

**\*\*\*Note – Policies are a work in progress for 2023.  
Appendices not included at this time.  
Table of Contents are not accurate at this time.  
Yellow highlights are reminders for secretary.  
- District Secretary**



## **District Six, Sons of Norway Policies and Appendices**

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

## **DISTRICT SIX ZONES**

The district shall consist of seven zones (Zone 4 is inactive):

### Zone 1 Seven lodges

- Fram #13; Roald Amundsen #48; Snowshoe Thompson #78; Shastafjell #108; Gulldalen #128; Hvite Fjell #151; Vikings of Lake #166

### Zone 2 Eight lodges

- Bjornstjerne Bjornson #14; Victory #43; Andrew Furuseth #49; Garborg #56; Freya #62; Solheim #69; Olav #82; Centennial #161

### Zone 3 Six lodges

- Henrik Ibsen #7; Nordahl Grieg #52; Snørre #61; Aasgaarden #112; Stordalen #115; Vigeland #155

### Zone 5 Seven lodges

- Fridtjof Nansen #9; Peer Gynt #22; Ulabrand #24; Ivar Aasen #45; Norrøna #50; Solbakken #64; Norseman #91

### Zone 6 Six lodges

- Valhall #25; Norge #60; Sundfjord #65; Solskinn #150; Vegas Viking #152; Vinland #159

### Zone 7 Five lodges

- Leif Erikson #83; Desert Fjord #133; Sol Byer #134; Overtro Fjell #153; Sola #168

### Zone 8 Seven lodges

- Fjellheim #107; Trollheim # 110; Stein Fjell #114; Vesterheim #118; Vestafjell #146; Fjellaldalen #162; Storfjell #169

06/04/2022

## **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 bylaws. 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 2/3** vote by either the Board or at District Lodge meeting. Bylaw 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 Communication Awards
- B. Folk Art Exhibition/Competition Entry Rules
- C. Folk Art Exhibition Entry Form and Waiver
- D. Guidelines for Olaf award for Electronic Programs
- 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. Management Structure for Language and Heritage Camps
- M. Scholarship Guidelines for Scholarship Committee
- N. Email Vote Guidelines
- O. District Committees
- P. Policy Statement for Board Members
- Q. Liquor Liability Prevention Program Guideline
- R. Guidelines for Convention Committees
- S. Web-based voting for District Lodge (delegates) referenda

06/04/2023

## **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 Board of Directors shall be the supreme legislative, executive, and judicial body of Sons of Norway, and no District Six policy shall conflict with the Sons of Norway Charter and Bylaws and Policies and Procedures.

08/27/2023

## **DIRECTORS OF THE BOARD**

The District Six Board shall meet at least four times a year in regular session with no more than two regular meetings held in person except for District Lodge Meeting years when the district board meets at the beginning of and end of the meeting. Outgoing members shall be invited to attend the board meeting at the conclusion of the District Lodge Meeting.

The inspection of facilities where the next District Lodge Meeting and Convention will be held shall be executed by the president, the Convention Committee chair, and other board members in the autumn preceding the convention, and at a time as agreed upon with the host committee. No more than four board members shall be in attendance unless it is a regular board meeting.

Selection of an electronic meeting or an in-person meeting time and site for each upcoming board meeting shall be decided by the board at a preceding meeting. At least once each biennium, the board shall consider meeting at Camp Norge.

08/27/2023

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

02/26/54

All board members are to enter their district activities and volunteer hours through the Activity Report feature on the district website as called for by the district secretary. These reports are necessary for the district secretary to enter data into the format required by Headquarters to maintain the Sons of Norway not-for-profit status.

08/27/2023

The district secretary will send the minutes of the board meetings to the board members and other participants, for the purpose of timely corrections, prior to sending to lodge presidents and lodge secretaries.

08/27/2023

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

08/27/2023

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. 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.
3. No member will speak twice on an issue until all other members so desiring have had a chance to speak once.
4. It is suggested that members only speak on matters or issues of particular interest to them.
5. Informal discussion on a subject is permitted while no motion is pending.
6. 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)
7. 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.
8. Changes to the District Policies or Appendices require a 2/3 vote.
9. These "Rules of Board Meetings" supersedes *Robert's Rules of Order*, Newly Revised, "Procedures in Small Boards."

revised 6/16

## **EXECUTIVE COMMITTEE**

Between board meetings, the president, vice president, secretary, treasurer, and the public relations officer may serve as an executive committee acting on sensitive or time-sensitive issues. All actions of the executive committee are to be reported to the full district board of directors at its next meeting.

06/04/2023

## **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 of the following four officers are authorized to sign district checks: president, vice president, secretary, and treasurer. Only one signature is required to sign checks.

08/27/2023

Any special event account may have the signature of another board member or other designee as designated by the board.

08/27/2023

The district treasurer shall prepare a report for the biennial report book for the District Six Lodge Meeting consisting of reimbursed expenses of district officers and committee members and any other district board compensation.

08/27/2023

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

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.

08/27/2023

## **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 airfare 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 \$140.00 (including taxes and fees) per night, when return travel the same day is considered unsafe or uneconomical, and travel must be more than 100 miles one-way. More than one night lodging requires approval of the district president.
- D) Reimbursement for hotel expenses at/during convention, including the board meeting prior to the convention, shall be the basic room rate for the convention.

### **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.
- D) The president or the president's representative to special lodge functions, such as major anniversaries, shall be reimbursed for the actual cost of the meal. There shall be only one official representative.

### **Budgets**

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 January 1 to December 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 roundtrip travel compensation for any Installation of Officers ceremony performed by the director within their own zone and up to two visits each year of their elected term to each of their zone lodges, with the exception of their own lodge. Reimbursement requirements are the same as listed above. This is to fulfil their job description, item #3.
- B) Mileage will be paid to any board member invited to, or participating in, a zone seminar.
- C) The president shall be compensated for expenses to the District President Council Meetings in Minneapolis not provided by Headquarters. Upon a written invitation, the president shall be compensated for attending local lodges at the above rates. It is at the president's discretion to request another board member to attend a particular lodge or event, in lieu of the president, and be similarly reimbursed.

6/6/2020

## **Convention Packets**

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. 6/2016

The Treasurer will receive a yearly compensation (Article IX) of \$1,500 paid semiannually. 6/2016

## **DISTRICT DIRECTORY & RESOURCE**

At the beginning of each year, the district secretary shall compile and publish information for a district directory & resource to be sent electronically to two officers of each lodge; district board members; Sons of Norway insurance professionals; and Recreation Center board, committee, and club members as appropriate. Printed directories may be ordered by lodges for a price determined by the district board of directors. Complimentary printed directories shall be sent to any district board member, committee member, or Sons of Norway insurance professional upon request. The directory section shall include lodge name and number, meeting day and time, meeting-place name and address, and any website URL. These lodge officers shall be listed with contact information: president, vice-president, secretary, treasurer, financial and/or membership secretary, editor, social director, and cultural director. Other officers may be listed.

The resource section shall include an index of lodges, lodges by zone, district board members, international officers from the district, the Recreation Center board members, Camp Norge information, Language & Heritage Camps information, lists of the various club and committees' members, local Sons of Norway insurance professionals, kretsstevner and convention dates, and other information as appropriate.

6/6/2020

## **AUDIT COMMITTEES**

Annually, the District Treasurer shall appoint two members of District Six to review the financial records of District Six, including the financials of the Language/Heritage Camps.

Revision August 2023 pg. 5



Annually, the District Six President will appoint two other District Six members to review the D18 Association Financial Statement Form, completed by the Recreation Center Board of Directors, and the supporting financial records.

All district Kretsstevner shall conduct a financial review annually, which will be reviewed by the District Six Board.

6/6/2020

## **FRATERNAL FUNDS**

Fraternal Funds received annually from Headquarters shall be used to support member/leadership seminars and cultural, youth, and sports programs. Districts receive \$1.00 per adult dues paying member, based on the year end membership report of the previous year, but not less than \$4,500. The Fraternal Funds shall fund the district's four camperships, two each for Camp Trollfjell and Trollfjell Folkehøgskule, and support any multi-lodge barneløpet. The Fraternal Funds shall support district member/leadership seminars. Fraternal Funds may also contribute to district sponsored cultural programs. Unspent funds shall carry over to the following year.

06/04/2023

## **MEMBER SEMINARS**

Seminars should address any or all of the following:

- Retention and recruitment of members
- Basic principles of running your local lodge
- Sons of Norway's available resources including program resources and website navigation
- Information on district operations, activities, and website resources
- Sons of Norway organizational structure
- Convention procedures, when appropriate
- Leadership topics
- Other information as determined by the district board or Headquarters.

Each Zone Director shall contact their zone lodges, in the fall, to set up seminars to be held before March of the following year, either in-person or virtually. The Zone Director may ask the local Insurance Professional to give a financial benefit/insurance presentation.

District Six will pay the \$5 towards each meal for in-person meetings, upon submission of an expense report, attendee list, and attached receipt(s).

District officers will receive mileage allowance at the current district rate for travel to participate in seminars. An expense report should be submitted to the district treasurer by each board member and facilitator for reimbursement. Total reimbursements are to be listed in the Biennial District Lodge Meeting reports book.

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.

06/04/2023

## **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

Kretsstevner will be coordinated by the Zone Directors who reside within that Kretsstevne area. 10/2017

## **BARNELOPENE**

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 CAMPS - "Camp Trollfjell" and "Trollfjell Folkehøgskule"**

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 Folkehøgskule ages 14-17. 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 Folkehøgskule is traditionally 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 4<sup>th</sup> 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 Folkehøgskule. 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. 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

## **LANGUAGE AND HERITAGE CAMP VOLUNTEER CREDITS**

1. Non-paid volunteers at the District Six Language and Heritage Camps may earn credit for towards the registration fee of a Trollfjell Folkehøgskule student or Camp Trollfjell camper at the rate of 10% of the registration fee (currently \$100.00) for each day of volunteer work.
2. Such credit is limited to 50% (currently \$500.00) of the total registration fee.
3. Such credit shall **not** disqualify a student or camper from receiving a District Six or lodge campership.
4. Such credit shall be requested in writing (physical or electronic) before the student or camper registers, stating the number of days the volunteer has committed to work and the name of the student or camper to receive the credit.

08/27/2023

## **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

## **DISTRICT SIX SCHOLARSHIPS**

Each year, District Six will offer two scholarships from the District Educational Fund held by the Sons of Norway Foundation. Applicants must be members of District Six in good standing, no more than age twenty-three, and attending or planning to attend any accredited post-secondary school or training program. Any individual may not be awarded a scholarship more than twice. Scholarships not awarded will not be carried forward to the next year.

In April each year, the Foundation will inform the District Six Board as to the exact amount available for Scholarships. The District Board will determine the amounts for Scholarships to be awarded the following year.

In October of each year, the Sons of Norway Foundation will post information about our scholarship(s) on the Foundation website.

The District Six Scholarship Committee will select the winner(s) and inform the Foundation, who will send the award to the recipient's school.

10/30/2021

## **DONATIONS TO THE DISTRICT SIX SCHOLARSHIP FUND**

District Six encourages individuals and lodges to make donations to the District Scholarship program. Tax deductible donations to this fund should be sent to:

District Six, Sons of Norway Educational Fund  
c/o Sons of Norway Foundation  
1455 West Lake Street  
Minneapolis, MN 55408

Acknowledgements to come from the Sons of Norway Foundation.

4/18/2020

### **NINA DRAXTEN SCHOLARSHIP FUND**

Funds received from the Nina Draxten Scholarship Fund will be deposited in the District Six general operating account, and in accordance with the international guidelines, will be used to reduce the registration fee for all Language and Heritage campers and students. The amount is variable and is based on the revenue earned from the investments and is shared among the districts with youth camps.

06/04/2023

### **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 Foundation 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.

08/27/2023

### **NEW LODGES INSTITUTION PROCEDURE**

The policy for institution of new lodges requires a minimum of twenty-five members before a lodge can be instituted. The District President shall be formally invited to perform the Institution Ceremony. The District will provide either **regalia or the podium flags** for new lodges, the choice being determined by the new lodge.

10/19/2019

### **PROCEDURE FOR MERGER OF LODGES**

See Headquarters' merger guidelines.

10/19/2019

### **COMMUNICATIONS AWARDS**

Local Lodges who use a variety of communication products, as defined by the checklist criteria, [see page ii of Appendix "A"], will receive a District Six Communication Award at the District Lodge Meeting. The level of award, Gold, Silver, or Bronze will be evaluated according to the Communications Award Entry Form submitted and determined by the Public Relations Officer and/or an assigned evaluation team.

10/19/2019.

### **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 bylaws provide for one delegate for every 50 members. (District Bylaws Article V)

### **DISTRICT LODGE MEETING**

Officers' reports shall be consolidated into one report to be made by the president for the biennial report book for the District Six Lodge Meeting unless additional reports are approved or requested by the president.

The district does not provide funds for local lodge delegates' travel expenses nor delegate packages. 08/27/2023

### **RESOLUTIONS**

The Resolutions and Bylaw 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 15<sup>th</sup> 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 bylaws. No ballots will be accepted unless submitted in numbers and colors called for by the presiding officer.
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 **Tuesday morning**, before the lodge meeting convenes.
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 introduce 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 emailed to the delegates prior to the convention. The zone directors will each have a hard copy of the candidate applications that will be available for review during the District Lodge Meeting and Convention.
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.
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.
17. Days and times mentioned in the above Rules of Convention may be changed by the District President as applicable to each convention. 5/2018

## **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. 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

## **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

## **CONVENTION FUNDS**

A fund shall be established to financially assist any lodge(s) for the purpose of co-hosting a District Six Lodge Meeting and Convention. Hosting lodge(s) may request an amount not to exceed \$2,000 up to twenty-four months prior to the next District Lodge Meeting and Convention to cover expenses necessary in preparation for the meeting. 06/04/2023

## **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