



**District Six, Sons of Norway
Policies, Appendices
And
By-Laws**

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Note: Dates listed in the Policy Book pages are the most recent date of inclusion or revision.

DISTRICT SIX BOARD

Per recommendation at the 1970 District Convention, the Secretary was instructed to begin compilation of a Book of Policy (or standing rules) of all District Six procedures which had become policy. These policies have not been categorized as By-Laws. The Policy Book covers policy since the District's inception in 1952.

06/29/70

The Vice President will have the responsibility to keep the Policy Book updated. Changes or revisions to the Policy Book may occur upon a favorable vote by either the Board or at District Lodge meeting. By-law changes shall be decided by vote of the District Lodge per Article XVI.

02/09/08

The District Policy Book will be available on the District website. This will be noted in the Biennial Report Book so those who wish to do so may print the documents prior to the convention. All lodge secretaries will be notified of updates by the District Vice President.

10/01/16

An *Appendix* to the Policy Book contains the following:

- A. Guidelines for District Newsletter Showcase
- B. Folk Art Exhibition/Competition Entry Rules
- C. Folk Art Exhibition Entry Form and Waiver
- D. Fraternal Fees for District Lodges' Support of Camp Norge
- E. Convention Guidelines for Hosting Lodges
- F. Lodges of the Year
- G. District Convention Sites
- H. History of District Six
- I. History of District Six Recreation Center
- J. Duties of District Officers and Directors
- K. Lodge Anniversary Celebration Suggestions
- L. Zone Director's Visitation Report

10/27/12

BOARD JURISDICTION

District Six, Sons of Norway, is comprised of the states of California, Utah, Colorado, Arizona, Nevada, Hawaii and New Mexico. The Board of Directors of District Six shall have authority over all lodges within the states allocated to the district.

03/10/01

The International Lodge shall be recognized as the supreme legislative, executive and judicial body and no District Six policy shall be in conflict with it.

02/09/08

DIRECTORS OF THE BOARD

In non District Lodge years, the Sixth District Board shall meet twice a year in regular session unless otherwise called by the President. The inspection of facilities, where the next convention will be held, shall be executed by the President and other Board members as available in the autumn preceding it and at a time, as agreed upon with the host committee.

03/14/09

Selection of the sites for each upcoming Board meeting shall be decided upon by vote of the Board at a preceding meeting. At least once each biennium, the Board shall consider meeting at Camp Norge. In District Lodge (convention) years, the board shall convene at the convention site on day(s), as needed, preceding the District Lodge Meeting. After the convention concludes, the new Board shall meet on the following morning.

02/09/08

The District Six Board of Directors is to approve all minutes between conventions.

02/26/54

All Board members are to bring with them to each Board meeting a written resume of lodge activities and progress and distribute a copy to all members to expedite transcription of minutes. 06/29/70

Board members shall receive a copy of the minutes of the Board meetings for the purpose of timely corrections, prior to the sending of a copy to lodge secretaries for their records. 02/09/08

All Board members will submit an annual budget 30 days prior to each fall Board meeting. These budgets, which will indicate estimated expenses for the coming year, require approval from the Board. 10/17/09

All members of the District Board will receive an officer's pin. 02/29/64

District Officers will be responsible for their own regalia during their term of office. Regalia were initially purchased for the District officers in memory of late District Secretary Henry C. Iversen. 06/26/54

RULES OF BOARD MEETINGS

1. Members will obtain the floor while seated by the show of a hand.
2. Motions need not be seconded.
3. Debate on a motion will be limited to two minutes per member. The chair will grant another three minutes if so requested by a member.
4. No member will speak twice on an issue until all other members so desiring have had a chance to speak once.
5. It is suggested that members only speak on matters or issues of particular interest to them.
6. Informal discussion on a subject is permitted while no motion is pending.
7. All proposed actions by the Board must be put to vote according to Sons of Norway customs and *Robert's Rules of Order* (Latest Revised Version)
8. The Chair need not rise while putting questions to vote or speaking on an issue. He or she can make motions and vote on all questions.
9. Changes to the District Policies or Appendices require a 2/3 vote.
10. These "Rules of Board Meetings" supersedes *Robert's Rules of Order*, Newly Revised)
"Procedures in Small Boards." 04/24/93, revised 6/16

PAST DISTRICT PRESIDENT PLAQUE

A plaque will be issued to all District Presidents upon completion of their term(s). 10/25/97

FINANCIAL PROCEDURES

Board: Any two of the following four officers are authorized to sign District checks: President, Vice president, Secretary and Treasurer. 06/23/74

Any special event account may have the signature of another Board member as designated by the Board. 04/2/11

The reimbursement of expenses and compensation of District Officers and Committee Members shall be reported separately from the other District Board compensation as printed in the Convention Year Financial Reports, and prepared by the District Treasurer. 02/09/08

All expenses will be reimbursed only upon submission of receipts submitted with an expense report to the District Treasurer. Any expense report not submitted within sixty days of the event shall be considered a donation to District Six. 10/17/09

A Petty Cash fund of \$200 is established for use by the District Secretary. The fund is to be replenished at the Secretary's request, with receipts for the amounts expended. 10/15/95

All requests for District financial support for program ads or endorsements, or any other request for funds, shall be submitted in writing in sufficient time to be considered at a board meeting.

09/23/89

Any advance monies for any District Six-sanctioned activities must be paid back first, before any other disbursements of funds are generated.

04/02/11

REIMBURSEMENT OF EXPENSES & COMPENSATION

All reimbursement requests must have receipts which accompany the Expense Report to be mailed to the District Treasurer within sixty days. Any time period beyond this shall be considered a donation to District Six. If there is a protest regarding reimbursement, the District Executive Board, by majority vote, shall be the arbitrator.

Travel

Travel reimbursement for any board member representing the District, except as otherwise noted, shall be compensated for the lower of the following two methods:

- A) Effective November 1, 2011, reimbursement of all mileage throughout the District, for official District business, including to the Language and Heritage Camp, will be at the current Sons of Norway International rate. Mileage will be based upon a marked map such as MapQuest or Google Maps.
- B) Air transportation shall be the total fare actually incurred plus all incidental fees in conjunction with home to and from destination. Rental cars may be reimbursed for District Board meetings. A minimum of two members shall share unless permission is received from the District President.

10/01/16

Overnight Accommodations

- A) Hotel or other corporate accommodations shall be based on actual cost, including lodging taxes, to a maximum of \$140.00 for the semi-annual meetings of the Board.
- B) Hotel accommodations for other specially designated events shall be limited to \$140.00 per night.
- C) Hotel accommodations for Directors who are traveling on official district business shall be reimbursed to a limit of \$100.00 per night when return travel the same day is considered unsafe or uneconomical. More than one night lodging requires approval of the District President.

Meals

- A) Allowance for meals-at required semi-annual meetings shall be reimbursed to a maximum of \$65.00 per day, including tax. For less than a full day, reimbursement shall be limited in total to \$15.00 for breakfast, \$20.00 for lunch and \$30.00 for dinner. This meal reimbursement is limited to Friday evening through Sunday morning.
- B) Required meetings of other than two days shall be reimbursed by the by the above amounts.
- C) Allowance for special occasions shall be set prior to the Event, with reimbursement at the above rates.

Budgets

- A) Office supplies, postage, printing, etc shall be reimbursed as stated in the approved budget for each Director. Items not stated in the budget require reimbursement approval from the President and Treasurer. The calendar year shall be Jan 1 to Dec 31 of each year with the exception of Zone Directors, whose stated calendar is July 1 to June 30 in order to apply to the rules of performing the duties of that office, i.e. number of visits per year, etc.

Special Designations

- A) Zone Directors are entitled to travel compensation for one roundtrip each year of their elected term to each of their zone lodges. Reimbursement requirements are the same as listed above. This is to fulfill their Job Description, item # 3.
- B) Mileage will be paid to any Board Member attending a Zone Seminar.
- C) The President shall be compensated for full expenses to District President Council Meetings in Minneapolis. Upon a written invitation for a major local lodge event, expenses will be reimbursed at the above rates. It is at the President’s discretion to appoint another Executive Board member to attend in his or her place and be similarly reimbursed.

Convention Packets

- A) The District shall pay for the cost of convention packets to District Lodge Meetings for its Officers and Directors.

Committee Reimbursements-District Lodge

Members of any committee that are assembled prior to the District Lodge Meeting, and at the direction of the District President, will receive reimbursement as approved by the District Board. 06/13/68

REMUNERATION TO DISTRICT EXECUTIVE OFFICERS:

The Secretary shall receive compensation (Article IX) of ten cents per member, based on the annual membership report, but not less than \$2,000 per year, to be paid quarterly. 10/15/95, revised 6/16

The Treasurer will receive a yearly compensation (Article IX) of \$1,000 paid semiannually. 10/30/2010

DISTRICT DIRECTORIES

Zones will be listed in the directory. An index of lodges by city as well as lodge name and number will be included. 06/25/60

The District Secretary is to publish a directory the first of each year. A list of lodge Presidents, Vice Presidents, Secretaries, Treasurers, Financial/Membership Secretaries, Social/Cultural Directors and Editors with complete contact information will be printed in addition to District committees, Financial Benefit Counselors, Recreation Center Board, Camp Norge and other information as set by the Board. 04/02/11

Deadline for submission of local lodge officer information for District Six Annual Directory shall be December 15th of each year. If no information is received, the lodge name and number will be printed. 09/20/91

Directory Implementations:

- a) This Directory will be sent in electronic form from the District Secretary to each lodge. 04/02/11, 4/22/2017

AUDIT COMMITTEE

The District President shall appoint two Sons of Norway members of District Six for the purpose of reviewing the financial records of District Six. Two other financial reviewers shall be appointed for conducting a financial review of the Sons of Norway Recreation Center. The records of District Six, the Recreation Center and Language/Heritage Camp shall be financially reviewed annually. All District Kretsstevner shall conduct a financial review annually, which will be reviewed by the District 6 Board. 09/21/13

AREA REPRESENTATIVES

The District President will use geographical consideration when assigning lodges to be visited during each calendar year. Every lodge in the District will be visited at least once a year by a District Zone Officer or Director.

04/20/89

The Zone Director of the District Board shall be the Area Representative. An assistant chosen by the Director and approved by the District President prior to the visit may be used.

06/22/

MEMBER SEMINARS

Seminars should be concerned with:

- Retention and recruitment of members
- Basic principles of running your local lodge
- Sons of Norway's available resources
- Information on District operations and activities
- Sons of Norway organizational structure
- Convention procedures, when appropriate
- Other information as determined by the District or International Boards.

Each District Zone Director shall contact their Zone lodges, in the fall, to set up seminars to be held before March of the following year. The Zone Director may ask the local Financial Benefit Counselor to assist in conducting the seminar.

04/02/11, 10/01/16

District Six will pay \$5 per member attending. The check should be payable to that lodge or its designee. If the workshop is held other than at a lodge hall District Six will pay the \$5 towards each meal, preferably in one check, to the District Board member in charge.

10/02/93, 9/30/16

District Officers will receive mileage allowance at the current district approved rate for travel to participate in training seminars. An Expense Report sheet should be submitted to the District Treasurer by each Board Member and facilitator for reimbursement. Total reimbursements are to be listed for the International Lodge reports.

11/14/98

For lodges without their own building, and when approved by the District President, a maximum of up to \$100 will be paid for renting a facility to hold a workshop.

11/14/98

INTERNATIONAL DIRECTOR

The International Director is to notify his/her alternate in the event the International Director cannot attend International Board meetings. If alternate cannot attend, the District President is to be notified and the District Executive Board will appoint a second alternate.

11/09/85

KRETSSTEVNER

Resolved: The encouragement of regional or local Kretsstevne among the District Six lodges to benefit the Recreation Center and cultivate an atmosphere of fraternal benefit.

06/15/78

The time limit for the District Treasurer to receive the financial report of the Kretsstevner shall be no later than two months after said District function(s). The reports received should have been audited by one or more persons selected by the Kretsstevne Chair.

04/02/11

BARNELØPENE

District Six Barneløpene, non-competitive cross country ski races for children ages three through sixteen, will be sponsored each winter in Zone Eight, the Colorado Rockies. Other zones may apply for a share of these funds for this type of children's' race.

06/23/94

The District Zone Eight Director and event coordinators appointed by the Director shall be responsible for this family event that is funded by District Six and hosted by the Colorado lodges

of Sons of Norway. Ski orienteering may be scheduled on the same day. Funding shall include the purchase of medallions and other expenses for all current and future District events, but not to exceed \$1,500 without District Board approval. 10/06/08

LANGUAGE & HERITAGE CAMP-“Camp Trollfjell”

An annual Language & Heritage Camps, shall be developed and held at Camp Norge each summer, for the purpose of teaching Norwegian language and heritage to the youth of District Six. Responsibility for the camp and its operation are assigned by the District Six Board of Directors. The camp has two sessions: Camp Trollfjell for youth 8-13 and Trollfjell Folkenhøgskule ages 14-16. 4/22/2017

The District Six Board of Directors shall be responsible for this camp and through the Language & Heritage Camp Advisory Committee shall negotiate a rental fee from the Sixth District Recreation Center Board. Trollfjell Folkenhøgskule is traditional held for a two-week session preceding Camp Trollfjell. Camp Trollfjell is traditionally held for a two-week session beginning the first Sunday after the 4th of July holiday and concluding on a Saturday. If there are enough campers and staff to warrant it, a second session may be held. During Camp Trollfjell, Camp Norge is closed to anyone not involved in the operation of this Youth Camp. Camp Norge may be open to other uses during Trollfjell Folkenhøgskule. 9/21/13, 4/22/17

The Language & Heritage Camp Advisory Committee will henceforth be called the Language & Heritage Camp Administrative Committee. 10/27/12

The District President is responsible for appointing a Camp Director, if possible by the fall District Board meeting, but no later than January 15 of each year. 06/19/84

All physical property necessary to operate and maintain the camp shall belong to District Six. Any permanent items of value greater than \$500, desired to be purchased for the enhancement of the camp, shall be approved by the District Board of Directors prior to purchase. 02/11/06

After the camps have concluded, all bills paid and properly accounted for by audit, any monies in excess of \$3000 shall be promptly returned to the District Treasurer. All funds on deposit are District funds. 02/11/06, 4/22/17

The Language & Heritage Camp Director(s) shall submit a report to the District Board at its fall Board meeting. At the same time, the Language-Heritage Camp Director shall submit to the District Board for their approval a tentative budget and fee schedule for the next camp session. The time limit for receiving the financial report of the Language & Heritage Camp shall be no later than the fall Board meeting.

Any damage caused by a camper(s) to the camp facilities shall be paid by the perpetrating camper(s) involved, at the direction of the staff. 04/02/11

An annual inventory of property owned by Language & Heritage Camp shall be sent to the President and Secretary of the District Board by the Camp Director prior to the Board's fall meeting. 02/11/06

DISTRICT SIX CAMPERSHIPS

District Six offers two 50% cost of tuition camperships to Camp Folkehøgskule and two 50% cost of tuition camperships to Camp Trollfjell; and one \$1,000 scholarship to Concordia Language Villages Camp at Bemidji, Minnesota (Skogfjorden) for eligible campers within District Six. The administration of the Camp Folkehøgskule camperships will be through the District Six

Campership Committee and the Skogfjorden Scholarship will be administered by the District Six Scholarship Committee.

1/20/2016

Each year that there are sufficient funds in the District Six Scholarship account, there will be awarded annually, three scholarships of \$1,000 each to any accredited post –secondary school or training program. Applicants must be members of District Six Sons of Norway in good standing and no more than age twenty-three.

06/21/06, 10/01/16

There will be listing of all scholarship donations in the Biennial Report for the previous period.

04/02/11

This 1984 District Six Convention body of all Lodges represented seeks assisted funding of three \$1,000 scholarships each year by voluntary contributions by the local Lodges at a suggested rate of fifty cents per member annually, until such time that the District Scholarship fund becomes a self-sustaining fund.

06/23/84

The District Board reaffirmed the above decision in October 2011.

10/22/11

At the spring Board Meeting, the District Board shall set the amount of the district scholarships to be awarded for the following school year.

10/28/00

MEMORIALS/DONATIONS TO THE DISTRICT SIX SCHOLARSHIP FUND

The memorial or donation is sent directly to the Treasurer of the District. The District Six web site contains a letter form for memorials to the Scholarship fund. Donation gifts will use their own stationary and so indicate in the correspondence. If it is a memorial gift, the name of the deceased should be given. The name and address of next of kin should be given if you wish the District Secretary to send a notice of contributor's gift to same. District Treasurer will acknowledge gifts and or donations.

04/10/10

NINA DRAXTEN SCHOLARSHIP FUND

The funds received from the Nina Draxten Scholarship Fund will be retained in District Six and used for scholarships to the Language Heritage Camp. The Draxton Scholarship money will go to the lodges that give scholarships to the youth for the Language/Heritage Camp.

10/17/09

Funds received from the Nina Draxten Scholarship Fund will be deposited in the District Six General Operating Account and then transferred to the Language Heritage Camp Account. In accordance with the International Guidelines, funds will be used to offset the costs of all campers.

10/17/15

MEMORIALS TO CAMP NORGE

The District will make a \$100 donation to Camp Norge upon the death of a Past District President, and upon the death of a current District Officer.

10/06/07

SONS OF NORWAY FOUNDATION

October is proclaimed as Heritage Month. All lodges shall be encouraged to arrange their programs to include fundraising events to support the Foundation. Local lodges are urged to elect or appoint a Foundation Director.

06/19/76

October is proclaimed to be Foundation Month, as stated by International.

10/27/12

NEW LODGES INSTITUTION PROCEDURE

The policy for institution of new lodges requires a minimum of forty members before a lodge can be instituted.

06/16/04

The District President shall be formally invited to perform the Institution Ceremony. Expenses for this visit may be provided by the new lodge. The District may reimburse partial expenses for any other Board officer who attends, as approved by the District Executive Board. 02/09/08

The District will provide either regalia or the podium flags for new lodges. The choice is to be determined by the new lodge. 10/14/06

PROCEDURE FOR MERGER OF LODGES

The principal consideration is an orderly procedure which will protect all members concerned and which will bring about a congenial feeling on the part of its members.

Before negotiations looking toward a merger or disbanding of the lodge are begun, the District President must be notified.

1. If lodges have an incorporated subsidiary, such as a building corporation, all merger consideration must be handled in accordance with the provisions of the law in the state in which they are located. This means that the services of a competent local attorney should be secured before definite merger plans are developed.
2. Appoint a small joint committee consisting of three representatives of each lodge.
3. Each of the participating lodges shall instruct its committee members as to matters that should be given consideration.
4. Major Matters for Negotiations:
 - a. Target Date for Completion of Merger. The merger should take place at the end of a quarter. This will simplify the procedure for transfer of members without the need for splitting quarterly dues.
 - b. Disposition of Lodge Funds. All funds and assets of the merging lodges shall go into the treasury of the new lodge.
 - c. Future Dues. All members of the merged lodge shall pay the same dues.
 - d. Name and Number of Merged Lodge. If one lodge merely merges with another, this obviously is no problem. In many instances, neither group wants to lose its identity and it is often an advantage to make adjustments. In some instances when names are used this may result in a long and cumbersome name. In other instances, the name of one lodge has been retained with the number of the other, thus giving recognition to both groups. In still other instances, a completely new name has been selected in order to assure good feeling all around. Any method may be considered.
 - e. New By-Laws must be Adopted. The form and content of the By-Laws should be decided by agreement during the merger negotiations.
5. Approval by Individual Lodges. After preliminary details have been worked out, the merger proposals should be submitted to each lodge concerned.
 - a. A statement of agreements reached should be reported to each merging lodge, the District Board of Directors, and the International office.
 - b. Thirty days advance notice must be mailed to each member setting forth the time and place of their lodge meeting to consider the subject merger.
 - c. Merger agreement must be approved by a two-thirds majority of members present and voting.
6. Completion of Merger. With all negotiations completed and the merger agreement approved by both lodges, plans for consummation of the merger should be completed.
 - a. Records of the merging lodge should be turned over to the Financial Secretary and Treasurer of the group with which the members are uniting. If a new lodge is created from the merging units, all records should be turned over to the new Financial Secretary and Treasurer. These records should include a complete list of members and the date to which dues have been paid.
 - b. A list of all merging members should be sent to the International office in order that the records for each individual may be corrected to show the transfer. It is not

- necessary to make up transfer cards for all merging members; however, a list of names, addresses and membership numbers is required.
- c. Written invitations to the first meeting of the merged lodges should be mailed to all members concerned and plans should be made for an interesting and enthusiastic welcome to all.
 - d. Recognition should be given to the officers of both (or all) merging lodges. If possible, a District or International Lodge Officer should be invited to be present and to participate in the meeting.
7. After the merger is completed: an active and enthusiastic lodge depends in large measure upon a dynamic and attractive program of fraternal and cultural activity. In order that such a program may be launched without delay, it would be advisable to select a "planning committee". This committee could find specific projects in which the lodge might participate. These projects may be concerned directly with the Sons of Norway objectives or they may be built around some District or local project that the lodge wishes to adopt and support. Finally, should problems arise during the negotiations, do not hesitate to seek the assistance of your District officers, International Lodge members or International office staff.
 8. A local lodge cannot be dissolved or leave the Order if eight members vote to maintain and wish to continue their membership in that lodge.

PAST PRESIDENTS CLUBS

District Six Past Presidents Clubs shall be recognized as service clubs within the Order. A representative invited to submit a report for the District Lodge convention book. 06/19/76, 10/01/16

SISTER LODGES

The 1990 Convention resolved that District Six encourage local lodges to establish a "sister lodge" relationship with lodges in District Eight, Norway 06/25/90

A request was issued from International Lodge for similar "sister lodge" relationships with lodges in Canada. 02/09/08

BIENNIAL NEWSLETTER CONTEST

A biennial newsletter contest for odd numbered years is to be conducted. The winners are to be recognized at the District Lodge Meeting. The newsletters are to be evaluated by a panel of three judges made up of knowledgeable people. Revised Newsletter Contest Rules were approved by the District Board. See *Appendix #A*. 02/11/06.

RECREATION CENTER

The Finance Committee stipulated that the Recreation Center Secretary and Treasurer be present at each District Lodge Recreation Center meeting unless excused by its President. 02/09/08

All lodges in District Six are encouraged to use Camp Norge each year for some of their lodge functions and to initiate voluntary contributions and fundraising activities specifically for the support of Camp Norge. The Sons of Norway Recreation Center is to be continued as a fraternal project. 06/18/82

CENTRAL LODGE MEETING 6-000 AND 6-999

Sons of Norway Charter and Constitution Par. 55(d), members of Central Lodge are entitled to representation at the District Lodge Meeting (Convention) as determined by the District itself. There will not be more than one delegate for every 50 members, nor less than one delegate for every 200 members who reside within the geographical area of the District Lodge. The District Board will provide time and place of meetings for nomination and election of such delegates each convention year. A District officer will be in attendance. (International Constitution)
District Six By-Laws provide for one delegate for every 50 members. (District By Laws Article V)

DISTRICT LODGE MEETING

Officers' reports shall be consolidated into one report to be made by the President for the District Lodge Report Book. 10/03/76

No reimbursement for travel expenses will be allotted by the District, for lodge delegates.

RESOLUTIONS

The Resolutions and By-law Committee(s) or "Super Committee" (at the discretion of the District President) shall be allocated not less than one full day of committee-meeting time prior to the convening of said District Lodge meeting. 04/02/11

Any lodge may submit a resolution for consideration at the District Convention that has been approved at a lodge meeting and signed by the Lodge President and Secretary. 06/20/80

Alternate delegates to District Convention are to be provided with a Convention Report Book by the delegate they are replacing. 06/23/88

Any resolution suggesting a new program or cost must identify the source of funding. 04/21/90

All resolutions must be in the hands of the District Secretary no later than March 15th of the convention year. 10/14/06

ORDER OF BUSINESS

Resolution adopted to remove from By-Laws and put into District Six Policy Book the "Order of Business" beginning January 1, 1995, and which reads as follows:

1. Opening.
2. Roll call of officers and naming of committees.
3. Special committees appointed.
4. Report of Board Members.
5. Bills and communications.
6. Consideration of reports.
7. Unfinished business
8. New business
9. Nomination and election of district officers, delegates and alternates to the International Lodge Meeting (Convention).
10. Nomination of International Director(s) and Alternate(s)
11. Appointment of standing committees
12. Remarks for the good of the Order
13. Adjournment
14. Installation of Officers (Preceding Banquet) 06/23/94

RULES OF CONVENTION

1. All resolutions with a substitute or an amendment of three words or more shall be submitted in writing to the Secretary for computerized editing. The computer display of amendments and/or substitute resolutions will be deemed adequate for discussion and possible further changing.
2. There will be no matters placed before the District Lodge that were not filed, in a timely fashion, with the District Secretary.
3. Delegates who wish to speak must go to the nearest microphone, hold up their paddle facing the dais, and wait to be recognized. No delegate will speak twice on an issue until all other delegates so desiring have an opportunity to speak once.

4. It is suggested that delegates not speak on a matter if they agree with the Committee recommendation, but only if they oppose the recommendation.
5. Election procedures are stated in the District By-Laws. 6/22/84
No ballots will be accepted unless submitted in numbers and colors called for by the presiding officer. 6/18/76
6. Debate on a motion will be limited to two minutes per person.
7. If the "Previous Question" is moved and carried, members who are in line at the microphone at the time the motion is made will be permitted to speak.
8. Distribution of campaign material for those running for a seat on the Recreation Center Board of Directors is noon on Monday.
9. The President, Vice President, Secretary, Treasurer, Public Relations Officer, Cultural Director, International Director and Alternate International Director are elected at large. Ballots shall be used where there are two or more candidates; otherwise, the election will be by acclamation.
10. The Nominating Committee will announce the candidates who have submitted their applications and who are being recommended for specific officer and director positions on the District Six Board. Candidate applications will be distributed by the Committee after the morning break on Tuesday.
11. Final seating of delegates will take place after lunch on Tuesday. The Nominating Committee will present their slate of candidates.
12. The use of cell phones within the Convention Hall during sessions of the District Lodge Meeting is prohibited. All such devices should be turned off. Anyone possessing a cell phone that rings will be asked to contribute \$10.00 to the "Sixth District Recreation Center" (Camp Norge), payable to the District Treasurer during the break. 6/18/02
13. Delegates seen texting will also be asked to contribute to Camp Norge. If you need to take care of business or personal issues, please wait until a break to call or text.
14. The District Board is authorized to correct and approve all District Lodge Minutes after they have been printed.
15. Election of Zone Directors and delegates to the International Lodge Meeting: An impartial delegate, appointed by the District President, will be in charge during the caucus for election of a Zone Director and the Zone Delegates to the International Lodge Meeting. The ballots will be returned to the District Secretary in a sealed envelope for destruction.
16. The Rules of the Convention shall be printed in the *Biennial Report Book* distributed to each delegate. 10/14/06

APPOINTIVE OFFICERS – DISTRICT LODGE

The District Vice President will appoint the following officers for the District Lodge Meeting: Marshal, Assistant Marshal, and two Greeters. The President will appoint a Parliamentarian and a Musician prior to the District Lodge meeting. The District Secretary has regalia for each appointive officer which is to be brought to each convention. 06/25/04, 10/01/16

LODGE ACHIEVEMENT FORM

Winner receives an appropriate plaque and the opportunity to compete for Sons of Norway International Lodge of the Year. 04/2/11

The District Lodge meeting in 2002 approved allowing two awards for Lodge of the Year, one for a small lodge and one for a large lodge. For each year the average membership number of all District lodges will be calculated. Lodges with membership below that number will be termed small lodges and lodges with membership above that number will be large lodges. 06/21/02

An award for Family Lodge of the Year was instituted. See *Appendix #F*. 06/16/04

OPEN FORUM-DISTRICT LODGE

A short presentation on the operational aspects of the District Lodge is to include an explanation of the current method for electing District Officers and Delegates to the International Convention. This can be included in the opening forum.

06/19/82

YOUTH ENTERTAINMENT AND CARE-DISTRICT LODGE

Future convention committees are to consider plans to provide entertainment that will be of interest to the youth of convention delegates and visitors. Consideration should be given to providing child-care facilities in order that adult members will feel free to attend all District Lodge functions.

06/20/58

ELECTION OF INTERNATIONAL LODGE DELEGATES

Election of delegates and alternates to International Lodge Convention shall be in accordance with District By-Laws.

06/22/80

The President elected at the current District Lodge Meeting shall be the first District Delegate. The Immediate Past President shall be considered for election as the second District Delegate. In the absence of the availability of an Immediate Past President, the Vice President shall be considered for election as the second District Delegate. If the Vice President cannot attend, the District Secretary shall be considered for election as the second District Delegate.

06/24/00

INVITATIONS TO HOST A CONVENTION

Site of a convention city is to be decided *two* years in advance. Procedures for presenting invitations to continue are set forth in the Convention Guidelines, See *Appendix # E*.

04/2/11

FUND FOR CONVENTION HOSTS

A fund shall be established to financially assist any lodge for the purpose of hosting a District Six Lodge Meeting, to an amount not to exceed one dollar per dues paying adult member for the two year period.

The District Six Board, at its fall meeting immediately prior to the District Lodge Meeting, will determine the assessment fee for the convention. Upon receipt of the December 31st Membership Report from International, the District Treasurer shall bill the appropriate amount to each Lodge.

06/23/94

Collection of the \$1 assessment shall be accomplished by having the District Treasurer bill the lodges annually for 50¢ per adult dues paying member. These funds are to be paid to the Convention Committee as requested.

03/09/96

CONVENTION FUNDS

A fund shall be established to financially assist any lodge(s) for the purpose of hosting a District Six Lodge Meeting. Hosting lodge(s) may request an amount not to exceed \$4,000 up to twenty-four months prior to the next District Lodge meeting to cover expenses necessary in preparation for the meeting.

The District Treasurer will bill the lodges annually, based on their December 31st adult membership, for one half of the amount requested.

10/17/2015

CONVENTION HOST INCOME & EXPENSE REPORT

Each lodge hosting a District Lodge Meeting will publish a statement showing sources of gross income, total expenditures, and resulting net profit or loss and mail the report to the District Secretary within ninety days after close of said convention. The District Secretary shall make this

report available to the District Board and thereafter to each local lodge secretary.

02/09/08

CONVENTION HOST BUDGET AND AUDIT

Each lodge hosting a District Six Lodge Meeting (Convention) will submit a budget to the District Six Board for their approval at their spring Board meeting one year prior to the convention.

06/17/82

An updated budget will be presented at the fall District Board meeting prior to the District Lodge Meeting for its review. The records of the District Lodge shall be audited by the District auditors within one hundred twenty days after completion of said convention. Effective from the year 2002, there is no limit on profits from the convention.

06/22/00