a 501(c)(3): The EWA Board informed the BOT that it had submitted the short form application for the 501(c)(3) tax-exempt status and expected an expedited determination. At our April 19<sup>th</sup> presentation we acknowledged that the transfer of the Fund was subject to receipt of tax-exempt status, which could have been confirmed later at the time of contract. For the record, EWA received 501(c)(3) tax-exempt status effective as of the date of incorporation in Idaho.
3. EWA did not provide a business plan or written details for handing the funds: The EWA Board consistently represented that the obligations of the Fund would be carried out by EWA, transferred funds would be properly applied, and ASD would be recognized and honored. Prior to the rejection letter, no request for a business plan or written details had been received from the BOT. On March 14<sup>th</sup>, Amy Loomis called Marty Lucas and accepted his offer to form a 501(c)(3) nonprofit corporation. She asked him what he needed to perform the transfer and he said, "keep it simple—just the Idaho Corporation document and proof of a 501(c)(3)". We did supply Articles of Incorporation and follow-up correspondence regarding our intent.
4. EWA Bylaws make no mention of its mission or funding water projects: The Bylaws state that EWA's purpose includes charity as defined by the I.R.S. There is no requirement for Bylaws to include a Mission Statement or details about the types of charity an organization intends to provide. EWA advised the BOT that its Mission Statement had not been finalized because it was dependent on whether the transfer of the Fund would be included.

Again we wish to emphasize that we are distressed that the BOT has disbanded the Water for Humanity Fund<sup>®</sup> Committee and suspended all activities associated with it. We remain concerned that ASD may not be prepared to fulfill its obligations to its donors and, just as importantly, its grantees that are depending upon assertions made by the Fund Committee when it accepted their grant proposals and started funding projects. Any delay in providing the funds donated by your members and other caring individuals and organizations will result in continued and unnecessary hardship to the Fund's portfolio of grantees in India and elsewhere who are in severe need of assistance. For example, 330 million people have been affected by drought in India alone: (<http://www.bbc.com/news/world-asia-india-36299778>). Make no mistake, lives are at stake. We lament that the Fund has been placed on hold.

Out of adversity comes a new opportunity to enhance dowsing worldwide; network with concerned organizations and individual dowsers; and optimize the delivery of potable water, water management, and sanitation systems as well as introducing a new dimension in raising awareness of the importance that Water has to a living Planet.

EWA was formed to carry on the spirit and activities of the Fund; with that now denied as a possibility, EWA embraces a new perspective. We are proceeding to define our mission without the obligation of incorporating the needs of the Fund and are realizing a tremendous need for dowsers to address earth

and water issues worldwide. Solely through the initiative of ASD, we now stand as an independent nonprofit organization that is prepared to serve the world's water-related problems with dowsing solutions.

Sincere Intentions for the Highest and Best Good,

Earth Water Alliance, Inc.

Dreama Brower, Director and Treasurer

Amy Loomis, Director and President

Sue Trumpfheller, Director and Secretary

The audit committee has determined that the charges made by the former chairman of WFHF committee are baseless and without merit. Therefore the BOT has released the check that had been approved for distribution but held pending the investigation.

Legal counsel also found the formal charges made by the committee against our office manager and a Trustee were likewise baseless. These charges are an indication of the complete breakdown of leadership, management, and advisors within the WFHF committee. They have cost us enormous time, energy and money and have distracted both the committee and the BOT from our primary work.

In light of these on-going dysfunctions, the BOT has been working on measures that will permanently correct these problems. One option was to dissolve the committee and disperse the fund. Another option was to reorganize the committee under standard business practices. A third option was to form a separate charitable entity that would assume the mission and assets of WFHF.

A small group of dedicated and talented volunteers chose to see if they could make the 3<sup>rd</sup> option work. These people formed the Earth Water Alliance (EWA) and had the support of the BOT and members of the current WFHF committee.

You are no doubt aware of the on-going negotiations with EWA concerning a possible transfer of property, funds and mission. The second deadline set by EWA of April 27<sup>th</sup> for these negotiations has been rejected.

I expect that negotiations will continue, but no further action is contemplated in the near future. Pending these negotiations or the reorganization of the WFHF committee, all committee activities are hereby suspended and all paid and unpaid employees are released.

Please forward all correspondence concerning WFHF directly to headquarters where it will be addressed. All property, records and correspondence belonging to ASD's WFHF needs to be turned into the headquarters no later than May 15, 2016. Please coordinate with Lisa.

In any case, Vermont law requires that many of these records be retained permanently at headquarters anyway, so this will just bring us into compliance. These records include all donor information, donations and records of all receipts that have been issued.

Marty Lucas

President

Thank you for your efforts to help us continue with the Water for Humanity Fund Mission. Your current proposal and deadline have been declined for the following reasons:

- No time was given to the ASD BOT prior to the deadline to get a proper legal review of the proposal.
- EWA does not have a 501(c)(3), so funds cannot be transferred until it has one.
- EWA did not provide a business plan or any written details as to how funds will be dispersed or as to how our donors' wishes would be honored.
- The EWA By-Laws make no mention of the EWA mission, or water, or funding water projects.

It is still the desire of several BOT members to move forward with this project, but these issues must be resolved in detail. Setting deadlines and making demands has not proven productive. In addition, the BOT has other pending issues that demand our time and energy.

Therefore, no further action will be taken by the BOT concerning the transfer of assets or mission until after December 31, 2016. Should BOT members and representatives of EWA wish to continue to work on crafting a viable plan; the ASD BOT will consider it then.

In the meantime, the current WFHF Committee is suspended and its' members released until either an agreement can be forged or the committee is reorganized.

Thank you,

Marty Lucas

27FEB2016

Board of Trustees and Members of the American Society of Dowsers,

I have been the Water For Humanity Fund® Committee Chairman for the past 9 months and would like to take this opportunity to update our fellow members and donors so you are aware of recent events that have severely impacted my Committee's ability to manage your charitable Fund and some of the decisions our Committee have been forced to make in response.

As you may know, the ASD Trustees decided it was in their best interests to fire Steve Herbert effective after the June 2016 convention in Sarasota Springs, New York. Steve has been in a volunteer capacity for nearly 20 years and this was to be the 25<sup>th</sup> Anniversary of the Water For Humanity Fund®. Steve, having kept the Fund afloat through some rough times became a pillar in which ASD was able to gain footing again. My Committee is thankful and considers itself extremely fortunate to have met, worked closely with, and even been inspired-by Steve's dedication to water resources and a lifelong service to those less fortunate.

Between your member donations and Steve's procurement of grants along with the hard work of past and present committees the Fund has received and dispersed donations that exceed \$380,000. The Fund has also had the honor of memorializing many Sky Dowsers over the years with water wells in their name. Some of these Sky Dowsers include; Lynn Monroe, Brett Wentworth, David Pitkin, Robert Conary, Andy Bray, Rene Lincoln and Frank Hoenig. The donations from your Fund have changed the lives of tens of thousands of people all over the world and the membership has a lot to be proud of.

Recently under protest and in the best interests of preserving the Fund, our Committee attempted to change the minds of the Trustees and allow them the opportunity to rescind their decision based on the lack of due process, unjustifiable accusations and the extremely detrimental effect this has on sustaining the Fund in the future.

Our Fund Committee has followed every relevant policy and procedure written by ASD and has never in the past 9 months been contacted by any Trustee with questions related to any wrongdoing, negligence or violations of any kind. Steve has never been given an opportunity to defend himself and there was no due process followed from any document, including the Policy and Procedures Manual, By-Laws, Roberts Rules of Order, or the State of Vermont prior to his forced dismissal. Our Committee has heard the accusations they have levied against Steve and they are a complete Jest and without merit.

To the detriment of both ASD and the Fund they publicly voted not to rescind their decision. The Trustees have also publicly made false written and orally libelous statements in an attempt to discredit Steve and now more recently our Committee. We would like to ensure the membership that these written accusations are very far from the truth and are the sole efforts of a few people's vindictive motives. There has yet to be one single piece of evidentiary support to their libelous statements. If they continue to tell their story long enough people will begin to believe it. We are here to put the rabbit back in the hat. We ask the membership to look deep into the "*Common Denominators*" of the past and present ASD troubles and see who is still in play within the Trustee ranks. These are not coincidental difficulties, these are fundamental commonalities. Sometimes the only vote we have as members of an organization is where we spend our *time* and *money*, so I advise you to spend it wisely.

Other recently non-publicized news includes; the lockout of Steve Herbert from headquarters, the removal of any and all Water For Humanity Fund® nomenclature at convention to commemorate the Fund's 25<sup>th</sup> Anniversary, purposeful muzzling of members during public meetings, secretive Trustee meetings related to PPM and By-Law changes, Trustee requests to apply a percentage of your WFHF donation directly to the ASD general fund, the forced resignation of President Adhi Two Owls as well as Trustee Richard Benishai and Janet Windsor, just to name a few newsworthy items withheld from the membership.

More recently having placed the Fund in further jeopardy the BOT discussed dismissing our entire Committee and placing the Fund in escrow indefinitely. At this juncture I now find our Committee unable to fulfil its fiduciary responsibilities due to the immobility and futile decisions made by the Board of Trustees. So it is with deep regret and a heavy heart that I now find it necessary to resign my Committee position as Chairman of the Water For Humanity Fund®, effective immediately.

Sincerely,

Dan Prater

The following additional information may be helpful to you in assessing ASD's financial mismanagement of the WFHF fund.

The WFHF Treasurer, Michelle Hicks from Nova Scotia (see above contact), reviews all financial information from emails sent to her by Lisa LaCoss, the bookkeeper at the ASD Danville, Vermont headquarters. Lisa receives all bank statements directly. Lisa receives all donations for deposit and signs all checks under \$600. Kevin O'Brien, the ASD Treasurer, co-signs all checks over \$600. To my knowledge, neither Lisa LaCoss, the bookkeeper, nor Kevin O'Brien, the Treasurer, are bonded. Lisa gets all statements from PayPal for donations that are made online to ASD on behalf of WFHF and other ASD designated donations. WFHF never receives a copy of the PayPal statements for independent verification. There is a history of Lisa sometimes misdepositing PayPal donations as reported by donors to our Treasurer, Michelle Hicks.

Lisa also keeps all financial information concerning WFHF on her QuickBooks software. Currently this software is configured for for-profit companies even though the software is capable of being configured for non-profits. During 2015, ASD's CPA firm, Gallagher Flynn, recommended ASD configure the software for not-for-profit reporting, however it has yet to be implemented. As a result it is difficult for us to receive requested financial data as it concerns the Fund.

ASD has ordered an unspecified and unfocused audit of WFHF of administrative matters that we believe should be directed to the ASD staff, but instead they have made unwarranted requests of various WFHF volunteers. We believe that their audit focus is a smoke screen so that they don't have to focus on the financial reporting shortfalls that have been brought to their attention. ASD headquarters has all financial information yet they are asking for all WFHF records via email without any reimbursement of any costs. Additionally, they have not made any provisions for continued oversight of daily work for the business of the Fund.

Many members believe that there is a conflict of interest between the Treasurer and the lead internal auditor, Lee Ann Potter, because the Treasurer gives free meeting space in one of his buildings to her organization. She might not be able to give an independent unbiased review since she could be at risk of losing meeting space. She has had ethics grievances against ASD and this may also be a conflict of interest. Additionally, she intermittently posts biased opinions on social media against WFHF and pro the ASD Executive Committee.

Thank you for your attention to this matter. I look forward to working with you as need be and/or referring others to you.

Amelia "Amy" Loomis, MSW, CCHt  
[IdahoDowers@gmail.com](mailto:IdahoDowers@gmail.com)  
208-315-1075  
Advisor WFHF Charitable Fund  
Life Member, ASD

## Relevant Water for Humanity Fund Policies and Procedures

### Detailed Procedures

#### 2. a. ASD Headquarters Responsibility

- (1) The WFHF is a **subsidiary organization** of the American Society of Dowsters, 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.

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- (d) The Committee may appoint non-voting Advisors as deemed necessary and they may attend WFHF Committee meetings.

3. c. The Committee is responsible for making decisions regarding the disbursement of non-restricted funds and the timing of disbursement of restricted funds.

#### 6. Committee Treasurerâ€™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 Committeeâ€™s Annual Report for presentation at the Annual Meeting and for publication in one of the ASDâ€™s official periodicals; this is in conjunction with the WFHF Secretaryâ€™s report.
- e. Gives financial reports to the Committee at all three of the required meetings during each calendar year.

#### 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.

27FEB2016

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Dan Prater

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The WFHF Treasurer, Michelle Hicks from Nova Scotia (see above contact), reviews all financial information from emails sent to her by Lisa LaCoss, the bookkeeper at the ASD Danville, Vermont headquarters. Lisa receives all bank statements directly. Lisa receives all donations for deposit and signs all checks under \$600. Kevin O'Brien, the ASD Treasurer, co-signs all checks over \$600. To my knowledge, neither Lisa LaCoss, the bookkeeper, nor Kevin O'Brien, the Treasurer, are bonded. Lisa gets all statements from PayPal for donations that are made online to ASD on behalf of WFHF and other ASD designated donations. WFHF never receives a copy of the PayPal statements for independent verification. There is a history of Lisa sometimes misdepositing PayPal donations as reported by donors to our Treasurer, Michelle Hicks.

Lisa also keeps all financial information concerning WFHF on her QuickBooks software. Currently this software is configured for for-profit companies even though the software is capable of being configured for non-profits. During 2015, ASD's CPA firm, Gallagher Flynn, recommended ASD configure the software for not-for-profit reporting, however it has yet to be implemented. As a result it is difficult for us to receive requested financial data as it concerns the Fund.

ASD has ordered an unspecified and unfocused audit of WFHF of administrative matters that we believe should be directed to the ASD staff, but instead they have made unwarranted requests of various WFHF volunteers. We believe that their audit focus is a smoke screen so that they don't have to focus on the financial reporting shortfalls that have been brought to their attention. ASD headquarters has all financial information yet they are asking for all WFHF records via email without any reimbursement of any costs. Additionally, they have not made any provisions for continued oversight of daily work for the business of the Fund.

Many members believe that there is a conflict of interest between the Treasurer and the lead internal auditor, Lee Ann Potter, because the Treasurer gives free meeting space in one of his buildings to her organization. She might not be able to give an independent unbiased review since she could be at risk of losing meeting space. She has had ethics grievances against ASD and this may also be a conflict of interest. Additionally, she intermittently posts biased opinions on social media against WFHF and pro the ASD Executive Committee.

Thank you for your attention to this matter. I look forward to working with you as need be and/or referring others to you.

Amelia "Amy" Loomis, MSW, CCHt  
[IdahoDowers@gmail.com](mailto:IdahoDowers@gmail.com)

Advisor WFHF Charitable Fund  
Life Member, ASD

## Relevant Water for Humanity Fund Policies and Procedures

### Detailed Procedures

#### 2. a. ASD Headquarters Responsibility

- (1) The WFHF is a **subsidiary organization** of the American Society of Dowsters, 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.

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- (d) The Committee may appoint non-voting Advisors as deemed necessary and they may attend WFHF Committee meetings.

3. c. The Committee is responsible for making decisions regarding the disbursement of non-restricted funds and the timing of disbursement of restricted funds.

#### 6. Committee Treasurerâ€™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 Committeeâ€™s Annual Report for presentation at the Annual Meeting and for publication in one of the ASDâ€™s official periodicals; this is in conjunction with the WFHF Secretaryâ€™s report.
- e. Gives financial reports to the Committee at all three of the required meetings during each calendar year.

#### 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.

Re-cap of 4/19/16 Conference Call between  
Board Members of American Society of Dowsers (ASD) and  
Earth Water Alliance<sup>SM</sup>, Inc. (EWA)

Proposed Plan to Transition  
Water for Humanity Fund<sup>®</sup> from ASD to EWA

Summary of Critical Dates:

- March 9<sup>th</sup>, 2016 President Marty Lucas and Treasurer Kevin O'Brien asked Water for Humanity Fund<sup>®</sup> (hereafter the Fund) voting and nonvoting committee members to transfer the Fund by either starting a new nonprofit or finding one.
- March 15, 2016 - Earth Water Alliance<sup>SM</sup>, Inc. (hereafter EWA) filed Articles of Incorporation with the Idaho Secretary of State.
- April 10<sup>th</sup>, 2016 – EWA Board of Directors approved Officers, Bylaws, 501(c)(3) application, and related nonprofit business.

The Directors of EWA believe that it is essential to transfer the Fund in a timely manner to allow us to meet the existing obligations of the Fund grant recipients, honor the intentions of its donors, and participate in ASD's celebration at Convention. EWA is ready, willing, and able to assume all the functions of the Fund upon completion of the transfer of all property of the Fund and the assignment by ASD of all rights, future responsibilities and expectancies including current working records. EWA will assume all current and future projects.

On April 27<sup>th</sup>, 2016, upon approval of the transfer by ASD Board of Trustees on April 26<sup>th</sup>, EWA will begin the following plan:

1. Begin Fund preparations for ASD's Convention. Our goal is to participate in the celebration of the 25<sup>th</sup> anniversary of the conception of Water for Humanity Fund<sup>®</sup> including a raffle, social, silent auction, and joint statement to the membership. Accordingly, we will work with Jennifer Anderson's Convention Committee to plan a raffle, social, and silent auction event assuming sufficient funds are available.
2. Work with the BOT to author a joint announcement to the membership;
3. Work with authorized representatives of ASD to complete our due diligence of the Fund to insure a complete understanding of the Fund status. Examples of due diligence requests include but are not limited to:
  - a. The status of any current project obligations, e.g. *RPDS-Thandrampet* approved by the Fund Committee on February 29th. This is the Rene Lincoln Memorial Grant.
  - b. Status of any expenses, e.g. Squarespace website and domain name invoice payments currently maintained.
  - c. Review all expectancies including multi-year grants and facilitate plans for completion.



- d. Review the Fund's donations and all requirements of restricted funds.
  - e. Provide detailed copies of the current financial statements and records related to the Fund.
4. Finalize the MOU to transfer the Fund. This will include:
- a. Addressing additions and modifications to the transition plan with ASD President and Treasurer or another designated BOT member.
  - b. Determining future collaboration and assurances from both parties reasonably necessary to remain respectful and cooperative.
  - c. Reviewing Audit Report and recommended changes to administration of the Fund, applying them in a way compatible with the 501(c)(3) Tax Determination Letter issued to EWA.
  - d. Consideration of long-term commitments for ASD and EWA, e.g. memberships in each other's organizations, continued publications of solicitations and project reports, seat at EWA roundtables, etc.
  - e. Reviewing inventory of all assets and determining any particulars.
  - f. Arranging for the timely transfer of donated funds upon receipt of IRS 501(c)(3) designation by EWA.
  - g. Arrangements to maintain the integrity of and forward all Water for Humanity Fund® mail including email.
5. We are requesting that ASD:
- a. Notify and assign appropriate contacts with authority to facilitate this transition.
  - b. Prepare a joint audit report response regarding the Fund issues and recommendations (value the Fund at Convention and with membership). We request review prior to the convention and the ability to respond and put this behind us. We also want to make certain it honors Water for Humanity Fund® Volunteers and is only focused on past procedural shortcomings.
  - c. We will work with ASD President to prepare joint statements to honor each other's organizations as operating in good faith and with mutual respect recognizing the contributions ASD has bestowed upon Water for Humanity Fund® and celebrating ASD's achievements. These publications could also go into digest articles, Constant Contact, websites and be presented at the Membership meeting.
  - d. ASD website: removal of Pay Pal ad; set up a link to EWA (we would add a reciprocal link from EWA's website to ASD).
  - e. Transfer all URL's for the Fund and website.
  - f. Provide for review of all interim Water for Humanity Fund® mail including any grant applications and other files.
  - g. Transfer, upon receipt, future Fund donations received by ASD.
  - h. Provide a list of donors.
  - i. Arrange for bookstore sales from Amazon that are associated with the Fund to automatically be transferred to EWA

- j. Provide for the future transfer of any Water for Humanity Fund<sup>®</sup> donations associated with the sale of current bookstore inventory maintained by ASD for the benefit of the Fund (possibly a consignment agreement or some other agreement that recognizes the inventory is being held for sale by the ASD Bookstore) or arrange for all relevant bookstore inventory, including the Pitkin books, to be physically transferred to EWA.
- k. Transfer all assets on the first of the month after receiving confirmation of IRS 501(c)(3) approval. To our knowledge at this time the following assets include:
  - i. Checking and Investment Accounts,
  - ii. US Patent and Trademark Name Registration (Water for Humanity Fund<sup>®</sup>), and
  - iii. Inventory of physical donations including Pitkin's books (valued at over 8,000 dollars), office equipment, supplies, and other items in storage used by WFHF for Convention.

This proposal is presented in good faith and valid through Wednesday, April 27, 2016. If approved, we expect to authorize representatives of each organization to work diligently to finalize this transaction that completes the transfer from ASD to EWA.

We suggest a simple Contract format for the transfer and a Memorandum of Understanding that covers incidental detail.

Please understand that time is of the essence. The projected timeline will accommodate the administrative processing by the IRS that results in a Tax Determination Letter. It is essential that by the time of Convention that this transfer be complete and all rights and responsibilities be clearly defined.

We hope this demonstrates our representation that EWA is ready, willing and able to proceed in a targeted and effective way that casts both organizations in a favorable light.

Submitted April 22, 2016 by:

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Director, President

Dreama L. Brower  
Director, Treasurer

Susan A. Trumpfheller  
Director, Secretary

April 16, 2016

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*Water for Humanity has meant for me, a 'Charity' that helps people 'Worldwide' both for 'Water' and 'Latrines'. If we understand that we are ALL (meaning all people in the universe) connected, then whomever we help in any area of the world, we are helping ourselves.*

*WFH touched my 'heart' when I found out that everyone is a 'volunteer'. Douser(s) travel to foreign lands on their own time, and many times on their own dime. When I found out they received no money for travel, that's when I started including a portion of my donation for travel, especially when Steve was planning a trip to Africa.*

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Dear ASD BOT:

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Jean McDonald

**From:** "Dan P. (dp)" <cardowser@gmail.com>  
**Subject:** Letter of support to transfer  
**Date:** April 17, 2016 at 8:19:46 PM MDT  
**To:** ASD Board Of Trustees <bot@dowers.org>  
**Cc:** Amy Loomis <idahodowers@gmail.com>, Steve Herbert  
<waterdowser@hotmail.com>, Dreama Brower  
<dreama.brower@gmail.com>, Sue Trumpfheller  
<suetrump@att.net>, Jean McDonald <auntjeanah@sbcglobal.net>,  
Jennifer Anderson <jokajennifer@yahoo.com>, Jose Cueto  
<aura2k4@hotmail.com>, Sue Dillon <suedillon4546@gmail.com>

Board of trustees, as a current voting member of the Water For  
Humanity Fund, I support the earnest efforts of the Earth Water  
Alliance and the transfer of the Fund.

Sincerely,  
Dan Prater

Re-cap of 4/19/16 Conference Call between  
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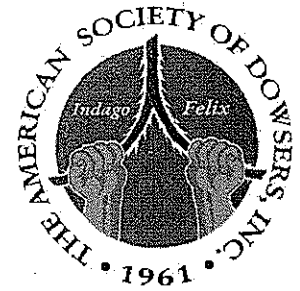
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[REDACTED] Sue Trumpfheller  
[REDACTED] Jean McDonald <[REDACTED]>  
Jennifer Anderson <[REDACTED]>, Jose Cueto  
[REDACTED] Sue Dillon [REDACTED]

Board of trustees, as a current voting member of the Water For  
Humanity Fund, I support the earnest efforts of the Earth Water  
Alliance and the transfer of the Fund.

Sincerely,  
Dan Prater

# The American Society of Dowzers

PO Box 24, Danville, Vermont 05828 (802)684-3417 Fax: (802)684-2565  
[www.dowzers.org](http://www.dowzers.org) [asd@dowzers.org](mailto:asd@dowzers.org)



April 28, 2016

Dear Member,

The Board of Trustees has been working to resolve Water for Humanity Fund Committee issues. In December 2015 the WFHF committee published formal charges against our staff and our Trustees. Our legal counsel found these charges to be without merit, groundless and even ridiculous. However, the committee leaders neither withdrew the charges nor apologized for the embarrassment they caused. Subsequently the chairman of WFHF committee resigned and he leveled other charges against the Board of Trustees and the committee.

At that time, I directed that the WFHF be frozen until the charges could be cleared. In addition, the BOT began working for long term solutions to the on-going management difficulties that have distracted both the committee and the BOT from our primary mission.

Our independent auditing committee reviewed the records and correspondence and found the charges against the committee and the Trustees to be without merit. Upon receipt of the report, I asked that the payments that had already been approved for WFHF projects to be released. The Board of Trustees supported that request and those funds have been released.

The time and energy spent by our staff and members of the board on these baseless and malicious charges has taken us away from other important work. The actions of a few have harmed our society, so action is being taken to heal these rifts and correct these problems.

During this same time a small group of talented and dedicated volunteers has been working to establish a separate charitable organization that can continue the Water for Humanity Fund mission. This group is called the Earth Water Alliance.

Unfortunately, the Board of Trustees (BOT) and Earth Water Alliance (EWA) have been unable to come to an agreement before our convention, that we feel honors the wishes of our donors and members. It is our desire that these discussions continue over the next several months so that a final agreement can be reached if possible.

The EWA proposal and April 27<sup>th</sup> deadline was declined for the following reasons:

- No time was given to the ASD BOT prior to the deadline to get a proper legal review of the proposal.
- EWA does not have a 501(c)3. so funds could not be transferred.
- EWA did not provide a business plan or any written details as to how funds will be dispersed or as to how our donors' wishes would be honored.
- The EWA By-Laws make no mention of the EWA mission, or water, or funding water projects.

Over.....

The Water for Humanity Fund Committee is currently without either a chairperson or a treasurer. Therefore all activities of the WFHF Committee are suspended until such time as the committee can be reorganized and a new chairperson appointed. All paid and or unpaid employees of the committee are hereby released.

All correspondence concerning WFHF should be directed to ASD headquarters. Current WFHF obligations will be addressed until such time as the committee is functional again. All WFHF property, records and correspondence are to be turned in to ASD Headquarters as early as possible, but no later than May 15, 2016.

WFHF funds and property will be held in escrow until either the committee is able to manage them in accordance with standard business practices or another organization assumes the WFHF mission.

The fund is not closed. It is not gone, nor have we abandoned the mission of WFHF; however, we will not be able to continue to disperse funds until the management issues have been addressed.

Thank you,  
Marty Lucas  
President, ASD

- Sandee Mac

**Letter of Resignation to the  
Members of the American Society of Dowsters  
and the Board of Trustees**

October 31, 201

We, as a group of five Trustees, are tending our resignations, effective immediately, for the American Society of Dowsters.

It is our conviction that because of irresolvable conflicts within the Board of Trustees for the past eighteen months, we have been unable to implement our goals of world service through dowsing. Our constructive energy has been drained. We can no longer tolerate the back-stabbing, undermining, negative emails, self-serving promotions, character assassinations, outright lies, and well-crafted sabotage of the organization that four members of the remaining Board are carrying out, basically blocking every attempt at moving ASD forward in a positive manner. We feel that our time can be better spent working as members in local ASD chapters or with other organizations that promote Light and Service to Humanity rather than concentrate on the continued activities, referenced above.

As a result of our departure, you, the members, may get a response from some of those remaining on the Board of Trustees and others in their network, perhaps portraying us in a negative way. If you want to see examples of the negative behavior that we have been experiencing, we will be happy to make them available.

We believe it is for the highest and best good to resign from our board and committee positions. We regret leaving these leadership roles, but feel that another two plus year will prove to be too much of a burden for us to bear. The American Society of Dowsters was founded as a member-driven organization of service to Humanity. We ask you, and all of us, as members to work and dowse ways to bring our organization into alignment with the founders' original vision.

We wish you all well and hold you all in the Highest Light.

Respectfully,

**Sandee Mac**, ASD Board of Trustee, Executive President (member of all committees formerly Vice President

**Lisa McCrory**, ASD Board of Trustee, Executive Co-Vice President, formerly Secretary, Finance committee, Water for Humanity Committee, PPM and By-laws Committee, OM Hiring Committee

**Kate Whitefield**, ASD Board of Trustee, Executive Secretary, PPM and By-laws Committee, International Outreach Committee

**Marty Cain**, ASD Board of Trustee, formerly Executive Co-Vice President, Convention committee, Education Committee, PPM and By-Laws Committee  
**Bill Bonnell**, ASD Board of Trustee, formerly Executive Co-Vice President, PPM and By-laws Committee, Water for Humanity Committee, Buildings and Grounds Committee