



SONS OF NORWAY

Policy and Procedures Manual

Last Revision 11/2013

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GENERAL PROVISIONS

CHAPTER 1

1.1. ORGANIZATION AND STRUCTURE

1.1.1. MISSION STATEMENT

The mission of Sons of Norway is to promote and to preserve the heritage and culture of Norway, to celebrate our relationship with other Nordic Countries, and provide quality insurance and financial products to our members.

CHAPTER 2

1.2 AUTHORITY AND PURPOSES

1.2.1. VISION STATEMENT

It is 2015 and Sons of Norway is the world's leading Norwegian heritage and cultural organization outside of Norway. Sons of Norway's membership has exceeded 60,000. We continue to grow through training and educating lodge leaders and helping lodges improve cultural and social programs to attract members of all ages.

By offering excellent insurance and investment products, we continue to build strong relationships between our Financial Benefit Counselors and the local lodges, the number of members participating in our benefit programs has reached 35%.

The Sons of Norway Foundation continues to perform exciting work through scholarships and grants. The Foundation's assets have now exceeded \$8 million.

1.2.2. NAME AND EMBLEM

1.2.2.1. REGALIA AND BADGES

The International Lodge will design and provide regalia to be worn by the International Officers, District Officers, and Lodge Officers throughout the Order. Such regalia shall be distinctive in design to the International, District and Local Lodge Officers, but to be uniform in design throughout the Order. Such regalia would be made available to all Districts and Local Lodges at cost. The authorized shoulder sash regalia are as follows: International Lodge, Blue and Silver; District Lodge, Red and White; Local Lodge, Red and Gold.

CHAPTER 3

1.3 LODGE DEVELOPMENT

Reserved

CHAPTER 4

1.4 LODGE ADMINISTRATION

1.4.1. LODGE SUPPLIES

Sons of Norway Headquarters shall maintain a stock of supplies necessary for Local and District Lodge.

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1.4.2. NORWEGIAN PRESS

The Norwegian Language Press in the United States and Canada should be apprised of significant events taking place in Sons of Norway, and be cordially invited to attend our International Conventions as representatives from their respective newspapers, with the understanding that as a matter of policy there shall be no compensation granted to such representatives.

CHAPTER 5

1.5 LODGE PROGRAMS

Reserved

CHAPTER 6

1.6 MEMBERSHIP ADMINISTRATION

1.6.1. HONORARY MEMBERSHIP TO AMBASSADORS AND CONSULS GENERAL

Sons of Norway awards Honorary Membership to Ambassadors and Consuls General from Norway to the United States and Canada and their spouses, with the understanding that such honorary memberships are being awarded to the office and not to the individual. The districts involved shall be responsible for deciding to which lodge these dignitaries and their spouses are assigned.

1.6.2. MEMBERSHIP LISTS

The membership lists of Sons of Norway are the property of the International Lodge, and the policy of the International Board of Directors regarding use of the Sons of Norway membership lists is long-standing. The rationale of the policy is to protect the privacy of the Sons of Norway members, to preserve the members' right to privacy, to protect a valuable asset of the International Lodge, and to carefully scrutinize any utilization of the membership names and addresses, so that there is protection and selectivity in organizations allowed access to our membership. When the International Board of Directors has permitted use of the membership list for mailing, it has done it in very select situations and under special circumstances, and only after full Board consideration and approval.

The criteria which have been utilized by the International Board of Directors in permitting use of membership lists are: (1) that it is used for the purpose of promoting the objects of Sons of Norway, and/or that it assists in carrying out the purposes of Sons of Norway; (2) that it ensures that the List is used in a manner consistent with Sons of Norway's policy; (3) that it ensures that Sons of Norway retains control of the mailing and the membership lists.

One issue that has arisen before is that many individuals within Sons of Norway have favorite charities or organizations and, if the membership lists were made available to one such organization, then all other members would desire to have the membership lists for purposes of soliciting donations for their favorite charity or organization.

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It is noted that Sons of Norway membership lists are not public documents and are not published. Members joining Sons of Norway are not consenting to, or authorizing, their names to be used in a random solicitation or mailing. The International Board alone has authority to license the use of Sons of Norway's membership lists.

CHAPTER 7

1.7 DELEGATE ELECTION

Reserved

CHAPTER 8

1.8 CONDUCT AND APPEAL PROCESS

1.8.1. PROCEDURES FOR RESOLUTION

No lawsuits or any other actions may be brought for any claims or disputes covered by C&C

1.8.1. The following are the steps and procedures for presenting and resolving disputes:

1.8.1.1. STEP 1. APPEAL. Appeal of the dispute to a designated reviewer within Sons of Norway as appropriate to the dispute.

1.8.1.2. STEP 2. MEDIATION. If step 1 does not result in a mutually satisfactory resolution, either party has the right to have the matter mediated in with the applicable mediation rules of the American Arbitration Association (or other neutral organization as agreed upon by the parties.)

1.8.1.3. STEP 3. ARBITRATION. If there is still no mutually satisfactory resolution the matter will be resolved by binding arbitration by a member of the American Arbitration Association. The arbitrator(s) may award any actual damages incurred for which there is liability, but may not award attorneys' fees, or compensatory, exemplary, extra-contractual or punitive damages.

The decision of the arbitrator(s) is binding and final. Additional procedural rules may be defined in policies established by Sons of Norway and made available upon request. If a claim or dispute is subject to law that prohibits parties from agreeing to submit future disputes to binding arbitration, arbitration results shall be nonbinding, unless both the individual and the Sons of Norway voluntarily agree to binding arbitration after the claim or dispute has arisen. (8/10)

1.8.2. COST CLARIFICATION

Fees and expenses of the mediator and/or arbitrator shall be paid out of a dispute resolution fund established by Sons of Norway. This does not include attorneys' fees, experts' fees, or discovery costs, which each party shall bear as its own responsibility. (8/02)

1.8.3. JOINDER OF DISPUTES

No claim or dispute may be brought against Sons of Norway, or its directors, officers, agents or employees in a representative capacity, or on behalf of any "class" of persons or members. Claims of multiple persons may be joined and presented under this section provided all affected members, certificate owners and beneficiaries consent in writing, or if Sons of Norway determines that joinder is appropriate. (8/02)

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CHAPTER 9

1.9 LODGE MEETINGS

1.9.1. FLAG CODE

The Flag Code shall be adhered to within Sons of Norway at all of its meetings and pictorial displays within the United States of America, and the flag code of any other country in which such Sons of Norway meeting or pictorial display occurs. All lodges are encouraged to display the flags of the United States of America, Canada and Norway at all meetings and pictorial displays. For country specific flag codes, please refer to the Guides for Leadership manuals (President's section).

CHAPTER 10

1.10 LAWS AND AMENDMENTS

Reserved

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1.11 OFFICERS AND DIRECTORS

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1.12 LODGE COMMITTEE APPOINTMENTS – TEMPORARY AND PERMANENT

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1.21 BUDGETS, REPORTS AND OPERATIONAL PLANS

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1.22 LODGE SUSPENSION OR DISSOLUTION

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1.23 CENTRAL AND RECRUITMENT LODGES

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1.24 LODGE LIABILITY INSURANCE

1.24.1. Guidelines for Liability Insurance Exemption

CHAPTER 25

1.25 LEGAL LIABILITIES

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INTERNATIONAL LODGE

CHAPTER 1

2.1. ORGANIZATION AND STRUCTURE

- 2.1.1. In addition, at all meetings of the International Lodge any Past International President, who is in attendance but not a current member of the Lodge, shall be seated in a position of honor. He or she shall be granted the privilege of the floor, but shall not have a vote, nor shall any expenses be allowed for this position. (8/92)

CHAPTER 2

2.2. AUTHORITY AND PURPOSE

Reserved

CHAPTER 3

2.3. LODGE DEVELOPMENT

- 2.3.1. If a District falls below 1,000 members and is not able, within a two-year period, to bring its membership back above 1,000 members, the International Board of Directors, in conjunction with the affected Board of Directors, shall develop and implement a plan or proposal to assist the affected District in increasing their membership. (8/06)

CHAPTER 4

2.4. LODGE ADMINISTRATION

2.4.1. GENERAL DOCUMENT SIGNING AUTHORITY

Any two of the following: International President, International Vice President, International Secretary, International Treasurer, Assistant International Secretary, Chief Executive Officer, Director of Agencies, Actuary, Controller and Fraternal Director are hereby authorized to execute contracts, deeds, leases and other documents or instruments required to be executed for and in behalf of Sons of Norway. When the Controller is one of the signers, he may be described in such documents as Assistant International Secretary.

2.4.2. LODGE ANNIVERSARIES, RECOGNITION OF.

The Board of Directors has adopted a policy of awarding plaques to local lodges for the following Lodge Anniversaries 25th, 50th, and each twenty-five year increment thereafter.

2.4.3. COMPETITIVE PRODUCT ADVERTISING

The Viking Magazine shall not accept advertisements for any insurance and other products which are deemed by Management to be competitive with any products offered by Sons of Norway. Legal Counsel should be consulted if there are questions in this regard.

CHAPTER 5

2.5. LODGE PROGRAMS

2.5.1. LODGE ACHIEVEMENT PROGRAM

- 2.5.1.1. The Lodge Achievement awards shall be presented on a biennial basis at the final banquet at the International Lodge Meeting and Convention by the International President. Commencing in 2002, the Sons of Norway Lodge Achievement program will present two awards for each year. Each District shall name the Lodge Achievement winner from amongst those lodges which are at or above the District median size, and shall name another lodge for the same recognition from amongst those lodges which are below the District median size. The

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International Board of Directors will then select the overall winners for each of these categories. The bronze, silver and gold Lodge Merit Awards shall be given out at the District Conventions.

- 2.5.1.2. The secretary of each participating lodge shall file a copy of the Rating Sheet with the lodge's assigned District Director who will complete and approve the rating forms for his assigned lodges.
 - 2.5.1.3. When the District Director has verified the accuracy of his assigned reports, he shall forward them to the District President, who shall then prepare a report for the District Executive Committee, based on the numerical totals.
 - 2.5.1.4. The District Executive Officers shall determine the District Lodge Achievement Award and forward a report of same to the International Lodge Secretary.
 - 2.5.1.5. The Executive Committee of the International Lodge Board of Directors shall name the Lodge Achievement Award winner based on the reports from the participating Districts.
 - 2.5.1.6. A lodge that has been named Lodge Achievement Award winner shall be ineligible for consideration during the following biennium.
 - 2.5.1.7. The overall supervision of the program shall be the responsibility of the Fraternal Department of the International Headquarters.
 - 2.5.1.8. The present growth "quota" scale for increase in lodge membership is to be continued.
 - 2.5.1.9. The following criteria is to be followed:
 - 2.5.1.9.1. The lodge must file with the International Headquarters on a timely basis, the following required and requested reports: the annual financial report, the Report of Officers, and the NFCA "Report of Local Activity".
 - 2.5.1.9.2. The lodge's liability insurance premium payment must have been made when due.
- 2.5.2. **PLAQUES AND AWARDS**
- All awards and presentations made by the International Headquarters, other than standard plaques, be recorded with the Chief Executive Officer, and that the Board of Directors be advised of such presentations at its regular Board Meetings.

The following plaques shall be awarded to outstanding persons nominated by the Board Members or the Chief Executive Officer, and as approved by the Board of Directors.

Such awards may be presented in three areas, namely:

- 2.5.2.1. An award for "Leadership in Freedom, Fraternity and Progress" to be presented on behalf of the International Lodge.
- 2.5.2.2. An award "Loyal Service" which may be presented by local and district lodges, and
- 2.5.2.3. An award for "Professional Achievement" which may be presented by local and district lodges.

Each of the above three awards may be acknowledged by plaques stocked by the International Headquarters, which shall be paid for by the awarding lodge. The plaques shall be inscribed with the title of the award.

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2.5.3. MEMBER RECOGNITION

- 2.5.3.1. Recognition Award. An “Outstanding Service Award” is established to recognize a member who has shown dedication and exceptional service to Sons of Norway. The recipient of this award will be selected by the International President, to be presented at the International Lodge Meeting. The Outstanding Service Award will be accompanied with a monetary award of \$2,000 which shall be donated in the recipients’ name to a Sons of Norway project and/or activity of their choice.
- 2.5.3.2. Distinguished Service Award. A Distinguished Service Award has been established for members who have distinguished themselves in their work for Sons of Norway. Certificates will be made available to local lodges, zones or districts. Plaques or King Harald medallions could be made available at the expense of the local lodge, zone or district. Suggested Qualifications: Member in good standing for (a pre-determined number) years; served as an officer for the lodge, zone, district or international; a positive member model; a mentor to new members; volunteered in lodge’s name; a willing participant in lodge meetings and events; a chairperson for lodge activities; assisted members in need. Each member should qualify by achieving half of the suggested qualities. Local lodges, zones or districts might add qualifications as they deem appropriate. The requests should have the reason for giving of this award so that it can be incorporated on the certificate, making each certificate specific for the recipients.

CHAPTER 6

2.6 MEMBERSHIP ADMINISTRATION

Reserved

CHAPTER 7

2.7. DELEGATE ELECTION

Reserved

CHAPTER 8

2.8 CONDUCT AND APPEAL PROCESS

Reserved

CHAPTER 9

2.9 LODGE MEETINGS

2.9.1. ORDER OF BUSINESS

The order of business at a meeting of the International Lodge shall be as follows, unless otherwise provided by the International Lodge: (8/88)

- 2.9.1.1. Opening ceremonies
- 2.9.1.2. Roll call (of Officers and Delegates)
- 2.9.1.3. Announcement of temporary Officers
- 2.9.1.4. Announcement of committee memberships and appointment of special committees
- 2.9.1.5. Report on credentials
- 2.9.1.6. Accept minutes of previous meeting as approved by the International Board of Directors.

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- 2.9.1.7. Report of Officers
- 2.9.1.8. Presentation of other papers
- 2.9.1.9. Reports of Committees
- 2.9.1.10. New Business
- 2.9.1.11. Election of International Officers and Directors
- 2.9.1.12. Installation
- 2.9.1.13. Adjournment

CHAPTER 10

2.10 LAWS AND AMENDMENTS

Reserved

CHAPTER 11

2.11 OFFICERS AND DIRECTORS

2.11.1. BOARD OF DIRECTORS – CANDIDATE APPLICATIONS

All candidates for International Director and Alternate International Director shall complete the Board of Directors' Application, which can be obtained from Headquarters office and must be distributed to delegates as determined by each District.

CHAPTER 12

2.12. LODGE COMMITTEE APPOINTMENTS – TEMPORARY AND PERMANENT

2.12.2. DUTIES OF INTERNATIONAL LODGE COMMITTEES

- 2.12.2.1. The Committee on Laws shall examine all proposed amendments to the Charter and Constitution and Bylaws of Sons of Norway and may propose such other changes of the laws as in its opinion are required. The Committee shall submit to the meeting its recommendations. (8/02)
- 2.12.2.2. The Committee on Reports shall examine all reports of officers, not otherwise assigned, official invitations to the International Lodge, and such other general proposals that the Committee may receive or prepare for submission to the meeting. The Committee shall submit to the meeting its recommendations. (8/02)
- 2.12.2.3. The Committee on Resolutions shall prepare and submit to the meeting all resolutions on the activities of Sons of Norway, Commemoration of deceased members, outstanding events in which Sons of Norway may have an interest, the Convention or other matters which, in the opinion of the Committee, shall be mentioned in its report. The Committee shall submit to the meeting its recommendations. (8/02)
- 2.12.2.4. The Committee on Fraternal Programs shall review resolutions and reports relating to social, cultural, heritage, sports, recreation and youth. The Committee shall submit its recommendations (for all) to the meeting. (8/02)
- 2.12.2.5. The Committee on Investments and Finance shall review reports pertaining to investment and finance. The Committee shall submit to the meeting its recommendations. (8/02)

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CHAPTER 13

2.13 BOARD OF DIRECTORS

2.13.1. GENERAL AUTHORITY

2.13.2. EXECUTIVE COMMITTEE ALTERNATES

The Board of Directors shall, by a two-thirds majority vote of the entire Board, elect from its members, Executive Committee Alternates for the Vice President, Secretary, Treasurer, and the one additional member elected from and by the Board. In the event that either the Vice President, Secretary, Treasurer, or the one additional member elected from and by the Board, is unable to attend any meeting of the Executive Committee, then the appropriate Alternate may attend the meeting. Four members shall be necessary to constitute a quorum. (8/84)

2.13.3. DUTIES OF INTERNATIONAL BOARD OF DIRECTORS

The International Board of Directors shall:

- 2.13.3.1. Employ such executive personnel as may be required to carry on the business and functions of the International Lodge, and to fix their compensation and to define, allocate, or reallocate duties and functions of the elective, as well as employ personnel in accordance with their respective capabilities and experience, provided, however, that the Board may not employ any of its own members for positions on the Sons of Norway Headquarters staff, whether as full-time or part-time, administrative or professional personnel, or as full-time or part-time field staff personnel. (8/02)
- 2.13.3.2. Make final disposition of death claims which have not been approved by executive personnel, Legal Counsel and the Medical Examiner.
- 2.13.3.3. Monitor the assets of Sons of Norway and protect its rights and interests.
- 2.13.3.4. Employ and prescribe duties for professional personnel as deemed necessary. (8/96)
- 2.13.3.5. Provide for periodic audits of the business records of the International Lodge for which it shall engage a certified public accountant who shall submit a report to each meeting of the International Lodge.
- 2.13.3.6. Designate authorized depositories for International Lodge funds.
- 2.13.3.7. Invest funds not required for current operations, but only in the types and kinds of securities and investments as defined, permitted and authorized by statute or regulation.
- 2.13.3.8. Provide for recruiting employment, training and supervision of a field staff, and to prescribe rules and regulations whereby the operations of the field staff may be coordinated with the work and functions of District and Local Lodges.
- 2.13.3.9. Cause all of its actions and decisions of general application and interest to be reported in the official publication.
- 2.13.3.10. Designate by appropriate resolutions the International Officers, International Directors or employees authorized to execute contracts, deeds, leases and other documents or instruments required to be executed for and in behalf of the International Lodge.
- 2.13.3.11. Through the International Secretary and Legal Counsel be authorized to approve District Lodge Bylaws submitted to the Sons of Norway Headquarters for approval. The original copy of the Bylaws shall be signed by the International Secretary and the Legal Counsel and shall be effective the date they are so signed.

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The District Lodge Bylaws that have been so approved in the interim between Board of Directors' Meetings shall be presented to the Board of Directors for ratification at its next meeting. (8/02)

- 2.13.3.12. Publish an official magazine, containing announcements from the Board of Directors and also reports of the condition of Sons of Norway as well as other pertinent information. (8/96)

CHAPTER 14

2.14 BOARD OF DIRECTORS MEETINGS

2.14.1. BOARD MEETING DATES

- 2.14.1.1. The Spring Meeting of the International Board of Directors will be held the last full week of April each year.
- 2.14.1.2. The Fall meeting of the International Board of Directors will be held the first full week of November each year.

2.14.2. CONSENT CALENDAR

To expedite business at the International Board meeting, the Sons of Norway Board of Directors can approve the use of a consent agenda that includes those items considered to be routine in nature. Full information about these items will be provided to the Board in Resolutions from the Board Committees. A Board Member may request removal of any item that appears on the consent agenda. The remaining items will be voted on by a single motion. The approved motion will then be recorded in the minutes, including a listing of all items appearing on the consent agenda. Use of a consent agenda eliminates the need to vote separately on many of the routine items not requiring explanation or Board discussion. There is generally one motion to approve all items on the consent agenda, but it takes only one request from any Board Member, generally not a formal vote, to remove any item from the consent agenda before the vote. If removed from the consent agenda, the item will be taken up later. The item(s) is then discussed and voted on separately after the remaining items on the consent agenda have been approved. In all cases, it is assumed there is nothing controversial about these items therefore no need for discussion. Grouping agenda items like these makes the meeting more efficient and allows time to be properly spent on issues that do need discussion.

CHAPTER 15

2.15 BOARD OF DIRECTORS' COMMITTEES

Reserved

CHAPTER 16

2.16 OFFICER AND DIRECTOR DUTIES

2.16.1. DUTIES OF COMMITTEES OF THE INTERNATIONAL BOARD OF DIRECTORS

- 2.16.1.1. Benefits Committee. In consultation with the Chief Executive Officer and International Headquarters' Staff, the Benefits Committee shall have oversight responsibility in the following areas and shall study and report on, or provide any necessary commentary with respect to such matters as are referred to it, and consult with other committees as the committee itself or the Board of Directors or the President deem appropriate:

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- 2.16.1.1.1. Comment to the full Board regarding Society insurance sales arising from existing members and from new members and society membership growth arising from new members and the retention of existing members.
- 2.16.1.1.2. Continually review the quantity and quality of insurance products and fraternal/heritage products offered by the Society and comment to the full Board.
- 2.16.1.1.3. Review the quality of insurance services to certificate-holders and comment to the full Board.
- 2.16.1.1.4. Review insurance sales goals and recommend fraternal/heritage goals for the Society and report findings to the full Board.
- 2.16.1.1.5. Review new insurance products, marketing territories, and field staff.
- 2.16.1.1.6. Carry out other duties as assigned by the International President, International Board and/or Executive Committee.
- 2.16.1.1.7. Exercise oversight responsibilities for those areas that are listed as the Committee's duties.

In order to accomplish the above duties, the Benefits Committee should be in constant contact with the Marketing/Fraternal Departments. The Benefits Committee should receive a quarterly report between Board meetings from the Marketing/Fraternal Departments relating to membership, progress, and development of new products.

- 2.16.1.2. Corporate Matters Committee. In consultation with the Chief Executive Officer and International Headquarters' Staff, the Corporate Matters Committee shall have oversight responsibility in the following areas and shall study and report on, or provide any necessary commentary with respect to such matters as are referred to it, and consult with other committees as the committee itself or the Board of Directors or the President deem appropriate:
 - 2.16.1.2.1. Make recommendations to the full Board regarding all types of legal, corporate and/or administrative matters involving the Society as a whole.
 - 2.16.1.2.2. Review and make recommendations to the International Board of Directors with respect to salary for the following year for the Chief Executive Officer and his Direct Reports. This is to be accomplished at the regularly scheduled annual Fall Board Meeting.
 - 2.16.1.2.3. In consultation with the Finance/Investment Committee, establish a percent increase, if any, each year for staff salaries. This lump sum amount to be allocated among International Headquarters Staff at the discretion of the Chief Executive Officer. This to be presented to the International Board at its regularly scheduled annual Fall Board Meeting.
 - 2.16.1.2.4. Carry out other duties as assigned by the International President, International Board and/or Executive Committee.
 - 2.16.1.2.5. Identify unmet needs of the Society and propose to the International Board appropriate mechanisms to fill these needs.

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- 2.16.1.2.6. Gather information sufficient to review and make recommendations to the International Board of Directors relating to the Annual Operating Budget and the Five Year Plan and coordinate any changes recommended by the Board with management.
- 2.16.1.3. Finance/Investments Committee. In consultation with the Chief Executive Officer and International Headquarters' Staff, the Finance/Investment Committee shall have oversight responsibility in the following areas and shall study and report on, or provide any necessary commentary with respect to such matters as are referred to it, and consult with other committees as the committee itself or the Board of Directors or the President deem appropriate:
 - 2.16.1.3.1. Comment to the full Board on all published financial statements of the Society.
 - 2.16.1.3.2. Compare actual financial performance of the Society against that budgeted and comment to the full Board on significant variations.
 - 2.16.1.3.3. Analyze the entire investment portfolio of the Society, review its periodic performance with the investment advisors, and submit a written report to the Board of Directors with recommendations.
 - 2.16.1.3.4. Review and assimilate Annual Operating Budget (annual operating budget) recommendations from Executive Staff Members and comment to the full Board of Directors on the resulting proposed total annual budget.
 - 2.16.1.3.5. Review the 5-year financial forecast, as annually updated and submitted by the Chief Executive Officer, and comment to the Corporate Matters Committee for presentation to the International Board.
 - 2.16.1.3.6. Report to the full Board regarding the Society's compliance to financial obligations or objectives as set down in the Constitution or prior resolutions of the International Board.
 - 2.16.1.3.7. Exercise oversight responsibilities for those areas that are listed as the Committee's duties.
 - 2.16.1.3.8. Consult with the Corporate Matters Committee to establish a percent increase each year for staff salaries. The lump sum amount to be allocated among International Headquarters Staff at the discretion of the Chief Executive Officer.
 - 2.16.1.3.9. Carry out other duties, as assigned by the International President, International Board and/or Executive Committee.

CHAPTER 17

2.17 FINANCIAL ADMINISTRATION, INVESTMENTS AND REAL ESTATE

2.17.1. REFUND TO MEMBERS – FINANCIAL PRODUCTS

To be approved by the International Board of Directors at its fall board meeting. Copies of the resolution are available from International Headquarters upon request.

CHAPTER 18

2.18 BONDING OF OFFICERS AND DIRECTORS

Reserved

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INTERNATIONAL LODGE

CHAPTER 19

2.19 LODGE ENTERPRISES

Reserved

CHAPTER 20

2.20 DUES

2.20.1. UNGE VENNER DUES STRUCTURE

International dues for members of Sons of Norway age 16 to 23 are 50% of the normal individual adult international dues. All District and Local Lodges are encouraged to amend their Bylaws to afford the same percentage reduction to Sons of Norway members age 16 to 23. However, Unge Venner dues are waived if they live with a current member or have a lineal descendent of someone who is a current member at the time when the Unge Venner joins.

CHAPTER 21

2.21 BUDGETS, REPORTS AND OPERATIONAL PLANS

2.21.1. REPORTS ON BOARD OF DIRECTORS' ACTIONS

The Board of Directors has established a policy whereby any action taken by the Board of Directors resulting from directives by the previous International Lodge be reported directly to the following International Lodge Meeting in a special section of the Reports Book for the International Lodge Meeting.

2.21.2. PUBLISH FINANCIAL STATEMENT

The International Board of Directors shall publish an annual Summary Financial Statement in the official publication of the Society. The Summary shall include enough information as to present to the general membership an understandable picture of the financial operations and conditions of the Society.

CHAPTER 22

2.22. LODGE SUSPENSION OR DISSOLUTION

2.22.1. LODGE SUSPENSION

A Lodge which has been suspended and fails to become reinstated in the manner prescribed in C&C Paragraph 2.22.4. within 30 days from the date when the suspension becomes effective, shall be dissolved and its Charter revoked, if so determined by the International Board of Directors. (8/94)

2.22.1.1. Surrender of Charter and Lodge Assets. In case of dissolution or suspension of a Lodge with the revocation of Charter, the last acting Officers shall immediately surrender the Lodge supplies to the International Lodge. (8/88)

2.22.1.2. Lodge Assets Distribution Plan.

2.22.1.2.1. Lodges shall submit to the Sons of Norway Headquarters for review, a plan of distribution which shall set forth the assets on hand for distribution following payment of the Lodge's debts and expenses. (8/02)

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- 2.22.1.2.2. When a Sons of Norway Lodge disbands, 50% of the assets shall go to Sons of Norway Foundation (United States, Canada or Norway) and 50% shall be distributed within the District in consultation with the appropriate District Board. All assets shall remain in Sons of Norway. (11/13)
- 2.22.1.2.3. If a Lodge does not prepare a plan of distribution in accordance with this paragraph section, then its assets shall revert to a segregated fund to be held by the district in which such Lodge existed. This segregated fund shall be used for new Local Lodge starts or existing Lodge revitalization as determined by the District. (8/94)

CHAPTER 23

2.23 CENTRAL AND RECRUITMENT LODGES

2.23.1. MEMBERSHIP ADMINISTRATION

- 2.23.1.1. Members whose Local Lodges have been dissolved shall, provided they desire to continue as members of Sons of Norway, either make an application for transfer to and admission into another Local Lodge, or become members of Central Lodge. Members of another Lodge, who move to a place where there is no Lodge within a distance of 25 miles, and who do not wish to continue their membership in the Local Lodges they were members of, may be admitted as members of Central Lodge. Insurance Members who have been expelled, rejected or suspended by a Local Lodge shall automatically be transferred to Central Lodge.
- 2.23.1.2. Persons who, at the time of their application for membership in Sons of Norway, reside in outside jurisdictions, or in communities of such limited number of eligible prospects that a Local Lodge may not then be organized, may be members of Central Lodge. Such communities must be located 25 miles or more from the nearest lodge. A field representative or a duly-appointed member of Sons of Norway shall conduct the welcome ceremony of such a member. (8/06) In case any such member should wish to join any Local Lodge, he shall, by sending his application to the Sons of Norway Headquarters receive a transfer card, provided that all dues to date have been paid. (8/02)

CHAPTER 24

2.24 LODGE LIABILITY INSURANCE

Reserved

CHAPTER 25

2.25 LEGAL LIABILITIES

Reserved

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CHAPTER 1

3.1. ORGANIZATION AND STRUCTURE

Reserved

CHAPTER 2

3.2. AUTHORITY AND PURPOSE

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CHAPTER 3

3.3. LODGE DEVELOPMENT

3.3.1. LOCAL LODGE DEVELOPMENT SUPPORT

The organization of new lodges shall be the responsibility of the District Board of Directors and the Fraternal Department, and it shall be the responsibility of the Director of Agencies to assign Financial Benefits Counselor personnel to such area from which requests for new lodges are received, for the purpose of building a Lodge for which the duly executed Inquiry Form, "Preliminary Information Needed for Approval and Organization of a New S/N Lodge", has been approved by the Chief Executive Officer or Director of Agencies. If, for whatever reason, the staff personnel are unavailable, the President of the District in which the lodge is desired may designate other persons qualified to do such work subject to approval.

3.3.2. LODGE REVITALIZATION INITIATIVE

3.3.2.1. Procedure

3.3.2.1.1. Identify the lodge in trouble by identifying any six (6) of the following criteria: cannot get leaders, does not participate in district events, does not participate in zone events, no Lodge of the Year form or low point score, dangerous decline in membership, same president for many years, low balance in treasury, meeting at members' homes, do not complete or send required papers, no goals, no membership committee: Contact lodge leadership – find key person(s). Ascertain if they want to be revitalized. Meet with leadership. Develop the plan to enhance membership and programming. Implement the plan. Each district will designate a contact for dealing with Sons of Norway Headquarters. Evaluate.

3.3.2.2. Funding: Maximum per district - \$1,000 per year. Payment for Lodge Revitalization provided by International Headquarters shall be on a reimbursement basis, upon receipt of documentation and backup, up to \$1,000 for each district whereby International pays 70% and the District pays 30% of all legitimate expenses. Expenses are due January 15, following receipt of documentation.

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3.3.3. REDISTRICTING PROCEDURES

In order to initiate proceedings to divide a District, a general proposal, including the pros and cons, shall be prepared by the petitioners for such division which includes a description of the geographic area and identifies all of the local lodges which are to be included in the proposed new District. A majority of two thirds of the affected local lodge boards must approve the general proposal before the local lodges consider a formal proposal to divide in the listing below. After securing the required approval as set forth above, proponents of the District division shall develop a final proposal setting forth the terms and conditions of the division which shall include, but not necessarily be limited to, the following: Proposed date that the division would become effective and specific identification of the lodges to be included in the new District. Proposed division of District lodges assets and liabilities, including disposition of any real estate, which may be owned by the District, or subsidiary thereof. An explanation of the reasons that the proposal is in the best interest of Sons of Norway. Projected income budget for the new District, including a recommendation for District dues and fraternal fees of the new District. Projected expense budget, including a reasonable allocation for expenses of the proposed district, including board meeting, officer travel, training seminars and programs.

The District lodge officers shall ensure adherence to the Charter and Constitution and ensure that all members voting on the final proposal receive accurate information and full disclosure. Further, such information shall include a recommendation from the District Board. All members of Sons of Norway who belong to local lodges located within such proposed new district must be sent the proposal by first class mail and notice of the time and place set for the vote on such proposal by his or her local lodge.

The District officers shall coordinate the voting within each local lodge so that each local lodge votes on the question in a reasonable time frame. The voting within each lodge shall be on ballot forms that are identical for each local lodge.

The local lodge president shall collect the ballots and secretary who shall attest to the vote and adherence to required procedures. The result of the vote shall be forwarded to the District Secretary who shall tabulate the results of the vote. In order for the proposal to pass it is required that the proposal receive a two-thirds majority of all votes cast. If the proposal attains a two-thirds majority vote of all votes cast, the District Secretary shall then forward the proposal to the International Headquarters at least three months previous to a regular International Lodge Meeting and the same shall be published in the official magazine of the Society giving notice of the proposal. Such proposal shall be included in the Convention Reports Book as a resolution for consideration by the International Lodge.

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CHAPTER 4

3.4. LODGE ADMINISTRATION

3.4.1. COMPETITIVE PRODUCT ADVERTISING

District Lodges should not accept advertising for their newsletters that are competitive to Sons of Norway products. They should also be encouraged to distribute reports, press releases and business card ads from our Financial Benefit Counselors without charge.

3.4.1. LODGE ADMINISTRATION (DISTRICT LODGE)

The International Lodge (Headquarters) shall furnish copies of the Sons of Norway Charter and Constitutions to all District Officers, additional copies may be ordered at cost.

CHAPTER 5

3.5. LODGE PROGRAMS

CHAPTER 6

3.6. MEMBERSHIP ADMINISTRATION

Reserved

CHAPTER 7

3.7. DELEGATE ELECTION

Reserved

CHAPTER 8

3.8. CONDUCT AND APPEAL PROCESS

Reserved

CHAPTER 9

3.9. LODGE MEETINGS

3.9.1. ORDER OF BUSINESS

The order of business at a meeting of the District Lodge shall be as follows, unless otherwise provided by the District Lodge:

3.9.1.1. Opening ceremonies

3.9.1.2. Roll call (of Officers and Delegates)

3.9.1.3. Announcement of temporary Officers

3.9.1.4. Announcement of committee memberships and appointment of special committees

3.9.1.5. Report on credentials

3.9.1.6. Reading of minutes of previous meeting

3.9.1.7. Report of Officers

3.9.1.8. Presentation of other papers

3.9.1.9. Reports of Committees

3.9.1.10. New Business

3.9.1.11. Election of International Officers and Directors

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- 3.9.1.12. Installation
- 3.9.1.13. Adjournment

CHAPTER 10

3.10. LAWS AND AMENDMENTS

3.10.1. APPROVAL OF DISTRICT LODGE BYLAWS

The Chief Executive Officer and the Legal Counsel are authorized to approve District Lodge Bylaws submitted to the International Headquarters for approval. The original copy of the Bylaws shall be signed by the Chief Executive Officer and the Legal Counsel and shall be effective the date they are so signed.

CHAPTER 11

3.11. OFFICERS AND DIRECTORS

Reserved

CHAPTER 12

3.12. LODGE COMMITTEE APPOINTMENTS – TEMPORARY AND PERMANENT

3.12.1. DUTIES OF DISTRICT LODGE COMMITTEES

- 3.12.1.1. The Committee on Laws shall examine all proposed amendments to the Charter and Constitution and Bylaws of Sons of Norway and may propose such other changes of the laws as in its opinion are required. The Committee shall submit to the meeting its recommendations. (8/02)
- 3.12.1.1. The Committee of Reports shall examine all reports of officers, not otherwise assigned, official invitations to the International Lodge, and such other general proposals that the Committee may receive or prepare for submission to the meeting. The Committee shall submit to the meeting its recommendations. (8/02)
- 3.12.1.2. The Committee on Resolutions shall prepare and submit to the meeting all resolutions on the activities of Sons of Norway, commemoration of deceased members, outstanding events in which Sons of Norway may have an interest, the Convention or other matters which, in the opinion of the Committee, shall be mentioned in its report. The Committee shall submit to the meeting its recommendations. (8/02)
- 3.12.1.3. The Committee on Fraternal Programs shall review resolutions and reports relating to social, cultural, heritage, sports, recreation and youth. The Committee shall submit its recommendations (for all) to the meeting. (8/02)
- 3.12.1.4. The Committee on Investments and Finance shall review reports pertaining to investment and finance. The Committee shall submit to the meeting its recommendations. (8/02)

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CHAPTER 13

3.13. BOARD OF DIRECTORS

Reserved

CHAPTER 14

3.14. BOARD OF DIRECTORS' MEETINGS

Reserved

CHAPTER 15

3.15. BOARD OF DIRECTORS, COMMITTEES

Reserved

CHAPTER 16

3.16. OFFICER AND DIRECTOR DUTIES

3.16.1. THE DISTRICT PRESIDENT shall:

- 3.16.1.1. Preside at all meetings of the District Lodge and District Board of Directors;
- 3.16.1.2. Be the Executive Officer of the District and supervise the proper observance of its laws, rules and ceremonies;
- 3.16.1.3. Appoint committees, unless otherwise determined;
- 3.16.1.4. Decide all cases appealed to the office of the District President. The decisions of the District President shall be final and binding unless reversed upon appeal;
- 3.16.1.5. Submit to the District Lodge a complete report of all official acts as well as a report on the condition of the District Lodge and its further needs;
- 3.16.1.6. Shall be informed by the Sons of Norway Headquarters of the recruitment and employment of members of the field staff within the District; (8/96)
- 3.16.1.7. Shall also act in an advisory capacity to the International Board of Directors. (See C&C Paragraph 2.14.7.)

3.16.2. THE VICE PRESIDENT shall:

In the absence of the President preside at all meetings, and in cases where the President is prevented from acting, perform all the President's duties.

3.16.3. THE COUNSELOR shall:

Supervise all ceremonies and aid the President and Officers in the performance of their duties.

3.16.4. THE SECRETARY shall:

- 3.16.4.1. Keep a correct record of all the meetings of the District Lodge and the Board of Directors, and carry on all correspondence which has not been expressly delegated to other Officers;
- 3.16.4.2. Within 45 days after a District Lodge meeting, send the Sons of Norway Headquarters a complete copy of the Minutes thereof; (8/92)

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- 3.16.4.3. Within 10 days after a District Lodge Meeting, send to the Sons of Norway Headquarters the names of the International Delegates and their alternates, and copies of the proposed resolutions and Constitution and Bylaw Changes that must be considered by the International Lodge; (8/92)
- 3.16.4.4. Prepare and send to Sons of Norway Headquarters required reports; (8/92)
- 3.16.4.5. Be bonded and receive compensation as determined by the District Lodge. (8/92)
- 3.16.5. THE TREASURER shall:
 - 3.16.5.1. Be the custodian of all money belonging to the District Lodge;
 - 3.16.5.2. Receive and receipt for the money paid to the Treasurer, and shall promptly deposit the money in a bank selected by the Board of Directors;
 - 3.16.5.3. Make all payments by check or comparable banking transfer, issued by the Treasurer and countersigned by the President, or Secretary, as determined by the Board of Directors;
 - 3.16.5.4. Give a complete financial report at the District Lodge meetings;
 - 3.16.5.5. Be bonded and paid compensation as determined by the District Lodge.
- 3.16.6. THE SOCIAL DIRECTOR shall:

Communicate with the Social Directors of Local Lodges and assist them in their duties; plan programs for the use of Local Lodges for the benefit of their members, and with the consent of the District Board of Directors, plan and direct such other social functions as in their opinion may be of value on a District-wide basis. (8/82)
- 3.16.7. THE CULTURAL DIRECTOR shall:

Communicate with the Cultural Directors of Local Lodges and assist them in their duties; plan programs for the use of Local Lodges for the benefit of their members, aid in cultural and, with the consent of the District Board of Directors, plan and direct such other cultural functions as in their opinion may be of value on a District-wide basis. (8/82)
- 3.16.8. THE SPORTS AND RECREATION DIRECTOR shall:

In cooperation with the International Director be responsible for Sports and Recreation, plan and promote an active program of Sports and Recreation, in the District. In the performance of the Director's duties, the Director will work closely with all the local Sports and Recreation Directors, and give them all possible help and assistance in the development of an active program of Sports and Recreation as a means of stimulating Lodge activity and interest. (8/78)
- 3.16.9. THE YOUTH DIRECTOR shall:

In consultation and in cooperation with the appointed International Youth Director and Local Lodge Youth Directors, shall develop a program of activities for youth and assist in the implementation of those programs. (8/82)
- 3.16.10. APPOINTIVE OFFICERS AND DIRECTORS shall:

Perform the duties that might be assigned to them by the District President or such other duties as might be incumbent upon them according to their positions.

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CHAPTER 17

3.17. FINANCIAL ADMINISTRATION, INVESTMENTS AND REAL ESTATE

3.17.1. FINANCIAL PRODUCT SALES INCENTIVE PROGRAM

Districts shall receive an incentive based on an increase in insurance participation by its members. A District will receive \$1000 if it increases insurance members by a net of 1% and \$2000 for a 2% or more increase in the calendar year.

CHAPTER 18

3.18. BONDING OF OFFICERS AND DIRECTORS

Reserved

CHAPTER 19

3.19. LODGE ENTERPRISES

Reserved

CHAPTER 20

3.20. DUES

Reserved

CHAPTER 21

3.21. BUDGETS, REPORTS AND OPERATIONAL PLANS

Reserved

CHAPTER 22

3.22. LODGE SUSPENSION AND DISSOLUTION

Reserved

CHAPTER 23

3.23. CENTRAL AND RECRUITMENT LODGES

Reserved

CHAPTER 24

3.24. LODGE LIABILITY INSURANCE

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CHAPTER 25

3.25. LEGAL LIABILITIES

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CHAPTER 2

4.2. AUTHORITY AND PURPOSE

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CHAPTER 3

4.3. LODGE DEVELOPMENT

4.3.1. DEVELOPMENT OF NEW LODGES

- 4.3.1.1. Procedures. When it is desired to establish a new Lodge, a request thereof shall be sent to the Sons of Norway Headquarters through the appropriate District President. If approved, an Organizing Representative shall be designated by the Sons of Norway Headquarters. (8/02)
- 4.3.1.2. Organizing representative. The Organizing Representative shall notify the Sons of Norway Headquarters of the date of the first organizational meeting. (8/02)
- 4.3.1.3. Welcome Ceremony in New Lodge. Those present shall then proceed to vote on all the applicants collectively. If fewer than three votes for rejection are cast, all the applicants shall be held accepted. If three or more votes for rejection have been cast, each application must be balloted on separately. When the balloting is over, the meeting shall proceed to the welcome ceremony of the members elected. (8/06)
- 4.3.1.4. Election and Installation in New Lodge. The meeting shall then proceed to the election and installation of Officers, who shall serve the balance of the term, provided if such term will be six months or less, the term of the first set of Officers shall be extended to include the following fiscal one-year period.
- 4.3.1.5. Lodge Name, Meeting Times and Dues. The name of the Lodge shall then be decided on; also the time and place of meetings, and the dues and application fees. A committee of three members appointed by the Organizing Representative shall solicit and recommend be proposed names for the new Lodge. The name receiving the most votes shall be the name of the Lodge.
- 4.3.1.6. Dues and Fees. Charter Members shall pay an application fee, as specified in the Bylaws of Local Lodges. Members who transfer shall pay only the usual dues paid by members on joining another Lodge on transfer. (8/06)
- 4.3.1.7. Instructions to Officers. The newly elected officers shall receive complete instruction in the financial and general management of their lodge from qualified District Officers; such instruction shall also be available when requested.
- 4.3.1.8. Transfers to New Lodge. Members of the Sons of Norway may be included in the organization of a new Lodge, provided they obtain transfer cards from their former Lodge. Such members may be included in the number of applicants necessary to institute a new Lodge. Transfer cards must be presented to the

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Organizing Representative, who shall submit them to the new Lodge at the organizational meeting, so that the transferees may be voted on with the other applicants.

4.3.2. LODGE AUXILIARY GROUPS

4.3.2.1. Unge Venner Lodge Groups. Unge Venner lodge groups are authorized to use the name, logo and emblem of Sons of Norway, so long as such Unge Venner groups are established by Local Lodges, and further that the Unge Venner groups are in all matters subject to the authority and control of Sons of Norway Local Lodges.

4.3.3. MERGER OF LODGES

The principal consideration in an orderly procedure which will protect all members concerned and which will bring about a congenial feeling on the part of the members. Guidelines are available from the International Headquarters. Guidance can be secured from either the Chief Executive Officer or Legal Counsel.

CHAPTER 4

4.4. LODGE ADMINISTRATION

4.4.1. LODGE NEWSLETTER ADVERTISING

Local Lodges should not accept advertising for their newsletters that are competitive to Sons of Norway products. They should also be encouraged to distribute reports, press releases and business card ads from our Financial Benefit Counselors without charge.

4.4.2. CHARTER AND CONSTITUTIONS FOR LODGES

The International Lodge (Headquarters) shall furnish six copies of the Sons of Norway Charter and Constitutions to all Local Lodges, additional copies may be ordered at cost.

CHAPTER 5

4.5. LODGE PROGRAMS

Reserved

CHAPTER 6

4.6 MEMBERSHIP ADMINISTRATION

4.6.1. NEW MEMBERS APPLICATION PROCESS

4.6.1.1. Application Acceptance Process. If applicant is accepted, the Financial Secretary or Membership Secretary shall as soon as possible, but not later than 10 days thereafter, notify the applicant of his election to membership and the time and place of the next meeting for welcome ceremony. (9/80)

4.6.1.2. Application Presentation. The application shall be presented to the lodge by the Financial Secretary or Membership Secretary at the first meeting following the filing of the application. (8/82)

4.6.1.3. Appearance for Welcome Ceremony. The newly elected member shall appear for welcome ceremony at the first scheduled welcome ceremony following his election to membership. If the new member cannot be present, the President or

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other member delegated by the President administer the obligation of membership may do so, and the balance of the welcome ceremony given to such member at the next scheduled Welcome Ceremony at which the member is present.

- 4.6.1.4. Reconsideration. When an Applicant has been rejected by the lodge, a two-thirds majority of those present and voting may refer the application to the Local Lodge Board of Directors for a final decision. After due notice is given to the Board members and upon full investigation of the case, a two-thirds favorable majority secret ballot by the Board of Directors is required to ~~shall~~ elect the Applicant to membership.
- 4.6.1.5. Rejection. An application which has been voted on and rejected may again be voted on at the same or the next following meeting, but not later.
- 4.6.1.6. Reapplication Process. When an applicant has been rejected, a new application from the same person shall not be received before the expiration of six months. The Financial Secretary or Membership Secretary shall at once inform the applicant of the result and refund the application fee.
- 4.6.2. AFFILIATE/DUAL MEMBERSHIPS
 - 4.6.2.1. Local Lodge determines what dues (if any) are billed by the local lodge itself to the affiliate or dual member and his or her spouse. (Local lodges may elect to waive payment of local lodge dues by the affiliate members.)
 - 4.6.2.2. C&C Paragraph 1.6.2. and P&P Paragraph 4.6.1. are applicable to dual members and C&C Paragraph 4.6.8. and P&P Paragraph 4.6.4. are optional at the instance of the lodge.
 - 4.6.2.3. Provisions of the Charter and Constitution commencing at Chapter 8 relating to offenses and punishments are applicable to dual members.
 - 4.6.2.4. Local lodge building associations or corporations established for holding title to real property are governed and determined by the local lodge itself. Local lodges may make provision to exclude affiliate or dual members from participation in the building associations.
- 4.6.3. MEMBERSHIP RECORDS

The Financial Secretary or Membership Secretary shall then enter the name, address, date of election and amount paid into the membership records of the Lodge. (8/90)
- 4.6.4. TRANSFER CARDS

A member in good standing shall upon request receive a transfer card from their current Lodge. No fee shall be charged for the issuance of a transfer card. The Financial Secretary or Membership Secretary of a Lodge accepting a transfer card shall notify the former Lodge of said transfer. It shall be the duty of the Financial Secretary or Membership Secretary of this Lodge to forward the local dues that have been collected on a pro-rata basis. (8/86)

 - 4.6.4.1. Admittance on Transfer Card. Applications for admittance by transfer are acted upon the same as other applications for membership. If accepted, the applicant shall then be considered a member of the Lodge without further ceremonies. No fee shall be charged for membership by transfer.

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- 4.6.4.2. Report. The Financial Secretary or Membership Secretary of a Lodge acting upon an application for admittance by transfer shall inform the Sons of Norway Headquarters of the results thereof in his/her Report of New Members. (8/02)
- 4.6.4.3. Rejection. If the application is rejected, the Sons of Norway Headquarters shall notify the member and also the Lodge which issued the card, and the member shall automatically be reinstated as a member of the Lodge which issued the card.
- 4.6.4.4. Void After Six Months. If a transfer card has not been acted upon by the new Lodge within six months from the date it was issued, the transfer card shall be void, and the member shall automatically be reinstated as a member of the Lodge which issued the card.
- 4.6.5. NEW MEMBER RECRUITMENT EVENTS
 - 4.6.5.1. Member Recruitment Event Guidelines (United States). New Member Recruitment Dinners (they can be lunch or breakfast also) are a very effective way to increase local lodge membership. Lodges need to coordinate efforts with assigned Financial Benefits Counselors who can help organize these seminar dinners. Be certain to communicate to the Lodge that the Sales and Marketing Department, along with the Financial Benefits Counselors, pay 100% of the cost for the meal for the prospective new member and their sponsors only, up to \$400.00, excluding advertising cost, for each scheduled dinner. Expenses in excess of the meal cost for the prospective new member and their sponsor is the responsibility of the Lodge.

The following criteria must be met by the local lodge and the Financial Benefits Counselor in order to have a successful seminar dinner:

- 4.6.5.1.1. The local lodge needs to contact the Director of Agencies at the Sons of Norway Headquarters to schedule the date, time, and place for the dinner. This should be done 60-90 days before the dinner so that a Financial Benefits Counselor can be assigned.
- 4.6.5.1.2. The local lodge is responsible for securing a facility, plus various pieces of equipment such as a marker board, a PA system, TV, VCR and slide projector when requested. The local lodge is also responsible for selecting a reasonable menu.
- 4.6.5.1.3. The local lodge is responsible for handling the publicity. The assigned Financial Benefits Counselor will assist by providing approved advertising material. The lodge needs to publicize in the local media such as newspapers, radio, and TV. Local weekly papers have proven to be effective, as well as posters that can be put up on church and supermarket bulletin-boards. Most media will accept this as an announcement, or calendar of events, at no charge (ask).

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- 4.6.5.1.4. The local lodge needs to promote the dinner within the lodge. Current members should be urged to bring prospective new members to the dinner. Officers of the local lodge should set an example by bringing prospective new members. Each member who sponsors a prospective new member will receive his/her dinner free. Naturally, the prospective new member's dinner is also free. The question has come up, "What if one sponsor brings 3 prospective new members?" In this case, Sons of Norway pays for the one sponsor and the 3 prospective new members. It is not acceptable to name two other sponsors who really aren't sponsoring the two other prospective new members in order to get a free meal. The lodge should see that a minimum of 10 prospective new members are present (some lodges have gained over 40 new members from one dinner). Note: If the lodge does not have at least 10 prospective new members, the financial commitment from the Sales and Marketing Department will not be available.
- 4.6.5.1.5. The local lodge should form a calling committee. The calling committee's responsibility is to call every member in the lodge and promote the dinner. Ask them to make a commitment to bring a prospective new member. People who have dropped their membership during the last 2-3 years should be contacted.
- 4.6.5.1.6. Lodge members, such as the president and vice president, should tell the prospective new members about the history of Sons of Norway, local lodge community activities, and social events. FUN things should be emphasized. This should take no longer than 10 minutes.
- 4.6.5.1.7. Financial Benefits Counselor will give a 15-20 minute presentation featuring the benefits of being a member of Sons of Norway.
- 4.6.5.1.8. The lodge will provide the Financial Benefits Counselor with a roster, containing the names and phone numbers of all prospective new members and their sponsors. Prospective new members may join that evening (for best results) or when contacted by the Financial Benefits Counselor.
- 4.6.5.1.9. Prospective New Member Packets, needs to be given to all prospective members.
- 4.6.5.1.10. Membership applications should be completed and dues paid by all guests wishing to join Sons of Norway.
- 4.6.5.1.11. The New Member Recruitment Registration Form will be completed by each member and guest and returned to the assigned Financial Benefits Counselor at the close of the seminar.

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- 4.6.5.1.11.1. The dinner should be held in a pleasing environment. Everyone should have a pleasant evening with their friends. If lodge members have bunads, Norwegian sweaters and other Norwegian items, it would be nice if they wore them.
 - 4.6.5.1.11.2. Every lodge should commit to having a New Member Seminar Dinner once each year. For the dinner to be a success, you need proper planning and coordination between the lodge and the Financial Benefits Counselor, good publicity, and good member participation.
 - 4.6.5.1.11.3. Remember - Before initiating arrangements with any lodge officers, you must first obtain written approval from the Director of Agencies, indicating which lodge and the tentative date for the Seminar Dinner.
 - 4.6.5.1.11.4. The Financial Benefits Counselor needs a copy of the paid receipt to send back to the Home Office along with form 250 (4/02) and the reservation form which lists the name of the prospective new member and sponsor. Upon receipt of these forms, the Home Office will then reimburse the lodge for the guest and sponsor.
- 4.6.5.2. Member Recruitment Event Guidelines (Canada and Norway). Hold an event that includes at least 10 prospective members and receive reimbursement for up to \$75 to cover expenses. Receive an additional \$5 for each new member who signs up for membership at the event, to a maximum of \$75. (Maximum reimbursement for a new member recruitment event is \$150) To qualify for reimbursement follow these easy steps:
- 4.6.5.2.1. Reserve funds for reimbursement by contacting the Membership Coordinator at Headquarters with details of your membership recruitment event (time, date, location, agenda and marketing plan). Funds will be reserved on a first come basis. A reservation needs to be made in order to qualify for reimbursement.
 - 4.6.5.2.2. Hold a recruitment event that includes a minimum of 10 prospective members:
 - 4.6.5.2.2.1. Publicize the event in the local media such as newspapers, radio, and TV. Put up posters on church and supermarket bulletin boards. Most media will accept an announcement or a listing on their calendar of events, at no charge (ask).

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- 4.6.5.2.2.2. Promote the event within the lodge. Current members should be urged to bring prospective new members. Lodge officers and membership committee members should offer encouragement and set an example by bringing prospective new members.
- 4.6.5.2.2.3. Contact previous members (lapsed 2 or more years) and invite them to attend.
- 4.6.5.2.2.4. Assign each prospective member a sponsor (required) who will:
 - 4.6.5.2.2.4.1. Contact the prospective member prior to the event to remind them of time, date and place.
 - 4.6.5.2.2.4.2. Assist the prospective member at the event by making introductions and making certain that they feel comfortable.
 - 4.6.5.2.2.4.3. Follow-up with the prospective member (or new member) afterwards.
 - 4.6.5.2.2.4.4. Receive credit for recruiting if the prospective member joins.
- 4.6.5.2.2.5. Plan an event that includes (recommended):
 - 4.6.5.2.2.5.1. Making a short presentation about Sons of Norway and your lodge (community involvement, social events, cultural activities, etc).
 - 4.6.5.2.2.5.2. Distribute the Sons of Norway informational brochure, other informational material (lodge newsletter and Viking Magazine for instance) and an application.
 - 4.6.5.2.2.5.3. Having a cultural demonstration or activity.
- 4.6.5.2.3. Provide the following documentation to the Membership Coordinator at Headquarters to receive reimbursement:
 - 4.6.5.2.3.1. A sign-in sheet, with the signatures of both the prospective members (minimum of 10) and their respective sponsors.
 - 4.6.5.2.3.2. A reimbursement request form.
 - 4.6.5.2.3.3. Receipts for event expenses.
 - 4.6.5.2.3.4. Membership applications completed at the event and those completed up to 7 days after the event, if the name appears on the sign-in sheet.

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4.6.6. SUSPENSION REPORT

The Sons of Norway Headquarters will, monthly, send a report of cancelled or suspended members to the Financial Secretary or Membership Secretary of each of the respective lodges. (8/88)

CHAPTER 7

4.7. DELEGATE ELECTION

Reserved

CHAPTER 8

4.8. CONDUCT AND APPEAL PROCESS

Reserved

CHAPTER 9

4.9. LODGE MEETINGS

4.9.1. VISITORS AND GUESTS

A “Visitor” is a member of Sons of Norway from one lodge visiting another lodge. A “Guest” is a non-member of Sons of Norway. All regular lodge meetings where business of the lodge is transacted are closed meetings. A visitor may attend a closed meeting. The Lodge President may declare a regular lodge meeting an “open meeting” if no objections are voiced to allow guests to attend meetings. Guests are encouraged to attend social and cultural events and community activities of the lodge which are all considered as “open meetings”. (8/98)

CHAPTER 10

4.10. LAWS AND AMENDMENTS

4.10.2 APPROVAL OF LOCAL LODGE BY-LAWS

The Chief Executive Officer and the Legal Counsel shall approve Local Lodge Bylaws submitted to the International Headquarters for approval. The original copy of the Bylaws shall be signed by the Chief Executive Officer and the Legal Counsel and shall be effective the date they are so signed. The Local Lodge Bylaws that have been so approved in the interim between Board Meetings shall be presented to the Board for ratification at its next meeting.

CHAPTER 11

4.11. OFFICERS AND DIRECTORS

Reserved

CHAPTER 12

4.12. LODGE COMMITTEE APPOINTMENTS – TEMPORARY AND PERMANENT

Reserved

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CHAPTER 13

4.13. BOARD OF DIRECTORS

Reserved

CHAPTER 14

4.14. BOARD OF DIRECTOR'S MEETINGS

Reserved

CHAPTER 15

4.15. BOARD OF DIRECTORS' COMMITTEES

Reserved

CHAPTER 16

4.16. OFFICER AND DIRECTOR DUTIES

4.16.1. PRESIDENT'S DUTIES

- 4.16.1.1. Preside at all meetings of the lodge and the Board of Directors;
- 4.16.1.2. Be the highest ranking officer of the lodge, and as such have general supervision of the lodge; ensure compliance with the Sons of Norway Charter, Constitutions and Procedures, and rules, regulations and ceremonies of the lodge; and see that the officers perform their duties; (8/06)
- 4.16.1.3. Appoint all standing or special committees unless otherwise expressly provided;
- 4.16.1.4. Be a member ex-officio of all appointed committees except the Nominating and Auditing Committees;
- 4.16.1.5. Announce the result of all elections and ballotings;
- 4.16.1.6. Have no vote except when officers are elected or applications balloted on, or in case of a tie vote;
- 4.16.1.7. Decide all parliamentary questions that may arise, but these rulings may be appealed to the lodge;
- 4.16.1.8. Attend to the bonding of officers;
- 4.16.1.9. Sign all reports to the International Lodge and contracts, and all other instruments issued on behalf of the lodge;
- 4.16.1.10. Countersign all checks, bank and postal transfers issued by the treasurer; (8/86)
- 4.16.1.11. In the event of a member's death, be of assistance to the deceased's relatives with the arrangement of the funeral, if so desired, and shall request members of the lodge to be present at the funeral;
- 4.16.1.12. Render assistance to the family of the deceased in matters as requested by the family, to the best of his or her ability.

4.16.2. VICE PRESIDENT'S DUTIES

The Vice President shall preside at all meetings in the absence of the president, and when the President is prevented from acting, shall fill his or her position and shall assist the President at the meetings and supervise the greeter(s).

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4.16.3. SECRETARY'S DUTIES

- 4.16.3.1. Keep an accurate and impartial record of all meetings of the lodge and the Board of Directors;
- 4.16.3.2. Carry on all correspondence which has not expressly been delegated to other Officers;
- 4.16.3.3. Read all official communications from officers of the International and District Lodge as well as all other communications to the lodge;
- 4.16.3.4. Issue and attest all reports to the International and District Lodges and all documents and certificates on behalf of the lodge;
- 4.16.3.5. Send the District Secretary names and addresses of all persons who are expelled from the lodge;
- 4.16.3.6. In case any member moves to a place near where another lodge is located, report this fact to the other lodge and request that the member be contacted;
- 4.16.3.7. Inform the members of the time of all special meetings and also such regular meetings as the President may think necessary;
- 4.16.3.8. Be the custodian of the lodge seal, which shall be affixed to all official documents.

4.16.4. TREASURER DUTIES:

For lodges electing to have a Membership Secretary, the financial duties and responsibilities of the Financial Secretary as set forth in P&P Paragraphs 4.16.5.1, 4.16.5.3, 4.16.5.5, 4.16.5.8, 4.16.5.10, shall be performed by the Treasurer, except those relating to interaction between the Financial Secretary and Treasurer. (8/04)

- 4.16.4.1. Receive the money collected by the Financial Secretary or the Lodge, receipt for same, and shall deposit the money in the name of the Lodge in such banks as are designated by the Lodge or the Board of Directors;
- 4.16.4.2. Report to the Financial Secretary or the Lodge, the amounts received on monies deposited in banks or on investments;
- 4.16.4.3. Maintain in the Treasurer's Cash Book an accurate and detailed account of Lodge funds received from the Financial Secretary or the Lodge; (9/80)
- 4.16.4.4. Make no payments from any of the funds without authorization from the lodge;
- 4.16.4.5. Make no payment except by check, bank, or postal transfers; (8/86)
- 4.16.4.6. Submit the books for examination as often as required by the lodge, the Board of Directors or the president;
- 4.16.4.7. Be present when the books are audited;
- 4.16.4.8. Prepare the financial reports of the lodge, together with the Financial Secretary, and sign the same together with the president and secretary.
- 4.16.4.9. A lodge may elect to have the financial duties and responsibilities of the Financial Secretary as set out in P&P Paragraphs 4.16.5.1, 4.16.5.3, 4.16.5.5, and 4.16.5.8, of paragraph 4.16.5 performed by the Treasurer of the Lodge, except for those relating to the interaction between the Financial Secretary and Treasurer referred to these subparagraphs and in P&P Paragraph 4.16.6. which would no longer be applicable when only one person is performing these duties and responsibilities.

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For each lodge that makes such an election, the office formerly known as Financial Secretary shall be known as Membership Secretary, whose duties and responsibilities shall be restricted to non-monetary matters as specified in P&P Paragraphs 4.16.5.2, 4.16.5.4, 4.16.5.6, 4.16.5.7, and 4.16.5.9.

4.16.4.10. The selection of this option by a lodge shall become effective upon, and evidenced by a motion or resolution adopted by the lodge stating that it has made the election authorized by this subparagraph. (i) of Section 4.16.7.9. of the Constitution of Local Lodges. (8/04)

4.16.5. FINANCIAL SECRETARY'S DUTIES:

*The International Lodge adopted a law change allowing local lodges to change the traditional role of the Financial Secretary in the local lodge. Fundamentally, this change is explained in P&P Paragraph 4.16.6. and in effect it assigns the membership related duties of the Financial Secretary to a Membership Secretary and reassigns the financial duties of the Financial Secretary to the Treasurer. (8/04)

4.16.5.1. Receive all money due and payable to the lodge and shall promptly pay the same to the treasurer upon obtaining a receipt. Money collected between meetings shall be turned over to the treasurer no later than the close of the next business meeting; (8/88)

4.16.5.2. Retain in a Lodge Record Book, the essential membership information required by the lodge, and shall keep complete and accurate accounts between the lodge and its members;

4.16.5.3. Maintain books of account provided by the Sons of Norway Headquarters showing all monies received;

4.16.5.4. Carry on all correspondence with the Sons of Norway Headquarters relating to the duties of the office;

4.16.5.5. Prepare the financial reports of the lodge, together with the treasurer, and sign the same, together with the president and secretary;

4.16.1.6. Prepare and attest all transfer cards and shall inform the Sons of Norway Headquarters of all withdrawals, expulsions or re-instatement, and in each case give the name and address of such persons;

4.16.5.7. Prepare membership reports and such other reports as may, from time to time, be requested by the International or District Lodges, or their Boards of Directors;

4.16.5.8. Be present when the books are audited;

4.16.5.9. In the case of death of a member, report such to the Sons of Norway Headquarters;

4.16.5.10. Perform such other duties as set forth in the Financial Secretary's Manual;

4.16.5.11. Be the agent of the lodge and not of the International Lodge. The lodge members are, therefore, responsible to the International Lodge and the Sons of Norway Headquarters for the manner in which these duties are performed.

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4.16.6. MEMBERSHIP SECRETARY DUTIES:

*The selection of the option to have a Membership Secretary and realign financial duties of the Financial Secretary shall become effective upon and evidenced by a motion or resolution adopted by the lodge stating that it has made the election authorized by this paragraph of the Constitution of Local Lodges. A lodge may elect to have a Membership Secretary whose duties and responsibilities shall be restricted to non-monetary matters formerly assigned to the Financial Secretary, which include the following:

- 4.16.6.1. Retain in a Lodge Record Book, the essential membership information required by the lodge, and shall keep complete and accurate accounts between the lodge and its members;
- 4.16.6.2. Carry on all correspondence with the Sons of Norway Headquarters relating to the duties of the office;
- 4.16.6.3. Prepare and attest all transfer cards and shall inform the Sons of Norway Headquarters of all withdrawals, expulsions or reinstatement, and in each case give the name and address of such persons;
- 4.16.6.4. Prepare membership reports and such other requests as may, from time to time, be requested by the International or District Lodges, or their Boards of Directors;
- 4.16.6.5. In the case of death of a member, report such to the Sons of Norway Headquarters;
- 4.16.6.6. Perform such other duties as set forth in the Financial Secretary's Manual;
- 4.16.6.7. Be the agent of the lodge and not of the International Lodge. The lodge members are, therefore, responsible to the International Lodge and the Sons of Norway Headquarters for the manner in which these duties are performed. (8/04)

4.16.7. COUNSELOR'S DUTIES:

The Counselor shall supervise all ceremonies, question and instruct the candidates for admission as prescribed in the ritual, assist and guide the other officers by word and deed.

4.16.8. DIRECTORS' DUTIES

4.16.8.1. Social, Sports, Recreation and Cultural Director Duties:

- 4.16.8.1.1. It shall be the duty of the Social Director to plan and supervise the social activities of the Lodge and to select the songs to be used during ceremonies.
- 4.16.8.1.2. The Sports and Recreation Director shall plan, promote, and supervise a well-rounded program of sports and recreation for the Lodge.
- 4.16.8.1.3. The Cultural Director shall plan and supervise programs for the lodge which will preserve and promote our heritage. (8/98)
- 4.16.8.1.4. The Social Director, Sports and Recreation Director, and the Cultural Director shall have the privilege of appointing such assistants and committees as are deemed necessary and approved by the Local Lodge President. (9/80)

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- 4.16.8.2. Youth and/or Unge Venner Director Duties:
 - 4.16.8.2.1. Each Lodge may elect a Youth and/or Unge Venner Director who shall be responsible to the Local Lodge and make reports to the lodge, as it requires. (8/02)
 - 4.16.8.2.2. Acting in the role of Youth Director, with the approval of the Local Lodge organize a Junior Lodge, dance groups or clubs for Heritage Members, acting in the role of Unge Venner Director organize and assist members age 16-23 in developing social and cultural programs to further enhance their membership in Sons of Norway; perform other duties as set forth in the Youth/Unge Venner Director's Manual. (8/02)
- 4.16.8.3. The Greeters shall under the direction of the Vice President, welcome the members, visitors and guests at all lodge functions. (8/04)
- 4.16.8.4. The Assistant Secretary shall assist the Secretary and perform the duties of the Secretary in his or her absence.
- 4.16.9. THE MARSHAL AND THE ASSISTANT MARSHAL DUTIES:
 - 4.16.9.1. Have charge of regalia, song books and such other properties as are kept in the lodge rooms and not especially entrusted to other officers;
 - 4.16.9.2. Be in attendance 15 minutes before the opening of a lodge meeting;
 - 4.16.9.3. See to it that the paraphernalia are distributed and in their proper places when the lodge is called to order;
 - 4.16.9.4. Assist the president in preserving order and decorum and, if so ordered, remove from the lodge room persons whose presence is offensive or disturbing;
 - 4.16.9.5. Supervise the balloting, put the ballot box in order and see to it that members keep at a proper distance from one another when voting;
 - 4.16.9.6. Conduct candidates into the lodge room for welcome ceremony; and
 - 4.16.9.7. Perform all other duties described by the Bylaws and Ritual of Sons of Norway.
- 4.16.10. THE TRUSTEES
Shall supervise the personal property of the lodge and perform such other duties as may be required of them by the Lodge. The trustees shall keep accurate accounts of same and report to the Board of Directors and the lodge as requested.
- 4.16.11. THE AUDITING COMMITTEE
When electing officers, the Local Lodges shall select a standing Auditing Committee of at least two persons, or alternatively appoint a certified public accountant or public accountant, who shall audit the accounts of the lodge every 12 months, or at other times if so required by the lodge, and report to the lodge. They shall also audit all committee reports containing financial accounts before they are adopted by the lodge. At no time shall the fiduciary obligation of the lodge be abrogated. (8/92)
- 4.16.12. THE MEMBERSHIP COMMITTEE
It shall be the duty of the Membership Committee to assist the Financial Secretary or Treasurer in the collection of delinquent dues, have charge of the effort to get new members, assist the field staff personnel, encourage members to attend lodge meetings and

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to pay special attention to the welfare of new members in their relation to the lodge. The President, Secretary, and Financial Secretary or Membership Secretary shall be ex-officio members of the committee. (9/80)

4.16.13. GENERAL DUTIES

The officers of a Local Lodge shall, besides the duties heretofore specified, perform such other duties as are prescribed by the Bylaws of Sons of Norway or required by the lodges.

CHAPTER 17

4.17. FINANCIAL ADMINISTRATION, INVESTMENTS AND REAL ESTATE

4.17.1. LODGE IMPROVEMENT GRANT

Local lodges which build or buy their own lodge home, or which make substantial improvements in remodeling their lodge home, may be recognized with up to a \$1,000 cash award for such outstanding achievement. The Local Lodge's International Board Representative shall evaluate in written form the outstanding work performed by a lodge and submit such recommendation, together with receipts, photographs of the building, interior and exterior, for approval at a meeting of the International Board of Directors. If approval is granted, the cash award shall be presented to the lodge by their International Director.

A Lodge can only apply for this grant once every five (5) years and that the International Director of that District shall determine the amount not to exceed 25% based on the costs submitted with a maximum award of \$1,000.00. (08-10)

4.17.2. LODGE REVENUE SHARING

The Revenue Sharing Program shall pay to local Lodges annually a proportionate share of Sons of Norway profit based upon insurance sales in the Lodge during the calendar year. Three percent (3%) of the gross annual operating profit before capital gains and losses shall be distributed in this manner. Local Lodges shall receive \$4 for each new insurance member.

CHAPTER 18

4.18. BONDING OF LODGE OFFICERS AND DIRECTORS

Reserved

CHAPTER 19

4.19. LODGE ENTERPRISES

Reserved

CHAPTER 20

4.20. DUES

4.20.1. LODGE DUES

Dues for Local Lodge members shall be uniform except for the following exceptions:

4.20.1.1. Lodges desiring to encourage married couples to join may provide reduced local dues for such couples.

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- 4.20.1.2. Lodges desiring to grant temporary relief to a member because of extenuating financial circumstances by waiving the dues requirement maybe permitted to do so for a period not exceeding one year. In such cases, the Lodge would then be required to pay the International and District Dues during that period.
- 4.20.1.3. Lodges desiring to waive the dues requirement for a member in the Armed Forces may do so while the member is in the uniform of the Armed Forces, until such time as the member returns to civilian life, but not exceeding four years. International and District Dues would be required for such members.
- 4.20.1.4. Lodges desiring to compensate certain officers and other positions in the Lodge may do so by waiving the local lodge dues requirements for such members in lieu of payment of compensation.
- 4.20.1.5. Lodges desiring to encourage young persons to join their Lodge may provide for reduced local lodge dues for persons age 16 to age 23.
- 4.20.1.6. Lodges may provide reduced local lodge dues to persons who are 65 years of age or older.

CHAPTER 21

4.21. BUDGETS, REPORTS AND OPERATIONAL PLANS

Reserved

CHAPTER 22

4.22. LODGE SUSPENSION AND DISSOLUTION

Reserved

CHAPTER 23

4.23. CENTRAL RECRUITMENT LODGES

Reserved

CHAPTER 24

4.24. LODGE LIABILITY INSURANCE

Reserved

CHAPTER 25

4.25 LEGAL LIABILITIES

Reserved