



**POLICY
AND
PROCEDURE
MANUAL**

2023

**Policy and Procedures Manual
District Lodge #1
Sons of Norway
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1. DISTRICT District Board of Directors (BOD)

1.1. The Board consists of up to eight (8) officers and Directors and the number of Zone Directors permitted by the bylaws who are elected at the Biennial District Convention.

1. **1.2** Alternate Zone Directors are also elected at the Convention. They are not official members of the Board. They shall act as Zone Directors in the absence or inability of the Zone Director. Alternates shall receive information that will keep them informed.

2. DISTRICT OFFICERS

2.1. The officers of District Lodge #1 shall be: President, Vice President, Secretary, Treasurer, Zone Directors and the following as determined by the District Board: Social/Cultural Director, Publicity Director, Sports/Recreation Director, Youth/Framtid Director. This constitutes the BOD.

3. DISTRICT BOARD MEETINGS

3.1. The District #1 Board will hold at least two board meetings each year, one in the spring and one in the fall, in person when possible and if permitted. The time and place of these meetings will be decided by the President after consultation with the Executive Committee.

3.2. All District #1 Board Members shall submit their written report via e-mail attachment to the District Secretary by a time so designated by the Secretary. Note: District #1 Board members with no access to e-mail should send their report by US Mail.

4. EXECUTIVE COMMITTEE

4.1. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and one additional insurance member in good standing, if desired by the President. The Executive Committee shall perform such duties as charged with by the District Board and conduct business of the District during such interval between District Board meetings.

5. DISTRICT LODGE MEETINGS (CONVENTIONS)

5.1. Regular meetings of the District Lodge (convention) shall be held biennially (every two years) and such meetings shall convene not later than 45 days prior to the opening of the International Board meeting (IBOD) of the same year. The place of these meetings shall be selected by the District Lodge at the convention two to four years prior to the convention or by the District #1 BOD if not determined at the District Lodge meeting (convention).

6. REPRESENTATION AT DISTRICT LODGE MEETINGS

6.1. Each local lodge shall have two delegates plus one delegate for every 100 members or major fraction thereof according to the annual membership report from the Sons of Norway Home Office and dated December 31 of the year prior to the convention.

7. BOARD REGISTRATION (DISTRICT CONVENTION)

7.1. The Secretary shall arrange for the registration of the District Officers and Directors. The District pays registration, travel and lodging of the District Board.

8. CONVENTION COMMITTEES

8.1. Convention committees are appointed by the President and shall arrive one day prior to the convention to initiate committee actions and each member of the respective committee will have their hotel room paid for by the District. An assignment of duties should accompany each committee member that is prepared by the District President.

9. BIDS FOR A DISTRICT CONVENTION

9.1. A request by a lodge to host a District Convention is to be presented at the District Convention two (2) to four (4) years in advance of the year they wish to host the convention. See the **District #1 Convention Planning Guide** for suggestions and requirements. (The Planning Guide is available through the District Secretary or Vice President).

10. DISTRICT OFFICERS SALARIES AND BONDING

10.1. The President, Vice President, Secretary, and Treasurer shall each receive compensation, the amount to be determined by the District Lodge.

10.2. The District Board shall make recommendations at each District Convention regarding salaries only if there is a change.

10.3. The President and Treasurer shall be bonded with a minimum of \$100,000 and any additional amount decided by the District Board.

11. DUTIES OF THE DISTRICT OFFICERS

11.1. PRESIDENT

11.1.1. The President shall preside at all meetings of the District Lodge and District Board.

11.1.2. The President shall be the executive officer of the District Board and supervise proper observance of its constitution, laws, rules, and ceremonies as found in the **Guides of Leadership Manual**.

11.1.3. The President, in consultation with the Executive Committee, shall decide all cases appealed to him/her and his/her decisions and findings shall be final and binding unless reversed by the District Lodge and its further needs.

11.1.4. The President shall submit to the District Lodge a summary of all his/her official acts as well as a report on the condition of the District Lodge and its further needs.

11.1.5. The President may assist the Sons of Norway Marketing Department in recruiting and employment of members of the field staff within the District.

11.1.6. The President shall be an ex-officio member of all committees. The President shall give approval to all officers and directors for all special expenses.

11.2. VICE PRESIDENT

- 11.2.1. The Vice President shall, in the absence of the President, preside at all meetings and in cases where the President is prevented from performing all his/her duties.
- 11.2.2. The Vice President shall be the chairperson of the District Membership and Retention Committee and supervisor of the Zone Directors.
- 11.2.3. The Vice President shall submit a written report of membership activities at each District Board meeting.
- 11.2.4. The Vice President shall forward all Lodge 1-999 and 1-000 Monthly Activity Reports to the Zone Directors each month.
- 11.2.5. The Vice President shall forward to the Zone Directors, of the Zone involved, all new internet signup members.
- 11.2.6. The Vice President shall develop an evaluation form for the District Conventions.
- 11.2.7. Three or more lodges working together to share an event in which lodge members and guests participate may request up to \$200 reimbursement (matching funds, 50-50) from the District. Presenters do not get paid, but may be reimbursed mileage. The request must be submitted on the appropriate form, Multiple Lodge Approval for Reimbursement (MLAR) form to the Vice President, and the Social/Cultural Director or Sports/Recreational Director as appropriate, at least 60 days prior to the event. Following the presentation, one lodge will have the presenter sign the completed MLAR if possible. Within two (2) weeks, the lodge must mail/e-mail the form to the appropriate Director, the Vice President and the District Treasurer for reimbursement including a follow-up report at a lodge meeting.

11.3. SECRETARY

- 11.3.1. The Secretary shall keep a correct record of all meetings of the District Lodge, the District Board, and carry on official correspondence which has not been expressly delegated to others.
- 11.3.2. The Secretary shall, within 45 days after a District Convention, send the Sons of Norway Headquarters a complete copy of the minutes of the convention.
- 11.3.3. The Secretary shall prepare and send to the Sons of Norway Headquarters reports required from time to time
- 11.3.4. The Secretary shall annually prepare a Directory of Lodges and Officers.
- 11.3.5. The Secretary shall prepare the minutes of the District Board meetings and shall forward a copy to the District Board within 30 days of such meeting.
- 11.3.6. The Secretary shall periodically review the Policy and Procedures Manual, recommend needed changes, revise the manual as changes are approved, and distribute all changes to the District Board.
- 11.3.7. The Secretary shall prepare the minutes of Executive Committee meetings and shall forward a copy to each member of the District Board. This shall be done

within 30 days of such meeting. Minutes will again be sent 14 days prior to the spring and fall board meetings.

- 11.3.8. Records will be saved to a flash drive in addition to a hard copy labeled District #1 Sons of Norway and passed on to the subsequent Secretary.

11.4. TREASURER

- 11.4.1. The Treasurer shall be the custodian of the monies belonging to the District Lodge
- 11.4.2. The Treasurer shall receive money belonging to the District Lodge and shall promptly deposit it in a financial institution approved by the Executive Committee.
- 11.4.3. The Treasurer shall make all reimbursement payments by check, issued by the Treasurer and countersigned by the President or other officer as may be determined by the District Board. The memo line should clearly state what the check is for.
 - 11.4.3.1. Checks will be mailed weekly to the second signer with addressed stamped envelopes for the recipients. Once countersigned, the check should be mailed within 3 days.
- 11.4.4. The Treasurer and authorized Executive Committee members shall utilize the district credit card for all possible expenses, as approved by the Executive Committee.
- 11.4.5. The financial records shall comprise January 1st to December 31st.
 - 11.4.5.1. All requests for reimbursement must be submitted (postmarked) by December 24th. If not, it will become a donation unless authorized by the Executive Committee.
- 11.4.6. The Treasurer shall give a written financial report to the District Lodge meeting.
- 11.4.7. The Treasurer shall see that all books are audited annually. Comparative bids may be used to determine the auditor.
- 11.4.8. The Treasurer shall be authorized, with the approval of the Executive Committee, to invest in interest bearing accounts such as CD's, treasury bills, and other accounts insured by the FDIC, or Sons of Norway investments. In addition, up to 40% of the trust funds may be invested with a national investment advisor according to the investment strategy recommended by the District Finance Committee and approved by the BOD of the Sons of Norway District Lodge #1.
- 11.4.9. Beginning in 2014, the District will adopt a computerized accounting system purchased by the District for use by Treasurers going forward. An annual record will be kept on disk in addition to a hard copy.
- 11.4.10. The Treasurer shall chair the Finance Committee and submit a budget at the Fall District #1 Board meeting for the coming year. The Board will make adjustments and approve the final budget.

11.4.11. Records held by the Treasurer are retained on computers or flash drives:

Permanent: Audit Reports

Seven Years: Investment Statements

Paid Bills Paid Checks, Expenses

Statements, etc

Tax Returns

11.4.12. Memorials:

11.4.12.1. The Treasurer shall contribute \$50.00 from the District #1 general account to the District Scholarship Fund upon the death of any current or past District #1 Board member or District #1 International Officer.

11.4.12.2. The Treasurer shall contribute \$25.00 from the District #1 general account to the District Scholarship Fund upon the death of a sitting Lodge President.

11.4.12.3. The Treasurer shall be a member of the District Scholarship Committee.

11.5. SOCIAL/CULTURAL DIRECTOR

11.5.1. The Social/Cultural Director shall communicate with the Social and Cultural Directors of the local lodges to assist them in understanding their duties.

11.5.2. The Social/Cultural Director shall maintain the Cultural Skills Presenter's list and Program Presenter's List continually soliciting information on new Cultural Skills Presenters and Program Presenters. The new Presenters will be added to the list after completing the application form and with the recommendations of three lodge members. The Cultural Skills Presenters and Program Presenters and Cultural Skill's medals will be added to the website.

11.5.3. The Social/Cultural Director, with the consent of the Executive Committee shall plan and direct such other social and cultural functions as in his/her opinion may be of value to all local lodges in the District.

11.5.4. The Social/Cultural Director shall work closely with the Convention Committee to insure the proper attention is given to heritage activities during the convention.

11.5.5. See the District #1 Convention Planning Guide for involvement in the Folk Art Exhibit and Silent Auction at the District Convention.

11.5.6. Three or more lodges working together to share an event in which lodge members and guests participate may request up to \$200 reimbursement (matching funds, 50-50) from the District. Presenters do not get paid, but may be reimbursed mileage. The request must be submitted on the appropriate form, Multiple Lodge Approval for Reimbursement (MLAR) form to the Social/Cultural Director at least 60 days prior to the event. Following the presentation, one lodge will have the presenter sign the completed MLAR if possible. Within two (2) weeks, the lodge must mail/e-mail the form to the Vice President, the

Social/Cultural Director and the District Treasurer for reimbursement including a follow-up report at a lodge meeting.

- 11.5.7. The Social/Cultural Director is assigned an annual budget for the social/cultural activities for District Board approval at the Fall Board meeting.
- 11.5.8. The Social/Cultural Director with prior approval from the Executive Committee, may be reimbursed for mileage up to 400 miles round trip for a presentation (program) at a lodge meeting.

11.6. YOUTH/FRAMTID DIRECTOR

- 11.6.1. The Youth/Framtid Director shall be responsible for the youth activities in the District.
- 11.6.2. The Youth/Framtid Director shall work closely with all youth directors or other representatives of local lodges and give them assistance in the development of active programs.
- 11.6.3. The goal of the Youth/Framtid Director shall be to bring as many youth members together as possible who have common interests and within geographic limits.
- 11.6.4. The goal of the Youth/Framtid Director is to create a calendar of youth activities in the District.
- 11.6.5. The Youth/Framtid Director may organize youth activities in the District.
 - 11.6.5.1. The Youth/Framtid Director shall seek a “host lodge” which would be co-hosted with the District.
 - 11.6.5.2. The youth activity shall be planned to be at least 50% self-sustaining.
- 11.6.6. Any lodge or group of lodges that plan and carry out an event where members and guests participate may request up to \$200 of support from the District. The request must be submitted to the District Youth/Framtid Director on the appropriate form at least 60 days prior to the activity. A report on the event, to include the number of participants and how the follow up will be done, must be submitted to the District Treasurer.
- 11.6.7. The Youth/Framtid Director is assigned an annual budget for youth activities for District Board approval and be presented at the Fall Board meeting.
- 11.6.8. The Youth/Framtid Director is assigned a budget by the District Board for travel and events as required by his/her office.

11.7. SPORTS/RECREATIONAL DIRECTOR

- 11.7.1. The Sports/Recreational Director shall be responsible for planning, organizing, publicizing, and carrying out successful recreational activities in the District.
- 11.7.2. The Sports/Recreational Director shall work closely with all local lodge Sports/Recreational Directors.

- 11.7.3. If a lodge wishes to host a District or area sports event, the lodge president shall apply to the District Sports/Recreational Director.
- 11.7.4. The Sports/Recreational Director shall work with the lodge wishing to host a District or area event.
 - 11.7.4.1. To minimize risk, the event shall be planned to be self-supporting.
 - 11.7.4.2. However, if events fail to meet expenses due to circumstances beyond the control of the host lodge, the District shall underwrite any losses.
- 11.7.5. The District shall support up to \$150 for trophies and awards for each District or area golf and bowling event.
- 11.7.6. Three or more lodges working together to share an event in which lodge members and guests participate may request up to \$200 reimbursement (matching funds, 50-50) from the District. Presenters do not get paid, but may be reimbursed mileage. The request must be submitted on the appropriate form, Multiple Lodge Approval for Reimbursement (MLAR) form to the Sports/Recreation Director at least 60 days prior to the event. Following the presentation, one lodge will have the presenter sign the completed MLAR if possible. Within two (2) weeks, the lodge must mail/e-mail the form to the Vice President and the District Treasurer for reimbursement including a follow-up report at a lodge meeting
- 11.7.7. The Sports/Recreational Director is assigned an annual budget for sports and recreational activities to the District Board for approval at the Fall Board meeting.
- 11.7.8. The Sports/Recreational Director is assigned a budget by the District Board for travel and events as required by his/her office.

11.8. PUBLICITY DIRECTOR

- 11.8.1. The Publicity Director shall keep in touch with local lodges.
- 11.8.2. The Publicity Director shall be the editor of the District Newsletter, “Nyhetesbrev” to be published periodically, as directed by the Executive Committee.
- 11.8.3. The Publicity Director shall send guidelines on submitting news items, publicity, photographs, etc., for the Viking magazine.
- 11.8.4. The Publicity Director shall assist local lodges with their publicity needs by assisting in the development of lodge brochures, news releases, lodge activity promotions, newsletters, and any other publications they may wish to make for the benefit of their members.
- 11.8.5. The Publicity Director may travel to lodges for reasons he/she decides is helpful, with approval at the fall board meeting.
- 11.8.6. The Publicity Director is assigned an annual budget for publicity activities for approval by the District Board at the fall board meeting.

11.8.7. The Publicity Director is assigned a budget by the District Board for travel and events as required by his/her office.

11.8.8. The Publicity Director will be responsible for ad space for *both* the District *and* *International Convention* souvenir books.

11.9. ZONE DIRECTORS

11.9.1. The Zone Directors shall perform duties assigned by the Vice President as approved by the President.

11.9.2. The Zone Directors shall visit and assist, at least once a year, from July 1st to June 30th, all the lodges within his/her zone.

11.9.2.1. The visit may be a routine lodge service call or as the result of an invitation by the lodge

11.9.2.2. Reimbursement of allowable expenses shall be for only one official lodge visit per year **per lodge** unless approved by the President.

11.9.2.3. The Zone Director's Lodge Visitation report shall accompany the expense voucher for the lodge visit and shall be sent to the treasurer.

11.9.3. Zone Directors should hold at least one, preferably two, Member/Officer Training Sessions in their zone to accommodate the geography and schedules of the local lodge representatives. At each lodge visitation, some or all of the following subjects are expected to be discussed.

11.9.3.1. Greeting from the President and District Board.

11.9.3.2. Goals: International/District.

11.9.3.3. International Initiatives.

11.9.3.4. District #1 Initiatives

11.9.3.5. Annual Membership Activities, MAP, Marketing Dept.

11.9.3.6. Cultural Skills Programs/Presentations/Resources.

11.9.3.7. Sports Medals Program

11.9.3.8. Tubfrim

11.9.3.9. Fraternal Benefits

11.9.3.10. International/District Calendar of Events

11.9.3.11. Other topics as appropriate

11.9.4. Zone Directors shall serve on the Convention Credentials Committee.

11.9.5. The President may request the Zone Directors to represent the District at a function outside of their zone. In such an event, allowable expenses will be paid by the District.

- 11.9.6. Zone Directors shall chair their Zone Caucus at the District Convention.
- 11.9.7. Zone Directors may request an Alternate Zone Director to assist in performing their duties when circumstances warrant, with prior approval of the District President.
- 11.9.8. The Zone Director shall receive the 1.999 and 1.000 Monthly Activity reports applicable to their zone from the Vice President.
 - 11.9.8.1. The Zone Director shall send to the local lodges the names and necessary information for the local lodge to contact that member.
 - 11.9.8.2. If there is more than one lodge located 50 miles or less from the member, all lodges shall receive notice of that member.
 - 11.9.8.3. The Zone Director shall have the local lodge(s) reply back to the Zone Director what action was taken to contact/invite the new member to their lodge.
- 11.9.9. The Zone Director shall receive notice of new members signing up on or through the internet from the Vice President.
 - 11.9.9.1. The Zone Director shall contact the local lodge that a new member has signed up to join, and to see what action the lodge has done to invite the new member to a lodge meeting.
 - 11.9.9.2. The Zone Director shall in cases of the new members not selecting a new lodge to join, forward to all lodges within 50 miles radius, the name(s) and other necessary information for the local lodge to contact the member.
 - 11.9.9.3. The Zone Director shall periodically check with the local lodges what action they took to contact/invite the new member to join this lodge.
- 11.9.10. Zone Directors shall submit a written report via e-mail attachment to the District Secretary for each BOD meetings by a time so designated by the Secretary.

12. EXPENSE REIMBURSEMENT

- 12.1. The District Board members shall be reimbursed for expenses while on district business as follows:
 - 12.1.1. Mileage shall match that set by the IRS
 - 12.1.2. All meal costs incurred by district board members, when traveling on district business, shall be at their own expense
 - 12.1.3. Lodging will be reimbursed with prior approval by the district president when an appointment or meeting requires travel before 6:00 AM on the day of the meeting or when the return trip concludes after midnight.
 - 12.1.4. Postage, phone calls, copies, postcards, fax, envelopes, and other miscellaneous office supplies will be reimbursed with the approval of the district president.

- 12.1.5. District board members are expected to visit three lodges each year, July 1 to June 30th. Mileage will be reimbursed upon submission of a Lodge Visitation form. Additional visits must be approved by the district president except those by zone directors.
- 12.1.6. For local lodge celebration and anniversary dinners, the senior officer attending and the zone director for the lodge shall be entitled to mileage. All others are at their own expense.
- 12.1.7. All expenses except mileage must be supported by a receipt.
- 12.1.8. When an automobile is rented or when air travel is used instead of using their own automobile, reimbursement is limited to the smaller of the auto rental, plane ticket against cost of total miles driven at current IRS mileage. Prior approval by the district president must be received for unusual circumstances.
- 12.1.9. Retiring officers and directors shall be paid mileage from the convention to their residence.
- 12.1.10. Newly elected officers and directors shall not receive mileage for the return home from the convention.
- 12.1.11. Allowable expense statements not submitted to the District Treasurer within 30 days shall be considered a donation to the District Lodge.
- 12.1.12. All expense statements not submitted to the District Treasurer by December 25th will be considered a donation to the District.
- 12.1.13. All reimbursement checks must be cashed within 60 days.
- 12.1.14. Expense statements shall be submitted monthly.
- 12.1.15. For attending the funeral of a current District Lodge #1 President, current District Lodge #1 Board member, or current District Lodge #1 International Board member, the District will pay for the actual cost of gasoline.

13. DISTRICT COMMITTEES

- 13.1. All district committees are appointed by the District President.
- 13.2. The district committees include the following:
 - 13.2.1. Membership Growth/Marketing
 - 13.2.1.1. This committee's purpose is to develop programs to increase membership in District #1 by finding new members and retaining current ones.
 - 13.2.1.2. The Vice President chairs this committee. Committee members are appointed by the District President in consultation with the District Executive Committee.
 - 13.2.2. Finance
 - 13.2.2.1. This committee is chaired by the District Treasurer and Board members are assigned by the District President.

13.2.2.2. The purpose of the committee is to develop an annual budget for the following year. They are to submit the budget for approval to the District Board at the fall board meeting.

13.2.3. Policy and Procedures as needed

13.2.3.1. The purpose of this committee is to update the Policy and Procedures Manual of the District following each District Convention as needed.

13.2.3.2. The Vice President shall be the chairperson with the Executive Committee as members. The President may appoint additional members.

13.2.4. New Lodge Committee as needed

13.2.4.1. The purpose of this committee is to plan and implement strategies to establish new lodges in District #1.

13.2.4.2. The New Lodge Committee shall consult with the Membership Growth Committee to ensure selecting locations with highest potential for new lodges.

13.2.5. Long Range Planning Committee

13.2.5.1. The purpose of this committee is to prepare suggested District #1 goals and strategies for the biennium.

13.2.5.2. The Long Range Planning Committee shall present suggested District #1 goals and strategies at the Fall District Board meeting following the District Convention.

13.2.5.3. The Long Range Planning Committee shall be appointed by the President.

13.2.6. Events/Fundraising Committee as needed

13.2.6.1. The purpose of this committee is to plan and implement strategies for fund raising and District #1 projects and activities.

13.2.6.2. The Events committee shall submit project and activity proposals to the District #1 Board for approval. They will monitor the activity and progress on projects and report the results to the subsequent District #1 Board meeting.

13.2.7. Publicity/Newsletter Committee

13.2.7.1. The purpose of this committee is to plan and implement public relations strategies to enhance the image of District #1 and Sons of Norway.

13.2.7.2. The District #1 Publicity Director shall be the chairperson of this committee.

13.2.7.3. The committee provides training to the lodges in the area of publicity and newsletter. They coordinate the District #1 website

and ensure its timeliness, monitor the activities and projects and report results to the subsequent District #1 Board meetings.

13.2.7.4. The committee members will be appointed by the President.

13.2.8. Scholarship Committee

13.2.8.1. The Scholarship Committee shall be appointed by the President with the exception of the Treasurer.

13.2.8.2. The purposed of this committee is to establish the scholarship program for the coming year.

13.2.8.3. The Scholarship Committee shall submit the proposed program to the District Board at the Fall Board meeting.

13.2.9. Nominating Committee

13.2.9.1. The Nominating Committee shall consist of a minimum of three (3) but not more than five (5) members.

13.2.9.2. The Nominating Committee shall be responsible for reviewing all applications submitted to them for the District and International Officer positions in the District.

13.2.9.3. The list of qualified applicants will include only the delegates to the District #1 Lodge meeting (convention).

13.2.9.4. Applications will be accepted at the convention.

14. DISTRICT SCHOLARSHIP TRUST FUND

14.1. The District Scholarship Trust Fund provides scholarships to further the Norwegian and other Nordic countries language and culture for our youth and adult members through scholarships at Skogfjorden Language Villages and other approved camps.

14.1.1. These programs are approved by District #1 and local lodges.

14.1.2. Information for applications to these camps shall be sent to all District #1 lodges by the Scholarship Coordinator each year.

14.2. Scholarships awarded shall not exceed two (2) weeks per lodge and one (1) week per lodge for each 70 adult members or other major fraction thereof according to International Headquarters records as of November 1 of the previous year.

14.3. Lodge allocations shall be non-transferable between lodges.

14.4. A lodge is only entitled to its entire number of weeks. If the actual number of weeks used by applicants is less than the lodge's allocation, none of the lodge's weeks are transferable.

14.5. The District shall honor other scholarship funds that are received by applicants from other sources.

14.6. The District shall provide scholarships to a Norwegian Folk High School, the number and amount to be determined by the Scholarship Committee. These scholarships are not included in any lodge quota.

14.7. Disbursement of funds shall be in accordance with the articles of the District #1 Trust.

14.8. A scholarship applicant must be or have either parent(s) or grandparent(s) or legal guardian(s) that is/are members(s) of the lodge on October 1 of the preceding year of the application to be eligible to receive scholarship money.

15. MIKAL KARTVEDT TRUST FUND

15.1. Funds shall be available each year for assistance to families unable to pay all or part of the parent portion of the cost to Skogfjorden and/or Masse Moro.

15.2. Requests for disbursements from the trust fund must be made in accordance with Article No. 2 of the Mikal Kartvedt Trust Fund document.

15.3. To apply for assistance, the prospective camper and the local lodge must follow the guidelines below:

15.3.1. Applicants must be a member, or in the case of youth applicants, parent(s), grandparent(s), or legal guardian(s) shall be members of the lodge on October 1 of the year preceding the application.

15.3.2. Mikal Kartvedt applicants shall first qualify for a regular Skogfjorden Scholarship under guidelines set forth by the Local Lodge Scholarship Committee.

15.3.3. The local lodge matching portion of the scholarship must be paid in full to eligible for consideration.

15.3.4. The applicant shall complete the District #1 application for Skogfjorden Language Village and Masse Moro obtained from the District Scholarship Coordinator or the website.

15.3.5. The applicant shall complete the District Mikal Kartvedt form from District #1.

15.3.6. The applicant, parent(s), grandparent(s), or legal guardian(s) shall include a statement of financial need along with the Skogfjorden Scholarship application. The statement of need will be treated as a confidential document.

15.3.7. The Skogfjorden Scholarship applicant shall send a completed District #1 Skogfjorden Scholarship application along with the confidential statement of financial need and the Mikal Kartvedt form to the Local Lodge Scholarship Committee.

15.3.8. The Local Lodge Scholarship Committee shall submit to the District Scholarship Committee all of the following forms:

15.3.8.1. The District #1 Skogfjorden Scholarship application.

15.3.8.2. The applicant, parent(s), grandparent(s), or legal guardian(s) statement of financial need.

15.3.8.3. The District Mikal Kartvedt aid form.

15.3.8.4. A letter from the lodge secretary stating lodge approval of the application.

- 15.3.9. Applicants requesting funds for a second or more times shall only be considered for funds after applicants requesting funds for the first time are considered.
- 15.3.10. The scholarships fund shall be used only to pay the applicant, parent(s), grandparent(s), or legal guardian(s) portion of the Skogfjorden fee.
- 15.3.11. Applicants following these guidelines shall be considered for approval by the Scholarship Committee.

16. OTHER FUNDS AVAILABLE

- 16.1. As provided under the following programs, funds are available from the International Lodge
- 16.2. Fraternal Funds
 - 16.2.1. Fraternal funds are available from the International Headquarters.
 - 16.2.2. The District will use funds for Sports and Recreation, Youth, Cultural/Heritage, and lodge leadership training.
 - 16.2.3. The District Board will report biennially to the District #1 Lodge meeting and to the International Lodge on the use and disposition of such funds.

17. RECOGNITION OF LODGES

- 17.1. Local lodges who build their own lodge home or who make substantial improvements in remodeling of their lodge home, can be recognized with a \$200 reward.
- 17.2. A member of the International BOD makes the recommendation together with the accompanying report and photographs to the International BOD.
- 17.3. If approval is granted, \$200 shall be presented to the Local Lodge for the purpose of acquiring some decorative items for the lodge.

18. AREA WORKSHOPS FOR LOCAL LODGES

- 18.1. Area lodge workshops shall be organized and conducted annually as directed by the Executive Committee.
- 18.2. The area workshops should be held in a location that is geographically centered within the area to reduce travel to a minimum.
- 18.3. Area workshops should include the dissemination of pertinent information from the District Lodge and the Sons of Norway with emphasis on leadership, social/cultural programming, membership recruitment, and retention of members.
- 18.4. The time and place shall be approved by the District President.
- 18.5. The agenda and necessary materials shall be provided by the District Executive Committee.
- 18.6. Travel expense reimbursement to the Workshop Facilitator will be paid in accordance with section 12 of the Policy and Procedure Manual. Other District Officers may attend at their own expense.
- 18.7. Funding for the workshops shall be as follows:

18.7.1. Travel will be paid at \$0.37 per mile (round trip) for one vehicle for each four persons per lodge committee meetings.

18.7.2. Cost for the hall rent, meals, and refreshments are the responsibility of the participants attending and must be prepaid in the form of a registration fee.

19. PRE-CONVENTION ZONE CAUCUS

19.1. Pre-convention caucuses will be scheduled for each zone by the District Secretary ~~for Thursday afternoon~~ at the convention site ~~and~~ at least two hours before the start of the convention with times ~~and~~ to be coordinated with the District Convention Committee.

19.2. The purpose of the caucus is to bring all current convention information to each delegate.

19.3. The Zone Director shall chair the caucus and plan the agenda with the District Secretary.

19.4. The Zone Director shall notify each lodge in their zone of the time and place of the caucus.

20. INTERNATIONAL LODGE MEETING

20.1. The International Lodge shall meet as determined by the IBOD.

21. INTERNATIONAL DIRECTOR *subject to change*

21.1. An International Director shall be elected for a four year term and may be elected to a second term per International Constitution para. 2.11.6.

21.2. Role of the International Director

21.2.1. The International Director has a primary responsibility to represent the District on the International Board on all matters pertaining to Sons of Norway. The Director is not a member of the District Board by reason of being a member of the International BOD.

3. In order to be fully informed on the issues and concerns of the District the Director must have a close working relationship with the District Board and individual members.

4. The role is defined as follows:

4.1. The International Director has the primary responsibility to represent the District on the International Board on all matters pertaining to the Sons of Norway.

4.2. The International Director may participate in discussions but cannot vote.

4.3. The International Director may assist in the local lodge workshops held annually in the District, at the request of the Zone Director with approval of the District President

- 4.4. The International Director may assist at the request of the Zone Director, with approval of the District President, in any individual lodge issue or function where his/her background and experience would be beneficial.
- 4.5. The International Director may attend all lodge and District events such as anniversaries, dinners, or key programs at the request of the Local or District President.
- 4.6. Routine lodge visits are at the discretion of the International Director.

22. NEW LODGE GUIDELINES

- 22.1. To charter a new lodge there must be a minimum of twenty-five members.
- 22.2. Requests for new lodges must be approved by the District President.
- 22.3. The District will provide the Norwegian flag, officer regalia, badges, and sixty charter pins as available.
- 22.4. The District will pay half of the hall rental for the lodge institution, when approved by the President.

23. TELECONFERENCING and/ or Virtual PROCEDURES

- 23.1. The host of the teleconference/virtual meeting shall be responsible for reporting results of the ~~conference call~~ meeting to the District President and District Secretary.
- 23.2. If the host does not want to take notes of the ~~conference call~~, he or she can designate someone to take notes.
- 23.3. All reports are to be turned into the District Secretary five (5) working days after the teleconference.
- 23.4. Teleconference/virtual meeting scheduling shall be determined by the committee involved in the conference. It is recommended the committee create a regular schedule for meetings

24. REMOTE LODGES

- 24.1. Vote to Transfer. A local lodge may adopt a resolution to request transfer for the lodge from one District to another. The resolution must be adopted by a two thirds majority for the members present and voting. Previous notice of such a resolution must be given in writing to all members of the lodge at least thirty (30) days in advance.
- 24.2. Application for Transfer. A local lodge resolving to transfer from one District another shall send a letter via certified mail to the President of each affected District and the International President. The letter shall state the reason(s) for requesting the transfer, and confirm that the resolution was properly adopted by the local lodge.
- 24.3. Approval by District Boards. The District Board of each affected District shall consider the request at their next meeting. A two-thirds majority of the Board members present and voting is necessary for approval. Each District Board shall forward the results of

their voting to the local lodge and to the International President within seven (7) days of their meeting.

24.4. Approval by the International Board. The International Board shall consider the request of the local lodge at its next meeting following receipt of the voting results of both affected Districts. The International Board may override the decision of one or both of the District Boards if it determines it is in the best interest of Sons of Norway.

24.5. Effective Date of Transfer. The local lodge shall be transferred to their new District effective the January 1st following the approval of the International Board.

27.0 VOLUNTARY LODGE DISSOLUTION

27.0. If no one from the local lodge takes the responsibility to facilitate this process, the District President and respective Zone Director shall be responsible for implementing the process.