

# APPENDIX “A” TO POLICY BOOK

## COMMUNICATION AWARDS

The District Six **Communication Awards** are created to recognize the merit and creativeness of Local Lodge members who create, publish, and post multi-media communication products for their lodges. Communication is the key to recruiting new members and retaining current members, and this can take many different forms. The lodge newsletter is still at the forefront of communications for many lodges, but more and more, communication is taking other forms through various media sources (websites, Facebook postings, flyers, postcards, calling trees, community publications, public service announcements, banners, posters, etc.). Standing alone or working together, each of these products serve as a key communication and marketing tool for your lodge, growing our membership and making ourselves known to a wide variety of audiences. The District Six Communication Awards are intended to honor lodges and all of their individual members who share the varied responsibilities of communicating, promoting, and marketing Sons of Norway to their current members, prospective members, and to their community at-large.

DISTRICT SIX COMMUNICATION AWARDS ARE OPEN TO ALL LODGES IN DISTRICT SIX:

- Awards acknowledge that more than one person is often responsible for the promotional and marketing multi-media products created and shared by an individual lodge.
- Awards will be presented to all lodges meeting the checklist points according to the following categories:
  - 1) GOLD AWARD – 10 points
  - 2) SILVER AWARD – minimum of 7 points
  - 3) BRONZE AWARD – minimum of 4 points
- The Public Relations Officer will distribute the Communication Awards guidelines and criteria checklist and send to all newsletter editors, presidents, public relations officers, and secretaries, at least 100 days prior to the deadline for entries.
- Checklist Guidelines will also be posted on the District Six website at [www.sofn6.org](http://www.sofn6.org).
- Lodges will be asked to complete the Communications Award Entry Form (page iii), and submit their entries in a digital (pdf or jpg files) or paper portfolio in compliance with the checklist criteria, (found on page ii) no later than May 1 of each Convention year.
- Lodges will be judged only against the checklist criteria, (found on page ii), not in competition with one another. (Multiple awards in each category are expected.)

**COMMUNICATION AWARDS CHECKLIST CRITERIA**  
(Appendix A – cont.)

1. Lodge Newsletter (1 point for at least 4 items, 2 points for at least 6 items, 3 points for all 8 items)
  - Published on a regular basis (minimum 6 times per calendar year) and shared with all Lodge members
  - Shared with other District lodges on the District Six Facebook Group and with individual lodge editors through posting on [editors@sofn6.org](mailto:editors@sofn6.org) (per issue)
  - Includes Lodge name, number, and meeting location displayed prominently
  - Includes the Sons of Norway Mission Statement
  - Includes future activities, with dates, times, locations, program information, and any costs
  - Includes cultural, fraternal, and financial information about Sons of Norway
  - Includes at least one current message from a lodge leadership member
  - Includes documentation of member events (with photos and captions of participating members)
2. Lodge Website (point value 1) – current updates (approximately every 90 days).
3. Lodge Face Book Page (point value 1) – current posting(s) (approximately every 90 days).
4. Lodge events (point value 1) – email/calling tree/messaging and Lodge event flyer/postcard distributed digitally and/or by hard copy to all Lodge members
5. Lodge featured on the Happenings pages in *Viking* magazine or the Happenings Extra section of the Sons of Norway website (point value 1)
6. Lodge participation in or support of a local/regional community event (point value 1) as promoted or advertised by the displaying of a lodge banner, listing in a program or other type of media awareness, including but not limited to: festival, parade, farmer’s market, sporting event, community celebration, etc. Minimum once every two years.
7. Use of Scandinavian publication resource materials (point value 1). Sharing information with all Lodge members, a minimum of once every 3 months, via any communication method. This information should come from at least 3 varying Scandinavian publications including but not limited to the District Six Newsletter, *Viking* magazine, Sons of Norway Foundation, Sons of Norway Financial Advisor Newsletter, Norwegian American Weekly and or the monthly Sons of Norway newsletter service.
8. Public Service Announcement (PSA) Article/Photograph/Calendar Listing (point value 1) in a local community publication (newspaper, TV, radio, senior center calendar, mobile home news, Homeowners’ Association newsletter, church bulletin, Penny Saver Ad, etc.) – minimum of once every 12 months.

Total point value 10 points

**COMMUNICATION AWARDS SUBMISSION FORM**  
(Appendix A – cont.)

- All checklist criteria items may be submitted electronically (pdf, word docs, jpegs, etc.), as attachments to an email, or as a hard copy portfolio format.
- The District Six COMMUNICATION AWARDS will be based on all Lodge promotion and marketing efforts made by your Lodge during the 2-year period, immediately preceding each biennial convention (as submitted in accordance with the Checklist Criteria – found on page ii).
- All entry forms and accompanying documents and photos must be submitted by an officer of the Lodge to the District Six Public Relations Officer – (pro@sofn6.org) no later than May 1 of the biennial convention year

LODGE NAME \_\_\_\_\_ #6 - \_\_\_\_\_ ZONE \_\_\_\_\_

LODGE OFFICER NAME \_\_\_\_\_ OFFICE \_\_\_\_\_

SUBMITS THE FOLLOWING CRITERIA CHECKLIST ITEMS AS EVIDENCE OF LODGE COMMUNICATION EFFORTS OVER THE PAST TWO YEARS:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

# APPENDIX “B” TO POLICY BOOK

## FOLK ART EXHIBITION GUIDELINES

06/04/2023

### ELIGIBILITY

Any Sons of Norway member of District Six is eligible to enter the Folk Art Exhibition to be held during the District Lodge Meeting and Convention.

- I. Entries must fall into one of the following categories:
  - 1) Rosemaling
  - 2) Weaving w/Norwegian design
  - 3) Hardanger Embroidery
  - 4) Klostersøm, Klokkestreng, and other traditional needlework w/Norwegian theme
  - 5) Hand Knitting w/Norwegian design
  - 6) Crocheting and Tatting
  - 7) Figure Carving w/Norwegian motif, including spoon carving
  - 8) Acanthus Carving or Relief carving w/Norwegian motif
  - 9) Chip Carving
  - 10) Bentwood/Tine Box or other woodworking w/Norwegian motif
  - 11) Other Media w/Norwegian theme including photography, painting, felting, kolrosing, etc.
  
- II. There are three classes within each category of exhibition.
  - 1) Youth – up to age 18.
  - 2) Adult Amateurs – persons who engage in the activity as a pastime or hobby only.
  - 3) Adult Professionals –persons who engage in the activity for gainful reasons, i.e. instruction or sales.
  
- III. All items submitted must have been made by the entrant and must have been finished within the past two years.
  
- IV. An entrant is allowed to enter a maximum of two items in each category. Fill out and attach one identification label to each item.
  
- V. All items must be delivered to the Convention Folk Art Committee during the opening of the convention. Since the entrants may not attend the convention, delegates from the lodges may bring the entries of fellow lodge artists to the convention. Each item must have an identification label as provided in this packet.
  
- VI. It is very important that all entries be registered in advance. The Convention Folk Art Committee needs to know types and quantities of items in advance in order to properly plan the exhibit and prepare the certificates of participation.
  
- VII. The Convention Folk Art Committee retains the right to disqualify items which are soiled, stained, damaged or inappropriate in any way.

### SALES

All entries should be checked either for sale or not for sale. If item is for sale, indicate the price on the entry form and on the label.

### RETURN OF ITEMS

Items not picked up by the owner or designated person by the specified time at the convention will be returned COD surface rate.

**AWARDS AND CERTIFICATES**

All entrants will receive a Tusen Takk certificate. A People's Choice ribbon(s) will be awarded based on viewers' votes. The Youth Class will have a separate People's Choice ribbon(s).

**APPENDIX "C" TO POLICY BOOK**  
**FOLK ART EXHIBITION ENTRY FORM & WAIVER**

Exhibitor Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number (    ) \_\_\_\_\_ e-mail \_\_\_\_\_

Lodge Name and Number \_\_\_\_\_

I will bring my item(s) to the convention or

\_\_\_\_\_ will bring my item(s) to the convention.

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**ITEM I:**

Category (e.g., Rosemaling, Knitting, etc.) \_\_\_\_\_

Class (e.g., Youth, Adult Amateur, Professional) \_\_\_\_\_

Description of item (e.g., 7" red bowl) \_\_\_\_\_

Not for Sale \_\_\_\_\_ For Sale \_\_\_\_\_ Price \$ \_\_\_\_\_

This is my Design \_\_\_\_\_

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**ITEM II:**

Category (e.g., Rosemaling, Knitting, etc.) \_\_\_\_\_

Class (e.g., Youth, Adult Amateur, Professional) \_\_\_\_\_

Description of item (e.g., 7" red bowl) \_\_\_\_\_

Not For Sale \_\_\_\_\_ For Sale \_\_\_\_\_ Price \$ \_\_\_\_\_

This is my Design \_\_\_\_\_

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**WAIVER OF RESPONSIBILITY**

I understand that Sons of Norway personnel and lodge/district members are not liable to me for the item(s) I am entering in the Sons of Norway District Folk Art Exhibition. I do hereby waive any claim against Sons of Norway for any damage, breakage, marring, scratching or other losses which may occur to any item that I enter in the Folk Art Exhibition.

Signature: \_\_\_\_\_

## FOLK ART EXHIBITION IDENTIFICATION LABELS

Attach one identification label to each item to be entered into the Folk Art Exhibition.  
Category: Rosemaling, knitting, etc.      Class: Adult Professional, Adult Amateur, Youth.

ITEM #1  
Category \_\_\_\_\_  
Class \_\_\_\_\_  
Description \_\_\_\_\_  
\_\_\_\_\_  
 My Design      or       From Pattern  
 Not For Sale       For Sale \$ \_\_\_\_\_  
Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (    ) \_\_\_\_\_  
Lodge name \_\_\_\_\_

ITEM #2  
Category \_\_\_\_\_  
Class \_\_\_\_\_  
Description \_\_\_\_\_  
\_\_\_\_\_  
 My Design      or       From Pattern  
 Not For Sale       For Sale \$ \_\_\_\_\_  
Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (    ) \_\_\_\_\_  
Lodge name \_\_\_\_\_

ITEM #1  
Category \_\_\_\_\_  
Class \_\_\_\_\_  
Description \_\_\_\_\_  
\_\_\_\_\_  
 My Design      or       From Pattern  
 Not For Sale       For Sale \$ \_\_\_\_\_  
Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (    ) \_\_\_\_\_  
Lodge name \_\_\_\_\_

ITEM #2  
Category \_\_\_\_\_  
Class \_\_\_\_\_  
Description \_\_\_\_\_  
\_\_\_\_\_  
 My Design      or       From Pattern  
 Not For Sale       For Sale \$ \_\_\_\_\_  
Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (    ) \_\_\_\_\_  
Lodge name \_\_\_\_\_

# **APPENDIX “D” TO POLICY BOOK**

## **OLAF AWARD FOR DIGITAL/VIRTUAL CULTURAL PROGRAMS**

06/04/2023

The Olaf award is designed to recognize members who have developed digital/virtual cultural programs that have been utilized by a lodge either by ZOOM or at an in-person meeting.

### Criteria

1. Creativity
2. Relevance to Norwegian and/or Scandinavian Culture and Heritage
3. Format and Clarity
4. Quality
5. Program to have been created in the biennium since the last convention

### Submissions will include:

- The program title and topic
- Lodge name
- Name(s) of person or persons who created the electronic program
- Length of program
- Date the program was presented to the lodge

### Submission process:

- All entries will be submitted electronically by May 1 of the convention year.
- Submissions will be sent to the district cultural director.
- An electronic copy of the program file will be sent to the district webmaster.
- Submissions will be posted on the District Six Convention website for viewing prior to the convention.

### Award process:

- Submissions will be shown in the Folk Art room during the convention.
- Convention attendees may select their favorite digital/electronic program – voting to be set up and administered by the Folk Art Committee.
- The Olaf award will be presented at the biennial District Six Lodge Meeting and Convention.
- Submitted programs may be presented in part or in full at the District Six Lodge Meeting and Convention and/or posted electronically prior to and after the Convention.



## APPENDIX “E” TO POLICY BOOK

### SIXTH DISTRICT SONS OF NORWAY CONVENTION GUIDELINES FOR LODGES HOSTING A DISTRICT CONVENTION/LODGE MEETING **\*\*Work in-progress to revise, based on more District Board involvement\*\***

#### PRELIMINARY PLANS

1. Decide if your lodge wants to host a District Convention. This should be a decision put before a) the board members, then b) the lodge members. Inform the lodge membership of the work involvement and commitment. There should be a majority commitment by the lodge to undertake a project of this magnitude.
2. Date of the District Convention should be planned for late May or early June, 45 days prior to the International Convention. Coordinate with District President to avoid conflict with other major events.
3. Bid for the District Convention at the next District Lodge Meeting. Notify the District Six Secretary as soon as possible of your intention to bid. You will be bidding to host the convention two years from the time of your bid. The bid must be in writing and signed by the Lodge Secretary and Lodge President. Prepare an excellent presentation in order to win over any competing bids. If possible, a hotel should have been picked, or choices narrowed, so that delegates know what they may expect to pay in room rates (which generally excludes the mention of various bed taxes).
4. If you are the successful bidder, you must decide where you are going to hold the Convention. You should have done your homework and contacted several hotels in the area for best prices at a guaranteed room rate. There is also an option to work with hotel/convention planning groups. The cost is passed on to the hotel by the company to the hotel.
5. Select a District Convention Chairperson. Elect the Chairperson with the understanding that the responsibility is primarily to the District, not to a Lodge President who will probably not be in office when convention time comes. It is important that, if at all possible, the chairperson elected should have been a past delegate to a Sons of Norway District Convention so as to know what to expect. The Chairperson should work closely with the District President and Zone Director on any needs. Any replacement of the District Convention Chairperson must be approved by the Executive Board of the Sixth District.
6. Rather than have a Co-chair, the Chairperson could choose strong Convention Committee Chairpersons for the major responsibilities. They, in turn, may select individual lodge members to serve on their committees.
  - Secretary (in addition, individual committees may wish to record minutes of their meetings)
  - Treasurer
  - Publishing (convention book, including ads)
  - Gifts for delegates
  - Refreshments (homemade pastries, etc.)
  - Registration (a most important position, requiring a knowledgeable person in charge, capable of handling problems and complaints) Name Tags, delegate bag
  - Folk Art (registration, display, judging, and ribbons)
  - Arrangements and logistics (event room assignments), signage and decorations
  - PR
  - Volunteers
  - Entertainment
7. Choose a theme
8. Choose convention outfits (shirts, vests, etc.) if desired and paddle designs
9. May design a Logo and stationary.

## FINANCING

Prior to convention, write to the District Six Treasurer requesting funds of no more than \$4,000 in order to pay necessary expenses.

## CONTRACT WITH HOTEL

1. The hotel chosen should be large enough for a Sons of Norway convention, with rooms adequate for delegates to stay for up to one week and sufficient meeting rooms.
2. Room rate (this may start with flat rate and have yearly escalators). Also identify taxes and tourist fees.
3. You will need to know approximately how many rooms you will need. This information can be obtained from past convention history. The number of delegates, including the Board, could be in the range of 150-180. Visitors (non-delegates) must be added to this number. Your leverage in negotiating a contract will depend upon the number of room nights you can bring to the hotel.
  - Day One Board will arrive in the afternoon
  - Day Two -District Board meeting all day with room for 13 or more people  
2 to 5 meeting rooms for 12 or more people – check with District President for number of committees  
-First-time delegate orientation in a room to hold 40-50 people  
-President’s Reception and Food
  - Day Three Opening Ceremonies with full day of Meetings  
Lunch for all who are registered  
Dinner and Cultural Night (Bunad Show or other)
  - Day Four Meeting reconvenes, all day session  
Lunch for all who are registered  
Retreats in the afternoon from approximately 2pm-4pm so general meeting area may need to be reconfigured  
Typically a free evening for attendees
  - Day Five Meetings reconvene  
Lunch for all who are registered  
Installation of Officers and Dinner/Dance
  - Day Six New Board meets

Total meals for complete delegation are Day Two evening, Day Three lunch and dinner, Day Four lunch and Day Five lunch and dinner. Breakfasts may be included at discretion of Convention Committee. Please contact the previous Lodge Meeting Chairperson for total room nights blocked, complimentary rooms and other meeting space questions.

4. A certain number of free rooms are a necessity. The number granted depends on the number of room nights that are guaranteed by the Convention Committee to the hotel.
  - a. Complimentary suite for District President.
  - b. Rooms for Super Committee or other committee(s), generally on Day Two during convention, and possibly later for Zone caucuses on Day Five.
  - c. Board Meeting Room (needed for Day Two and for the morning following the District Lodge Meeting)
  - d. Rooms for Retreats on Day Four. We may use main meeting room for one or more retreat rooms if moveable walls can be placed quickly and easily.
  - e. Folk Art Display Room –This must be a secure room large enough for displays that can be locked when not showing displays.
  - f. Pastry (cookie) Room. It is important to negotiate way ahead with the hotel about the importance of being able to bring in your own homemade Norwegian pastries. Keep this right of bringing in ethnic cookies in front of your contact person at the hotel. This request should be specified in the contract. Also who is going to plate the cookies and if there is a fee.- The Cookie Chair may request cookies from throughout the District.

- g. Large meeting room for convention delegates and guests, at least 6,000 sq. feet.
  - h. Dining room for meals, lunches, and some dinners, separate from meeting room, at least 3,000 sq. feet
  - i. Room or area for registration
  - j. Room or area for vendors, FBCs, and several District organizations (Century Club, etc.).
5. Place in the contract the option to obtain an outside contractor for AV.
6. Determine if there will be a separate charge for vendor tables.

**RESPONSIBILITIES OF THE HOST COMMITTEE**

- 1. Memorial Service – generally on the first day of the District Lodge meeting
  - a. Obtain flowers and use District Urn.
    - 1. White carnations – one for each lodge in the district
    - 2. Red carnations (one for each International or Past District President who died in the past biennium) – check with District President
- 2. Computer for computerized editing is strongly recommended. The District should locate an appropriate Audio-Visual person to do this computer editing. Borrow video projection equipment if possible. Have understanding with hotel that you can bring certain specialized equipment into hotel without renting theirs. (With good planning and financial control, it may be possible for lodge to buy specialized equipment needed and then pay themselves back if sufficient convention profits are realized.)
- 3. Coffee, tea, punch or water for coffee breaks (arranged with the hotel at a cost per gallon)
- 4. Flags (American, Norwegian, Canadian, recommended Sons of Norway and state flag.)
- 5. Musician – give names of possible musicians to the District President. If full-size piano is not available or is too expensive to use, utilization of a full-size keyboard with sustain pedal, hooked into the sound system, is acceptable. The host committee is responsible for the cost of the piano/keyboard and musician.
- 6. Dance floor
- 7. Color Guard – obtain from local military, service organization, or school
- 8. Equipment for tape recording each convention session. If possible, video recording would be preferred.
- 9. Marshals for installation (bunader preferred)
- 10. Reporting periodically to the District President/Board on progress and or problems with or of the Convention Committee(s)
- 11. The Convention facilities will be inspected by the District President and other Board members, as required, at a time to be determined by the District President and the Host Committee.
- 12. Work closely with the Zone Director in his/her chosen capacity.
- 13. Provide a financial report to District Board at its first full meeting after convention (generally in October).
- 14. Provide copies of minutes of the Convention Committees, financials, folk art manual, and other pertinent information to the next District Convention Host Lodge in both hard copy and electronic.
- 15. Provide a minister, priest, rabbi, or chaplain for invocation.
- 16. Solicit Governor, Mayor, local Consul General, and/or other dignitaries to provide short welcoming speeches
- 17. Work closely with the District President as to daily agenda requirements. Especially the opening ceremony to schedule dignitaries.
- 18. The District President should contact those who will participate in “Open Forum” or Retreat sessions as soon as possible regarding their needs for any audio/visual equipment. Convention Chairperson will have to make arrangements for such needs.
- 19. Delegate gifts may be provided in the convention packet (tote bag) or placed on the convention seating tables. Gifts may be handmade, donations from sponsors or items purchased inexpensively. Such delegate gifts may be placed on the convention seating tables before a session begins in the morning or during lunch breaks.
- 20. Registrar to assign paddle numbers and send to District Secretary.

## RESPONSIBILITIES of DISTRICT BOARD

1. President and/or other Board member representative(s) to review the site in advance, timing to be at their discretion.
2. District Cultural Director, Public Relations Officer, and Convention Committee Folk Art Chairperson to collaborate setting up a Folk Art promotion schedule; promotion to start one year in advance of the Convention.
3. District Cultural Director to assist Committee Folk Art Chairperson if requested.
4. District Board to suggest topics for retreat sessions. District President and/or other Board members to assist with selecting retreat leaders or facilitators.
5. Secretary will send out communications to lodge presidents and secretaries. It is suggested to send the January notices as hard copies to lodge secretaries as well as sending e-mails to lodge presidents and lodge secretaries in order to accommodate all communication styles. Duplication may serve as a reminder. Collaborate with Convention Committee Secretary and Registrar.
  - a. November – Send out a reminder of the delegate election process, dates and location of convention, and preliminary cost estimates.
  - b. January (early) – Send out instructions of the delegate election process, the number of allowed delegates, forms for listing delegates and alternates, and instructions for submitting resolutions. Include delegate and guest registration and hotel costs. Use convention stationery.
  - c. January – Collaborate with Convention Committee to send out delegate and guest registration forms. Secretary will be working on the new District Directory and should have new lodge officer information. It is suggested that the District Secretary e-mail the registration forms to presidents and secretaries and provide the Convention Committee Registrar with lodge secretary mailing labels for the hard copy mailing.
  - d. March – Collect delegate and alternate lists and create a log of delegates and alternates for the Biennial Report book and to assign paddle numbers. Communicate with the Convention Committee Registrar as, inevitably, there will be changes with the delegation. Paddle numbers should not be assigned too early.
  - e. April – Create delegate mailing labels. Create the Biennial Report book and mail to the delegates along with a letter instructing the delegate to pass the book on to an alternate if they are not able to attend.
  - f. June – Perform the electronic editing of resolutions, unless another person is assigned by the District President to do this.
  - g. July – Write the minutes of the Biennial District Six Lodge meeting and mail out to all delegates, Board members, and Sons of Norway Headquarters.
6. District President to collaborate with the Convention Committee over the course of the preceding biennium regarding a site visit and retreat sessions as stated above. In addition the President will:
  - a. Work with the Committee on the opening ceremony.
  - b. Selection of music and songs for the meeting.
  - c. Selection of Parliamentarian. The District will pay the costs for the Parliamentarian.
  - d. Selection of Resolution Review Committee(s), Tellers, Caucus Leaders, Marshalls.
  - e. Prepares agenda for the District Lodge Meeting.

## CONVENTION COMMITTEE CORRESPONDENCE\*\*

1. Solicit ads for the Convention Program/Ad Book from all District Six lodges, the International Lodge, Headquarters, individuals and appropriate local and other relevant businesses. Check with the previous convention host committee(s) to establish pricing, in order to make a profit after paying printing expenses.
2. Solicit vendor participation from local vendors of Norwegian or Scandinavian goods at least a year in advance so they may schedule their time. Know how much you are going to charge for a 6' or 8' tables for one to three days, Day three, Day four and/or Day five. Vendors may need to close by noon on Day Five depending on the Hotel facilities and the need for setting up for the banquet.
3. Solicit neighboring lodges for help in preparing Scandinavian cookies and to serve as hosts during the coffee breaks, if needed. Start 6 months to one year in advance to allow lodges time to plan their

- contributions. The Committee must plan on providing two to three cookies per attendee for each of the five coffee breaks. Consider providing some dietetic cookies or alternate sugar-free snack.
4. Prepare information by early January of convention year for District Secretary, send a letter to each lodge advising them of the approximate costs of the convention packet for delegates and the projected hotel cost (which should be locked in). Lodges need this for purposes of knowing the cost of sending delegates to convention.
  5. Prepare delegate information ready to send to the delegates as soon as District Secretary has names of delegates available (generally by April). Information should include:
    - a. Registration form (use past forms for guide)
    - b. Welcome letter
    - c. Hotel information
      1. Room rate
      2. Airport transportation (shuttle) information
      3. Information about any planned tours or about attractions in the area. Include brochures if available. Times, prices, and directions (maps) are helpful. One tour should be sufficient.
      4. Entry form and information for Folk Art Exhibition/Competition (in Policy Book)
      5. -Set a deadline to return the registration form no less than a month prior to the convention.
      6. Pre-convention activities and breakout session information.
  6. Have convention budget made out for presentation to the District Board at the fall Board meeting prior to the convention.

\*\* Sample letters and program available from the previous Convention Host Lodge.

### **CONVENTION PACKET**

1. Tote bags<sup>++</sup> are available from Sons of Norway International. The following material should be included for each delegate:
  - a. Paddle for delegate, locally designed, numbered with LARGE numerals for ease in reading from the podium
  - b. Ad Book---- sell ads to lodges and International as well as to individuals or companies. Price the ads so as to make a profit overall after printing costs are paid.
  - c. Song books or sheets this may be placed in the ad book.
  - d. Name badges. Ribbons to attach to name badges are optional.  
Names should be in large, bold lettering with the first name on the top line and last name on the second line, making them easier to read at a distance. Name tag shall have Lodge name and number visible on front. Lodge city could be included. Check with District President for any possible changes to nametag options.
    1. Delegate
    2. Board Member
    3. Non-Delegate or Guest
  - e. Gifts provided by Host Committee or other donors
  - f. Numbered ballots<sup>++</sup>
  - g. Sons of Norway Charter and Constitutions<sup>++</sup>
  - h. Parliamentary Procedure (*Roberts' Rules of Order*)<sup>++</sup>
  - i. Note pads and pen

<sup>++</sup>Order from International well in advance, stating how many needed.

### **CONVENTION FACILITY**

The convention facility must have the following provisions:

1. Adequate seating for all of the delegates, the District Board, any International representatives, home office staff, and guests
  - a. Use classroom seating (chairs and tables) with adequate width for each delegate
  - b. Provide for adequately wide center aisle and two side aisles if possible. This provides for ceremonial ease
  - c. Use risers of adequate width for safe seating and passage behind chairs

2. Have podium in center on highest risers, with seats for Executive Board (President, VP, Secretary, Treasurer, and Public Relations Officer) and Parliamentarian on either side of podium. Seats for International Officers must also be provided on this level. Need podium microphone and one microphone on each side.
  - a. Have second lower tier of seats for Zone Directors. Need two microphones.
  - b. Optional - have lowest tier or side table with five to seven seats for Committee reporting. Need two microphones.
3. Have water and glasses provided for each session at a side or rear table
4. Provide chairs for about 75 guests at rear of hall
5. Arrange for hotel to hang a convention banner, if the Host Committee should choose to design and provide one. There will generally be a fee for this. It should have SON logo and convention theme.
6. Arrange for hotel to allow for hanging of individual lodge banners and fana on side walls. Arrange this well in advance so that lodges may be invited to bring their banners. If it is not possible for banners and fana to be hung on walls, then lodges will have to provide stands.
7. Need one or more overhead (elevated) screens, set up at an angle, if possible, so the Board can view.
5. Provision for computerized editing (video projector, DVD player, and computer)
6. Adequate sound mixer for microphones
7. Know where light controls are for main hall. Have contact with hotel and designated Committee Logistics Person standing by.

### **MEALS FOR CONVENTION**

Meet early with the hotel about meals, type and price, that you would like to have. However, you will probably not get a firm commitment from the hotel until after the first of January of the convention year. Price of meals will be based on food, tax and gratuity.

Decide on table decorations. Usually the following meals are scheduled. Hotels need at least two hours to set up for dinners or to make the changeover. Convention must stay on schedule.

1. Coffee Breaks — request hotel have the coffee and tea ready in a hospitality room, hall or foyer one-half hour prior to the scheduled break time. The District President may excuse delegates earlier than scheduled break if the number of resolutions is not great, or if convention is ahead of schedule.
  - a. Morning of Day Two—coffee and cookies for District Six Board and Committee(s) paid for by District
  - b. Day Six morning—coffee for District Board Meeting paid for by the District
  - c. Days Three, Four and Five—morning and afternoon Coffee Breaks
2. Evening of Day Two— President’s Reception. Host Committee choice of meal or snacks depending on facility and expense
3. Day Three — lunch (keep it on the light side)
4. Day Three evening – meal and cultural program (the Convention Committee can decide on what the program will be for the evening but possibly a Bunad Show)
5. Day Four — lunch (keep it on the light side)
6. Day Four evening – generally a free night. (Convention Committee may wish to schedule a meal and program but tradition has been “at leisure”)
7. Day Five -- Lunch (keep it on the light side)
8. Day Five Evening – Grand Banquet with dancing. It is best to schedule the Installation of Officers just ahead of the banquet. Program is at option of Convention Committee and District President.
9. For the Grand Banquet only, seating should be assigned. This is best accomplished by making a table layout available in the registration area or main meeting room, from which guests can pick the table/tablemates of their choice. All of this will provide for a more relaxed atmosphere during the social hour. Guests will then not have to be concerned about finding a table or standing in line to do so. A head table, with podium and microphone, should be provided for the incoming board and spouses. It is optional that this table be on a riser.

**NO HOST BAR(S)** –Have bar(s) set up outside of the dining room at least one hour before the scheduled dinner time. Check charges from hotel for costs including tax and fees.

## APPENDIX “F” TO POLICY BOOK

### LODGES OF THE YEAR

1962	Nordahl Grieg	#52	
1964	Roald Amundsen	#48	Supreme Lodge of the Year
1966	Nordahl Grieg	#52	Supreme Lodge of the Year
1968	Norrøna	#50	Supreme Lodge of the Year
1970	Nortuna	#55	
1972	Solbakken	#64	Supreme Lodge of the Year
1974	Andrew Furuseth	#49	
1976	Ulabrand	#24	
1978	Norrøna	#50	
1980	Valhall	#25	Supreme Lodge of the Year
1982	Victory	#43	
1984	Fjellheim	#107	
1986	Solbakken	#64	International Lodge of the Year
1988	Norrøna	#50	
1989	Nordahl Grieg	#52	
1990	Gulldalen	#128	
1991	Trollheim	#110	
1992	Gulldalen	#128	International Lodge of the Year
1993	Valhall	#25	
1994	Trollheim	#110	
1995	Solbakken	#64	
1996	Snorre	#61	
1997	Stein Fjell	#114	
1998	Peer Gynt	#22	
1999	Trollheim	#110	
2000	Norseman	#91	Small Lodge of the Year
2000	Roald Amundsen	#48	Large Lodge of the Year
2001	Vestafjell	#146	Small Lodge of the Year
2001	Vegas Viking	#152	Large Lodge and International Lodge of the Year
2002	Soldalen	#67	Small Lodge of the Year
2002	Solbakken	#64	Large Lodge of the Year
2003	Vestafjell	#146	Small Lodge of the Year
2003	Valhall	#25	Large Lodge of the Year
2004	Vestafjell	#146	Small Lodge of the Year
2004	Norseman	#91	Large Lodge of the Year
2005	Garborg	#56	Small Lodge of the Year
2005	Solbakken	#64	Large Lodge of the Year
2005	Henrik Ibsen	#7	Family Lodge of the Year
2006	Garborg	#56	Small Lodge of the Year
2006	Fjellheim	#107	Large Lodge of the Year
2006	Overtro Fjell	#153	Family Lodge of the Year
2007	Vikings of Lake	#166	Small Lodge and International Lodge of the Year
2007	Norrøna	#50	Large Lodge of the Year
2007	Edvard Grieg	#74	Family Lodge of the Year
2008	Snowshoe Thompson	#78	Small Lodge and International Lodge of the Year
2008	Valhall	#25	Large Lodge of the Year
2008	Edvard Grieg	#74	Family Lodge of the Year
2009	Vesterheim	#118	Small Lodge of the Year
2009	Stein Fjell	#114	Large Lodge of the Year
2009	Vikings of Lake	#166	Family Lodge of the Year
2010	Gulldalen	#128	Large Lodge of the Year
2010	Hvite Fjell	#151	Small Lodge and International Lodge of the Year

2010	Garborg	#56	Family Lodge of the Year
2011	Solskinn	#150	Large Lodge of the Year
2011	Vikings of Lake	#166	Small Lodge of the Year
2011	Norseman	#91	Family Lodge of the Year
2012	Norseman	#91	Large Lodge of the Year
2012	Snowshoe Thompson	#78	Small Lodge of the Year
2012	Valhall	#25	Family Lodge of the Year
2013	Freya	#62	Large Lodge of the Year
2013	Desert Troll	#165	Small Lodge of the Year
2013	Norrøna	#91	Family Lodge of the Year
2014	Vegas Viking	#152	Large Lodge of the Year
2014	Nordic Pines	#167	Small Lodge of the Year
2014	Valhall	#25	Family Lodge of the Year
2015	Freya	#62	Large Lodge of the Year
2015	Vinland	#159	Small Lodge of the Year
2015	Norrøna	#50	Family Lodge of the Year
2016	Norrøna	#50	Large Lodge of the Year
2016	Vinland	#159	Small Lodge of the Year
2016	Norrøna	#50	Family Lodge of the Year
2017	Fjellheim	#107	Large Lodge of the Year
2017	Storfjell	#169	Small Lodge of the Year
2017	Desert Troll	#165	Family Lodge of the Year
2018	Snowshoe Thompson	#78	Large Lodge of the Year
2018	Garborg	#56	Small Lodge of the Year
2018	Norrøna	#50	Family Lodge of the Year
2019	Roald Amundsen	#48	Large Lodge of the Year
2019	Garborg	#56	Small Lodge of the Year
2019	Overtro Fjell	#153	Family Lodge of the Year
2020	Fjellheim	#107	Large Lodge of the Year
2020	Victory	#43	Small Lodge of the Year
2020	Storfjell	#169	Family Lodge of the Year
2021	Stein Fjell	#114	Large Lodge of the Year
2021	Fridtjof Nansen	#9	Small Lodge of the Year
2021	Storfjell	#169	Family Lodge of the Year



**APPENDIX “G” TO POLICY BOOK  
DISTRICT SIX CONVENTION SITES**

Santa Barbara, CA	1952
Santa Cruz , CA	1954
Eureka, CA	1956
Van Nuys, CA	1958
Sacramento, CA	1960
Anaheim, CA	1962
Oakland, CA	1964
Los Angeles, CA	1966
San Francisco, CA	1968
Pasadena, CA	1970
Santa Rosa, CA	1972
San Diego, CA	1974
Concord, CA	1976
North Hollywood, CA	1978
Colorado Springs, CO	1980
Santa Clara, CA	1982
Long Beach, CA	1984
Visalia, CA	1986
Napa, CA	1988
Golden, CO	1990
Eureka, CA	1992
San Diego, CA	1994
Sacramento, CA	1996
Sparks, NV	1998
Tempe, AZ	2000
Westminster, CO	2002
Sacramento, CA	2004
Ventura, CA	2006
San Ramon, CA	2008
Modesto, CA	2010
Mesa, AZ (D-6 Board)	2012
Palm Springs, CA	2014
Loveland, CO	2016
Rohnert Park, CA	2018
Mesa, AZ	2020 (Postponed to 2022)
Las Vegas, NV	2024

## **APPENDIX “H” TO POLICY BOOK**

### **HISTORY OF DISTRICT SIX\***

Sons of Norway District Six was organized on October 18, 1952 in Santa Barbara, California with the initial meeting hosted by Ivar Aasen Lodge #45. These twenty-one lodges of 3,631 members had previously been part of District Two. The lodges had petitioned the Supreme International Lodge, and permission to form a new district was granted at the 1952 Supreme International Convention.

Fifty-six delegates from these California lodges made, seconded, and carried the motion “to establish a new district to be known as District No. Six, comprising the states of California, Utah, Nevada, Colorado, Arizona, and New Mexico.” (From the 1970 Convention Report Book.) Supreme President E. B. Hauke installed the following duly elected officers: President Paul Knudsen; Vice President Marcus Karlstad; Secretary Henry G. Iverson; Treasurer Ole Moen; Counselor Albert Mandle; Social Director Ingrid Harris; Directors Laura Johnson, Ludvig Yttergaard, Cecilie Gimle; and Sports Director Chris Sannum, who was appointed. The first International Director elected was Harold Hansen; he had been the initial Temporary Chairman.

Lodges were instituted outside California with Utah on 11/05/66, Colorado on 09/08/73, Arizona on 09/22/84, and Nevada on 12/19/92. There are fifty-five active lodges as of January 1, 2008, with three others in preliminary formation stages. The total membership in lodges is 6,624, plus those not belonging to a specific lodge who are members in 6-000 and 6-999, which equal 779, for a total of 7,403 on January 1, 2008.

\*A more complete “History of District Six”  
Compiled by Sherrill “Swede” Swenson for the 50<sup>th</sup> Anniversary observance in 2002

## **APPENDIX “I” TO POLICY BOOK**

### **HISTORY OF DISTRICT SIX RECREATION CENTER (CAMP NORGE)**

The District Six Recreation Center was established in 1958 as a Corporation. Henry T. Gunderson, Walter Lee and Mel Nore advanced \$8,200.00 in loans to purchase the property because the District had only a bank balance of \$5,000. Total sales price was \$13,500 for 29.5 acres. This wooded property, at Alta, CA, consisted of the main house and a barn. These representatives were also assured of water rights to the spring, which supplies water to the camp. Acreage was increased to 46 acres when the State of California needed to trade property for the new Interstate 80.

Delegates had begun talking about having a camp for its members during the 1954 convention in Santa Cruz. A resolution to proceed with the acquisition of a camp facility for our members and their families was passed during the 1958 Van Nuys convention. The District Committee of the above three men wanted to locate a site to be situated so that all members of District Six might be able to use it. They also considered other designated states beyond the California border.

“The transformation from private retreat to District Recreation Center was a tremendous job for the District Officers; these were overseeing our new District which was growing at a very rapid rate.... It was then decided that there should be a Recreation Center Board of Directors to oversee the conversion and to administer the camp. The Articles of Incorporation of the District Six Recreation Center were filed with the State of California on June 1, 1959.”\*\*

The governing body was established at the 1960 convention in Sacramento. There were nine members elected, with Walter Lee as the first President of this Board. The conversion to an operating camp took awhile as there were many projects to complete. The buildings were very old, the septic tank was too small and the County issued specific requirements. Work parties, utilizing lodge members, began with converting a swimming pool into a septic tank, constructing a stairway, bathhouse, sidewalks, putting in a lawn and building a social hall for dining and meeting. The barn was converted into a dormitory and other dorms were also built. In 1970, a water reservoir was constructed to assist the Dutch Flat Fire Department. At Camp Norge, this is used as the swimming pool. The spring for the water supply for Camp use was rebuilt during this era.

The annual Language/Heritage Camp for children was first held in the 1960's. Kretsstevner were first held at Camp Norge in the early 1970's, as were three-day weekends to celebrate Memorial Day and America's Independence Day. The rosemaling seminars began in 1984; Norwegian folkdance classes followed in 1985.

Construction of the first two Cozy-cabins for our multi-use Camp has been completed. Additionally, the completion of the Heritage Hall with kitchen, handicap bathroom facilities and seating for approximately one hundred was completed in 2010. Special thanks to much hard work by members of the Board of Directors, and the overwhelming generosity of our District 6 lodges and members. This beautiful, modern, air conditioned social hall will accommodate seminars, dinners, language camp students and socials for many years to come. When District 6 puts its heart and efforts into a project, it is successful.

The current Board of Directors has been able to function much easier with a working budget, which includes the Fraternal Fee from District members, plus the cell phone tower agreement and the ongoing use by members and specific groups.

Compiled by Penny Joseph Knudsen

# APPENDIX “J” TO POLICY BOOK

## DUTIES OF DISTRICT OFFICERS AND DIRECTORS

11/05/2023

### PRESIDENT

1. The president shall preside at all meetings of the district lodge and the district board.
2. The president shall be the executive officer of the district and supervise proper observance of its constitution, laws, rules, and ceremonies.
3. The president shall submit to the district lodge a summary of all the president’s official acts as well as a report on the condition of the district and its further needs. This report shall be included in the report book of the district lodge meeting.
4. The president shall appoint all district committees, with the exception of the Membership Committee.
5. The president shall approve all district officer/director expenses prior to payment by the treasurer, if not within previously approved budget expenses.
6. The president or an appointee shall be a member of the District Six Recreation Center Board of Directors and shall attend all meetings of said board.
7. The president shall attend the bi-annual meetings of the District Presidents’ Council in conjunction with the International Board meetings in Minneapolis, MN.
8. The president shall report goals, initiatives, and other pertinent district programs to the International Board.
9. The president shall represent the district at important lodge events whenever possible.
10. The president may enter records into the board approved cloud-based storage tool.

### VICE PRESIDENT

1. The vice president shall, in the absence of the president, preside at all meetings, and in cases where the president is prevented from acting, perform all the president’s duties.
2. The vice president shall be chairperson of the district Membership and Retention Committee and shall submit a report of membership activities at each district board meeting.
3. The vice president shall be the supervisor of the zone directors.
4. The vice president shall have the responsibility of keeping the district policy book updated and distribute all changes to members of the district board and lodges.
5. The vice president will meet with the zone directors to exchange ideas and/or discuss lodge visits, long-range goals, problems, etc. The vice president will report about this meeting to the district board.
6. The vice president shall participate in the vice presidents’ network, led by the international vice president.
7. The vice president shall be a member of the Language & Heritage Camp Administrative Committee and is supervisor to the Executive Camp Director.
8. The vice president may enter records into the board approved cloud-based storage tool.

### SECRETARY

1. The secretary shall keep a correct record of all meetings of the district lodge and the district board and carry on official correspondence which has not been expressly delegated to others.
2. The secretary shall send cards to:
  - lodges celebrating 5-year incremental anniversaries
  - the family after death of past district presidents, past or current international board members from the district, and current board members
  - other members in other situations, as appropriate.

3. The secretary shall prepare and send reports to the Sons of Norway headquarters as required.
4. The secretary shall prepare an annual directory of the district lodges.
5. The secretary shall prepare the agenda for board meetings in conjunction with the president and others.
6. The secretary shall prepare the minutes of each district board and district lodge meeting and shall send to the district board and lodges within 45 days of such meetings. Minutes of district lodge meetings shall also be sent to convention delegates and to a Headquarters' representative.
7. The secretary shall issue a letter to each lodge, in November preceding each convention, serving as a reminder to lodges of timelines and procedures for electing delegates.
8. The secretary shall compile District Six Board and Recreation Center Board reports, financial reports, and other information for the biennial report book. The report book shall be sent to board members, Recreation Center Board president, and delegates, in a timely manner to allow for sufficient review before the district lodge meeting.
9. Within 5 days after a district lodge meeting, the secretary shall send the names of any international officer or director nominees to Sons of Norway headquarters. Any resolutions suggesting international or headquarters policy changes shall be sent to the chair of the Governance Committee and/or to Sons of Norway headquarters.
10. The secretary shall update the newly elected district board members on the Sons of Norway website.
11. The secretary shall create lodge officer groupings for the webmaster in order to update the email distribution lists.
12. The secretary shall order pins for new and retiring board members prior to the biennial lodge meeting.
13. The secretary shall enter records into the board approved cloud-based storage tool as follows: updated versions of bylaws, policy book, appendices, and approved board minutes.

## **TREASURER**

1. The treasurer shall be the custodian of all monies belonging to the district.
2. The treasurer shall have working knowledge of computerized accounting program(s), preferably QuickBooks for continuity.
3. The treasurer shall make all payments by check or by the district debit card.
4. The treasurer shall present a financial report at the district board meetings.
5. The treasurer shall prepare various financial reports for the prior two years to be included in the biennial report book for the district lodge meeting.
6. The treasurer shall prepare the annual district D17 report.
7. The treasurer shall submit the annual IRS 990 and the CA 199 forms.
8. The treasurer shall see that the books are audited annually.
9. The treasurer shall be authorized, with the approval of the district board, to invest in interest bearing accounts such as CD's, treasury bills insured by the FDIC, or the Sons of Norway investment.
10. The treasurer shall prepare an annual budget.
11. The treasurer shall retain source documents for seven years and enter records into the board approved cloud-based storage tool as follows:

Annual IRS 990s

Annual CA 199s

Annual District D17s

Year-end District Financials

- P&L
- Balance Sheet
- QuickBooks back-up

## **PUBLIC RELATIONS OFFICER**

1. The public relations officer shall publish a district newsletter three times per year, as directed by the board of directors.
2. The public relations officer may prepare pages of district news for the *Viking* magazine, from news sent from the local lodges.
3. The public relations officer shall send guidelines annually to the local lodges on submitting news items, events, photographs, etc., for the *Viking* magazine.
4. The public relations officer shall assist local lodges with their publicity needs by assisting in the development of lodge brochures, news releases, lodge activity promotions, newsletters, or any other publications they may wish to make.
5. The public relations officer will oversee the “Communications Awards” (in accordance with Appendix A of the District Six Appendices) at each district lodge meeting.
6. The public relations officer is an ex-officio member of the Social Media Support Committee.

## **CULTURAL DIRECTOR**

1. The cultural director shall develop communications with all lodge cultural directors, monitor district cultural activities, and assist where needed in sharing or developing cultural programs for the lodges and the district.
2. The cultural director shall provide cultural information for the district newsletter; and social media re: district cultural activities and programs as well as other related heritage and culture sources. A separate cultural newsletter may be provided.
3. The cultural director shall encourage and actively promote local lodge participation in the Cultural Skills Programs.
4. The cultural director may work with the district Convention Committee regarding cultural programs for the convention.
5. The cultural director may plan, direct, and promote the Folk-Art Exhibition at the district convention, working in conjunction with the Convention Committee and a folk-art exhibition committee.
6. The cultural director may be the district liaison between any Norwegian cultural representatives and the district and/or local lodges to provide greater access to Norwegian/Nordic artists and performers.
7. The cultural director shall be a member of the Camp Oldfjell Committee.

## **INTERNATIONAL DIRECTOR OF DISTRICT SIX ALTERNATE INTERNATIONAL DIRECTOR OF DISTRICT SIX**

Duties as regards to the district:

1. The international director is the liaison between the district and the International Board of Directors.
2. The international director will attend international board meetings as stated in the Charter and Bylaws and notify the district president and/or the district board of any pertinent information concerning policy.
3. The international director will attend the District Six board meetings, the biennial District Six Lodge Meeting, and any other committee meetings or events to benefit the district and/Sons of Norway.
4. The alternate international director will do the same in the absence or inability of the international director to perform such duties.
5. The international director has voice at District Six board meetings and at the biennial district lodge meetings.

## **ZONE DIRECTORS**

1. Zone directors will act as the liaison between the lodges of their zone and the district board.
2. Immediately after their election, zone directors will inform their zone lodges of the responsibilities of their position and of their availability to help in lodge matters and/or to answer any questions about the district and Sons of Norway.
3. Zone directors will visit each lodge in their zone at least once a year. In cases where distance is a factor, an assistant who is approved by the district board may perform these visits. In addition to lodge visitations, zone directors will keep the lodges informed of district matters and zone activities.
4. Zone directors should, when available, and upon a lodge's request, perform the installation of officers ceremony or assist a district executive officer in the installation of officers.
5. Each zone director shall provide an annual estimate of anticipated expenses for the coming year for submission to the district treasurer prior to each Fall board meeting.
6. Zone Directors shall meet with the district vice president to exchange ideas and/or discuss lodge visits, long-range goals, problems, etc.
7. Zone directors shall work with area Kretsstevne committees and/or hosting lodges as assigned by the district president.
8. Zone directors will be reimbursed for travel and other expenses as stated in the district policy book. Compensation for required lodge visits shall be limited to two round trips per year to each lodge in their zone.
9. The zone director shall also assist the convention committee as directed by the district president.
10. Zone directors shall schedule and conduct workshops or other activities, within the zone or with individual lodges, as necessary or as requested by the district president.
11. Zone directors shall assist a local lodge in making arrangements for the district board meeting (meeting space, rooms, meals, etc.) when the board has accepted an invitation to hold its meeting in conjunction with a local lodge event.

# APPENDIX “K” TO POLICY BOOK

## MAJOR LODGE ANNIVERSARY CELEBRATION SUGGESTIONS

- Select your date and venue. Check with the District and International Boards prior to setting the date if you desire Board presence at the event. Such celebrations are often held in a hotel banquet room, but other options may work for some lodges such as at a lodge hall, at a golf or community clubhouse, or at the regular meeting place such as a church or Elks Club or Masonic Hall, etc. Special hotel rates are often negotiated for out of town guests. If the event is not to be held in a hotel, arrange for a special rate at a near-by hotel. A thoughtful gesture would be to arrange for transportation to and from the event venue for Board members flying into the area.
- Determine an event chairperson(s) and committee. Several assignments or subcommittees might be:
  - Menu & entertainment;
  - Reservations, seating, name tags, & greeting;
  - Logistics (transportation and hotel issues);
  - Program & awards including printed program;
  - Invitations, decorations, party favors, and displays;
  - Raffles and/or silent auction.
- If the lodge desires the presence of the District Board at the anniversary celebration, send a written invitation, well in advance, to the District Six Secretary inviting the Board to hold their spring or fall board meeting in conjunction with the anniversary celebration. This will require additional effort on the part of the lodge to arrange for a meeting room, food service, home-made snacks and available transportation to and from the airport for board members flying into the area. The Board may choose to make these arrangements. Keep in mind the Board’s commitment to meet at Camp Norge each biennium, to keep expenses down. So a request to attend the anniversary celebration by the full board may not be granted. In any event, one or more Board members may be able to attend on behalf of the Board, or some might be able to attend on their own accord.
- Determine meal options, any hotel needs, entertainment, and pricing in order to present such information on invitations and flyers.
- Some event venues might be rather expensive, and some lodges might consider subsidizing the cost of the event, either by paying for all or part of the costs up and beyond the actual meal price (entertainment, dance floor, audio-visual equipment, etc.) A separate event might be held in order to raise funds for the anniversary celebration, or a raffle or silent auction may be held at the anniversary dinner. Negotiation with the food purveyor may be effective in reducing costs. Smaller portions and/or a simpler dessert might be a point of negotiation. Another option for financial assistance is to apply for a grant from the Sons of Norway Foundation.
- Create invitations and a flyer. Mailed invitations are the usual choice for a major anniversary celebration. Flyers may be e-mailed through the Zone Director network to those not receiving formal invitations, to place notice in other lodges’ newsletters, and to place on websites. Mail the formal invitations to all members, charter members whether or not a current member, the District Board members, neighboring lodge secretaries, and others you might deem appropriate. Send the flyer to the Zone Director and to the District 6 Public Relations Officer for inclusion on the D6 website and in the District Newsletter.
- As part of the program, certain dignitaries might be invited to participate in the celebration or to give a proclamation: the mayor or council members (esp. if Scandinavian), State Senate or Assembly person’s representatives (this is part of their job), Norwegian Consul General, a religious leader, and Sons of Norway leadership - District and International.



- Keep the program short & sweet. Ongoing verbal lodge history will put your guests to sleep. Do the obligatory presentation of pins, presentation of Charter members (if applicable), presentation of past presidents, and those photo opportunities expeditiously. Introduce Sons of Norway leadership in the proper order, starting at the top.
- Other program ideas
  - Host a toast to the lodge – member participation at microphone
  - Ongoing slide show presentation of photos
  - Display of newsletters from the 1<sup>st</sup> year
  - Display of lodge photo albums
  - Display of congratulatory cards and letters
  - Video of Lodge Institution (if a relatively new lodge has such)
  - Video of Lodge history or reminiscences

# APPENDIX “L” TO POLICY BOOK

## MANAGEMENT STRUCTURE FOR LANGUAGE & HERITAGE CAMPS

08/27/2023

### Executive Director:

- Hired by the Board, reports to the District Six Vice President
- Responsible for the administrative aspects of running the Language and Heritage Camps:
  - Submits budget to be approved by the District Six Board
  - Authorizes salary and reimbursement payments per approved budget
  - Hires and supervises the Program Director
  - Hires and supervises the non-program staff
    - Cook(s)
    - Nurse(s)
  - Oversees the purchase of food and supplies
  - Assists the Program Director in hiring program staff
  - Deals with all external issues
    - Camp Norge rent
    - Background checks
    - Insurance
  - Camper/student registration and payment of camp fees
- Provide or arrange for local transportation of campers/students traveling to/from Camp Norge via public transportation
- Is an ex officio member of the Language & Heritage Camp Administrative Committee

### Program Director:

- Hired and supervised by the Executive Director
- Hires and supervises program staff
  - Counselors
  - CITs
- Plans and actively oversees the day-to-day activities of the students and campers
- Is an ex officio member of the Language & Heritage Camp Administrative Committee

The Executive Director and Program Director will be in attendance for the duration of the Language and Heritage Camps.

Either the Executive Director or Program Director will always be on-site at Camp Norge or with the campers/students for off-site activities.

# APPENDIX “M” TO POLICY BOOK

## DISTRICT SIX SCHOLARSHIP GUIDELINES (for the scholarship committee) **\*\*Work in Progress to Revise\*\***

1. Applications should state that applicant must be accepted at an accredited post-secondary schooling or training institution or Concordia Language Villages (Skogfjorden) prior to applying for a District scholarship. Contact information for Skogfjorden is 1-800-222-4750 and/or [www.ConcordiaLanguageVillages.org](http://www.ConcordiaLanguageVillages.org).
2. Applicant Eligibility Requirements:
  - a. Applicant must be a youth between the ages of 16 and 23 inclusive, who is a lineal descendent of, or who resides in the same household as, a District Six Sons of Norway member in good standing; or a youth member paying Unge Venner dues.
  - b. Applicant must be 23 years old or younger on April 1 of the application year.
  - c. Applicant must be enrolled in an accredited post-secondary schooling or training institution.
  - d. Applicant must be a full-time undergraduate student.
  - e. Applicant’s schooling or training institution Grade Point Average (GPA) must be 2.50 or higher, based on a letter grade scale of A=4, B=3, C=2, D=1, F=0.
3. Application will include:
  - Application form completed and signed.
  - Official transcript in a sealed envelope from the accredited institution you are attending, presenting work you have completed to date.
  - Two letters of recommendation in sealed envelopes: one from a faculty member of the institution you are attending and the other from a member of your lodge in District Six.
  - A statement of extra-curricular activities in which you participate, verified by documentation.
  - Sons of Norway activities and events in which you have taken part.
  - Essay of not more than 250 words, describing your career goals and how you plan to pursue them.
  - Recent photo (headshot) no smaller than 3 inches wide by 4 inches high.
4. Skogfjorden eligibility requirements and the application form differ from the above requirements.
  - a. Applicant must be a Heritage member or Unge Venner member of District Six.
  - b. Applicant must include information on school, hobbies, and interests; whether the applicant has attended District Six Language and Heritage Camp(s); and why they want to attend Skogfjorden.
5. District Six application forms for post-secondary schooling or training institution scholarships and the Concordia Skogfjorden scholarship should be reviewed for content each year at the Fall District Board Meeting. The Scholarship Committee Chairperson should be notified in advance in order to send suggestions and input to the Board.
6. Scholarship Committee Chairperson is to send a letter with current application requirements and deadlines, and the application form, to all District Six Lodge Presidents and to Lodge Editors for publication in lodge newsletters. This can be done via the District Secretary who will also post it on the District Six website. November or December is the preferred timeframe to distribute this information, but not later than January. Follow-up reminders are recommended.
7. Committee Chairperson is to verify that all applicant’s memberships are in good standing. The Chairperson shall make copies of all applications received and forward to committee members immediately following the deadline. The Committee Chairperson will include a “rating sheet” for the committee members’ use.

8. Committee members will discuss the ranking of applicants and come to a mutual agreement as to the recipient(s) of each scholarship. If there are more applicants than scholarships, the applicants will need to be ranked in case there are any withdrawals. This procedure may take numerous phone calls or e-mails among the committee members.
9. The Committee Chairperson shall send notification, on District letterhead, to each applicant regarding the results of their application. The Chairperson shall inform the District President, Treasurer, and Secretary regarding the Committee's selected scholarship recipients. The Chairperson shall also notify each scholarship recipient's lodge president of the award, so that the recipient may be recognized by their lodge.
10. The District Treasurer shall send a check to the scholarship recipient, payable jointly to the recipient and to their post-secondary schooling, training institution, or Skogfjorden. A certificate signed by the District President will be included with the check.
11. The Committee shall refer to the Scholarship Policy in the District Six Policy Book.

Revised 10/20/16

# APPENDIX “N” TO POLICY BOOK

## EMAIL VOTE GUIDELINES

1. Any vote taken by email, whether passing or failing, must be recorded in the minutes of the next regular meeting of the entity voting.
2. Those eligible to vote via email are exactly those members who would be eligible if the vote were taken in person. For the purpose of email voting, no substitutes are allowed. (Proxies)
3. All information relevant to the issue being voted on must be made available to all those eligible to vote in such a way that both the substance and spirit of open communication and informed voting are observed.
4. For the specific case of voting by the board, the following additional guidelines apply:
  - a. The call for an email vote on an issue must be made by the President or, in the absence of the President, the Vice President or other duly constituted alternate properly acting in place of the President. The President or alternate should submit the vote to the Secretary to be distributed. When replying, do not hit “Reply All.” Send reply directly to the Secretary.
  - b. The call for an email vote shall formally state the motion to be voted on and shall provide a specified clarification period, not less than three calendar days, for voting members to inquire to clarify the motion and propose wording changes.
  - c. Amendments or changes to the motion shall not be allowed after the clarification period.
  - d. At the end of the clarification period, the President or other duly authorized caller of the vote shall call for the motion to initiate the vote. The call for the votes shall specify the exact language of the motion together with the day and time of both start and end of the email voting. Votes will be judged valid only if they are time-stamped by the email system within the voting period.
  - e. The voting period shall not be shorter than three calendar days or longer than five calendar days.
  - f. Non-responses on electronic mail voting shall be counted as vote of abstention.

A motion passes only if it receives explicit yes votes from the fraction of the membership, usually 50%+1, that would be required to pass the motion in person.

Adopted 3/09/13

# APPENDIX “O” TO THE POLICY BOOK

## DISTRICT SIX COMMITTEES

### Campership Committee

1. Committee will be appointed by the District President.
2. Committee responsibilities:
  1. Promote District Six Half-Camperships. Create a simple press release, with application guidelines, to be sent via the District Six Editors distribution list (editors@sofn6.org), the winter prior to camp.
  2. Review applications and determine who will be granted camperships.
  3. Notify the recipient of the award. Contact the camp registrar and the District Six Treasurer with the names of those selected.
  4. Contact any applicants not selected to receive a Half-Campership with a message of regret.
  5. Request a photo of the Half-Campership recipient and submit for inclusion in the District Six Newsletter and/or Viking magazine.
3. Application Guidelines
  1. Lodge Participation: Submit a short description, listing, and/or photos of your participation in your local lodge. Name your local lodge and your parent or grandparent member.
  2. Submit a short paragraph of why you want to attend Camp Trollfjell or Trollfjell Folkehøgskule.
  3. Indicate the number of years of previous Camp attendance and note if you have been accepted as a Counselor in Training for the current camp year.
4. Selection Criteria Guidelines
  1. Applicant must be a member of District Six
  2. 1-5 points will be awarded for lodge participation
  3. 1-5 points will be awarded for an essay
  4. 1 point will be awarded for each year of previous Camp Trollfjell and/or Trollfjell Folkehøgskule attendance, up to 5 points
  5. Applicants who will be attending Trollfjell Folkehøgskule will receive 5 additional points if they have been accepted as a Counselor in Training for the current camp year

Revised Oct. 2018

### **Scholarship Committee**

Committee Chair and members are appointed by the District President.

Committee Responsibilities:

- Write rules and procedures for selection and granting of scholarship monies.
- Promote scholarship availability
- Determine the recipients of the scholarships based on the procedure in Appendix “M”.

### **Language & Heritage Camp Administrative Committee**

Committee Chair and members are appointed by the District President

Committee Responsibilities:

- Advise and support the Camp Director in all matters pertaining to the camp, including but not limited to staff, contracts, programming, and budget.

### **Membership Recruitment and Retention Committee**

District Vice President chairs and appoints committee members.

Committee Responsibilities:

- Monitor the Membership of the District.
- Assess, develop and promote options to facilitate membership recruitment and retention efforts for the District.
- Support all lodges in recruitment and retention efforts.

### **Nominating Committee**

The Nominating Committee consists of a representative from each zone and is elected by the district board. The committee may include district board members and past board members who are not candidates for election.

The nominating committee shall elect the committee chair from the elected members of the committee. Election of the committee will be held no later than June 1<sup>st</sup> of a non-election year.

Committee Responsibilities:

- Identify, review, and submit eligible candidates for the election of the district lodge officers and directors.
- Ensure that candidates for nomination to the district board shall be benefit members and meet all eligibility criteria as set forth by the district lodge.

## **Social Media Support Committee**

Committee chair is appointed by the district president. The committee is appointed by the chair.

Committee responsibilities:

- Provide tutorials to District Six lodges to: create a Facebook group; obtain a domain name; provide web hosting service; install, configure, and maintain a WordPress website.
- Provide a custom WordPress theme for use by District Six lodges.
- Act as webmaster for: District Six website (sofn6.org), District Six Language and Heritage Camp (sofn6.org/arv) and District Six Recreation Center (Camp Norge) (campnorge.org)
- Provide Help Desk support to all District Six lodges and the District Six Board for social media, website assistance, and other technology resources.

## **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.

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.

3/20/2021

## **Foundation Director/Chair**

The district foundation director is appointed by the district president. The foundation director is the liaison between the Headquarters' Foundation Director, the Foundation Board of Governors, the district board, and lodge foundation directors. The district foundation director shall:

- Select a committee of lodge foundation directors, if desired.
- Encourage lodges to have a designated foundation director.
- Communicate with lodge foundation directors and/or presidents about pertinent Foundation information and deadlines.
- Contribute pertinent Foundation information and deadlines to the district newsletter.
- Present pertinent Foundation information and deadlines at district board meetings as necessary.
- Suggest activities/fundraisers to be held at the District Lodge Meeting and Convention and participate or chair if possible.



# APPENDIX “P” TO THE POLICY BOOK

## SONS OF NORWAY POLICY STATEMENT

(year)

- a. No funds or assets of Sons of Norway shall be used for any purpose which would be in violation of any applicable law or regulations.
- b. No contributions shall be made by or on behalf of Sons of Norway to any political candidate, political party, or campaign fund either within or outside of the country.
- c. No funds or assets of Sons of Norway shall be used or applied for personal benefit.
- d. No funds or assets of Sons of Norway shall be established or maintained that are not documented on the books and records of Sons of Norway.
- e. No false, artificial, or misleading entries shall be made in the books and records of Sons of Norway.
- f. No transactions or payments shall be made by or on behalf of Sons of Norway with the intention or understanding that the transaction or payment is other than as described in the official documentation of Sons of Norway.
- g. No officer, member, or agent of Sons of Norway shall request, accept, or offer to give any significant thing of value, the purpose or result of which could be to influence the bona-fide business relationships between Sons of Norway and a supplier, customer, government official, or other such entity.
- h. This Policy Statement is applicable to current Sons of Norway officers and directors.

Officers of Sons of Norway are responsible for the enforcement of the policies set forth in this Policy Statement. Any officer or member of Sons of Norway having any information or knowledge regarding any transaction or activity prohibited by this Policy Statement shall promptly report such to the District Six President. The District Six President may report to the CEO or legal counsel, who may bring such information or knowledge to the attention of the International Board of Directors of Sons of Norway.

I acknowledge that I have read and understand the Policy Statement.

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title or Current Position

\_\_\_\_\_  
Other Current Position

Keeping a copy for yourself, please sign and send this form to: (Insert current District Six President’s name and address)

# APPENDIX “Q” TO THE POLICY BOOK

## LIQUOR LIABILITY PREVENTION PROGRAM GUIDELINE

This Guideline may be modified to correspond to your lodge circumstances and serving preferences. Be aware of your state laws and regulations regarding the selling and/or serving of alcoholic beverages.

- **Serving Practices**

Only lawful sales should be conducted. This means selling only to people who are of legal age and who are not intoxicated. Check IDs unless very certain the person is of age. If in doubt about the condition of a person, err on the side of safety. These concerns also apply if donations are given for alcoholic beverages or if the beverages are self-serve.

- **Provide Alternate Beverages**

Always provide non-alcoholic beverages when serving wine and beer. Soft drinks, punch, juice, water, coffee, and or tea are suggestions. Several beverage choices are preferable. Don't be coercive about drinking wine or beer.

- **Alternate Transportation**

Have someone available who would be able to provide transportation to anyone who might be impaired from drinking alcoholic beverages. Don't let anyone who may be intoxicated drive a vehicle.

- **Recognize Intoxication**

Have people who are involved in the serving of wine and beer be aware of the signs of intoxication. These may include slurred speech, staggered gait, unusually loud voice, and other uncharacteristic traits.

- **Training**

This policy is to be read by all the board members as well as all persons involved in serving alcoholic beverages. Discussion of this policy is required for the awareness and training of servers. Follow state-specific training regulations.

- **Insurance**

Liquor Liability, with a set limit, is provided by the Master Lodge Insurance program. If excess liability is needed over and above the limit on the master policy, individual lodges will be responsible for their own defense and/or settlement amounts. In addition, punitive damages may or may not be covered by Liquor Liability Insurance. Each State has their own set of laws governing punitive damages.

Adopted by \_\_\_\_\_ Lodge #6- \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

## APPENDIX “R” TO THE POLICY BOOK

### GUIDELINES FOR THE DISTRICT LODGE MEETING COMMITTEES

1. The District President appoints the District Lodge Meeting Committees, including appointing the chairpersons. Also, the District President will:
  - a. Determine the number of committees needed.
  - b. Determine the number of persons on the committees. No Zone will have more than one (1) person on a specific committee.
  - c. Assign the resolutions and various reports to the different committees as deemed appropriate.
  - d. May assign combined committees, based on the number of resolutions submitted.
2. A Law/Resolutions Committee shall examine all proposed amendments to the District Bylaws and to the *Charter and Constitutions*. Specifically, the Law Committee shall:
  - a. Research existing District Bylaws and the *Charter and Constitutions* to determine the appropriateness of the proposed law change(s) as well as how the change(s) might affect other existing laws;
  - b. Determine if a proposed law change has a financial impact and consult with the Finance Committee, if needed;
  - c. Draft a series of statements or recommendations in support of or in opposition to a law-change resolution; and
  - d. The committee may propose additional resolutions.
3. A Finance Committee will review all financial reports for the District and Camp Norge, including the audits. Specifically, the Finance Committee:
  - a. May make recommendations for compensation to District officers;
  - b. Shall analyze costs for delegates to attend the International Convention and recommend a stipend for the International delegates, based on the financial condition of the District;
  - c. Draft a series of commendations or recommendations to the treasurer and committees preparing the financial reports.
4. A Reports Committee will review the various officer and committee reports that are not specifically finance related. Also, a Reports Committee may:
  - a. Draft a series of commendations or recommendations to the officers or committees preparing the various reports;
  - b. Draft the Thank-you Resolution to be presented near the end of the District Lodge Meeting.
5. The committee chairperson shall assign work to each committee member.
6. The chairperson is encouraged to hold one or more teleconferences with their committee prior to the convention.
7. A committee may consult with Headquarters or the International Director if issues pertain to Headquarters’ operations regarding local lodge or district information and operations.
8. Immediately prior to the start of the District Lodge Meeting, the committees will meet at the Convention site to:
  - a. Continue their work;
  - b. Meet with District Board of Directors for consultation on matters assigned to the committees;

- c. Review recommendations with the intent of coming up with a unanimous or majority decision for their recommendations.
9. When called upon by the District President during a general session, a committee will report its recommendations, along with supporting statements, to the delegate assembly.
10. The Committee may recommend other actions during the course of the District Lodge Meeting:
  - a. Postpone the consideration of the change indefinitely
  - b. Postpone to a specific time
  - c. Amend the item as follows . . .
  - d. Substitute the following with . . .
11. From time-to-time during the District Lodge Meeting, a committee may need to hold special meetings to contend with further research or consultation, to consider an emergency proposed law change, or other tasks assigned by the District President.
12. Committee members should bring the following reference materials with them to the Convention:
  - a. Sons of Norway Charter and Constitutions (current edition)
  - b. District Bylaws, Policy and Appendices
  - c. Robert's Rules of Order: newly Revised (current edition)
  - d. The District Biennial Report Book

# APPENDIX “S” TO THE POLICY BOOK

## GUIDELINES FOR ONLINE, WEB-BASED VOTING FOR DISTRICT LODGE REFERENDA

Introduction: Due to the Covid-19 Pandemic in 2020, the district and International Lodge meetings were postponed until 2022. The districts desired a means to conduct some business in the interim, not wanting to wait four years from the prior district lodge meetings to conduct business. The International Board, through a referendum to the International delegates, approved electronic or internet-based voting to conduct important business in between district lodge meetings. This referenda policy is available between usual biennial district lodge meetings going forward as a result of the unusual circumstances in 2020.

Description: A District Six web page has been created to simulate the process of voting that takes place at the biennial District Six Lodge Meeting and Convention. The voting requires selection of the delegate’s membership number. The District Secretary and the Webmaster will coordinate to determine and enter each delegate’s membership number into the voting website. Each membership number can only be used once per resolution referendum. A webpage for comments on the resolution will allow discussion that attempts to simulate the in-person discussion at a District Six Lodge Meeting. A password will be provided to all delegates for this comment page.

### Rules:

1. The District Six Board will determine which resolutions are to be brought forth as an electronic or web-based vote.
2. The District Six president shall determine time frames for comments and voting. Communication for voting may be repeated as a reminder and/or to establish a quorum.
3. A delegate’s Sons of Norway membership number is required to cast a vote.
4. The referendum shall be binding provided that a quorum (a majority) of the District Lodge members (delegates) casts a vote. (bylaws article XII)
5. It takes two-thirds approval of votes cast by District Lodge members (delegates) to change district bylaws. (bylaws article XII)
6. It takes a majority approval of votes cast by District Lodge members (delegates) to change a district policy - if the board desires such policy change to be presented to the delegates. (bylaws article XII)
7. Comments on the proposed resolution may be made in support, or to explain opposition, or to ask for clarification, or to make a motion to amend or correct.
8. Keep any comments brief and to the point. Comments are not required and should be kept to a minimum.