



Local Lodge Bylaws

Procedures for Submitting Local Lodge Bylaws for Approval

1. Local Lodges must use the attached bylaw template. Should a lodge wish to include items not specifically referenced in the template, those additional items should be added after Article VIII of the template form.
2. Please reference **Chapter 28, sections 28.4 and 28.5** of the Sons of Norway Policies & Procedures on the Sons of Norway website for procedures and requirements for Local Lodge bylaws. Please keep in mind that **Section 28.5.2** provides that Local Lodge bylaws should be few and limited to such matters as have not already been covered by the Sons of Norway Charter, Bylaws, Policies and Procedures (CBPP).
3. Local Lodge bylaws must be approved by a two-thirds majority vote of the lodge members present at a lodge meeting provided that such bylaw changes were **presented in writing and read at the prior meeting of the lodge.**
4. Upon proper approval by the Local Lodge, the bylaws must be submitted to Lonna Hanson (LHanson@sofn.com) at Sons of Norway headquarters for approval by the CEO and Legal Counsel.
5. **A copy of the lodge meeting minutes whereby the approval of the bylaws is referenced** must accompany the properly executed bylaw template. If the above requirements are not met, the bylaws will not be approved and will be returned to the Local Lodge.
6. The proposed bylaws are not effective until approved by the CEO and Legal Counsel. Lodges will be notified within 30 days of such approval.



Local Lodge Bylaws

Article I

1. The name of this lodge shall be: _____, No. _____, Sons of Norway.

City State/Province District

2. Regular meetings shall be held at such time and place as the lodge itself shall determine. Special meetings may be called in accordance with the Charter, Bylaws, Policy and Procedures (CBPP) of Sons of Norway.

Article II

Membership, Qualifications and Privileges

1. To become a member of Sons of Norway, the applicant must possess requirements outlined in the CBPP. Membership in the lodge is effective immediately upon ONE of the following (check one):
- payment of dues; or
 - affirmative vote of the Lodge.
2. The membership shall consist of financial benefit members and social or non-benefit members either of whom may be Life, Golden, Family, Juvenile, Heritage, Unge Venner or Honorary members in accordance with the CBPP.
3. Life membership shall be extended to all members who were 65 years of age or older, and who had been members in good standing in the Society for 30 years or more by Jan. 1, 1999. Years of membership need not be consecutive. Life membership shall be extended to any member who has served as President/Chair of the International Board of Directors (IBOD).
4. Golden membership shall be extended to all members who attained 65 years of age after Jan. 1, 1999, and who have been members in good standing in the Society for 30 years or more. Years of membership need not be consecutive.
5. In all respects, Life or Golden members shall enjoy all rights and benefits they previously held in the lodge as full dues paying members. Those transferring to another Local Lodge shall maintain their Life or Golden membership status.
6. All members shall enjoy equal privileges, except that only financial benefit members shall have the right to vote on matters concerning financial benefits.
7. Affiliate Membership. Members possessing a current membership card of a different lodge may petition for affiliate membership. Affiliate members may not vote within the lodge for, or become, District convention delegates from this lodge and are not counted in the member totals for determining representation.



***Article III
Fees and Dues***

1. The IBOD sets the dues rate for all lodges in the order. All lodges are subject to an identical dues structure within their respective countries. A member's dues will be divided into three parts – one part to International, one part to the District, and one part to the Local Lodge. Only a vote by the IBOD can change the dues amount.

The IBOD sets the dues rate in the local currency (US or Canadian dollars or Norwegian Kroner). Sons of Norway headquarters will not adjust dues based on the exchange rate. Dues paid by credit card from a non-US bank may be subject to an exchange rate and/or servicing fee set by the bank and/or credit card processor.

2. In the unlikely event that a Local Lodge does not need its share of the dues collected, it is allowed to refund the local dues income to its paying members.
3. Life members are exempt from all dues – International, District, and Local.
4. Members of United States lodges who achieved Golden status before January 1, 2018 pay 50 percent of International dues and 100 percent of District dues. U.S. members who achieved Golden status after December 31, 2017 will not receive a discounted dues rate.
5. Members of Canadian and Norwegian lodges who achieved Golden status before January 1, 2020 pay 50 percent of International dues and 100 percent of District dues. Canadian and Norwegian members who achieved Golden status after December 31, 2019 will not receive a discounted dues rate.
6. Affiliate members. In addition to their primary lodge, some members may wish to join another Local Lodge. Such membership is considered an affiliate membership. For each additional lodge joined, the affiliate member will be charged only the Local Lodge portion of dues.
7. Members of U.S. Lodges will have the option to pay their dues by automatic monthly withdrawal from their U.S. bank account.
8. No fee shall be charged to issue a transfer card or to transfer membership.
9. Heritage members (under age 16) will be exempt from dues.

***Article IV
Good Standing***

1. A member who is in arrears 120 days in the payment of dues shall not be eligible for any benefits of the lodge and will be subject to suspension in accordance with the procedures set forth in the CBPP.
2. A member who pays all back dues will be reinstated effective with their original date of membership.



**Article V
Lodge Funds**

1. Appropriations to defray the operational expenses of the lodge require only a simple majority vote for adoption. Other appropriations from the lodge funds require a two-thirds majority of votes cast for adoption.
2. The lodge can maintain one or more funds. The general fund will be used to defray the operational expenses of the lodge.
3. The financial officers of the lodge are covered by a blanket position bond, as provided in the CBPP, with a deductible for each claim. A surety bond is maintained by International Headquarters, in accordance with the CBPP.
4. The Local Lodge elects (choose one)
 - a. to retain the positions of Financial Secretary and Treasurer with duties as described in the relevant sections of the CBPP of Sons of Norway,
– OR –
 - b. to have a Membership Secretary and a Treasurer with duties as described in the relevant sections of the CBPP of Sons of Norway.
– OR –
 - c. to institute safe cash handling procedures with a minimum of two persons, in tandem, one of whom must be a lodge officer, verifying all cash transactions.
5. The lodge shall participate in the mandatory liability insurance for District and Local Lodges as secured by the International Headquarters. This insurance does not cover lodge-owned real estate or buildings, or liquor liability claims.

**Article VI
Compliance**

1. The lodge must operate in full compliance with all governmental laws, regulations and applicable requirements and maintain in force all licenses, permits and approvals required for its operation.
2. The lodge must operate in full compliance with all laws, regulations and applicable requirements as outlined in the latest edition of the CBPP of Sons of Norway, and as otherwise communicated to the lodge by the International Headquarters of Sons of Norway. These include, but are not limited to, the timely annual filing of IRS 990 forms, the D63 and D17 reports for lodges, the D64 and D18 reports for building corporations, if applicable, and the timely payment of the Local Lodge liability insurance assessment.



Article VII

Dissolution and Distribution of Assets

1. Dissolution, either voluntary or involuntary, shall be made only in accordance with the procedures as set forth in the Sons of Norway CBPP.
2. In the event of dissolution of the lodge corporation(s), both lodge and building association, if applicable, it is *recommended* that the corporation's remaining assets shall be distributed to the Sons of Norway Foundation [a 501(c)(3) organization] or the Sons of Norway Foundation in Canada [a charitable corporation in Canada], if in existence when the distribution occurs or, if not, to a similarly designated and purposed entity or entities within the country in which the lodge is organized.
3. Upon dissolution of the lodge, lodge assets may not be transferred to individual members for personal benefit.
4. The plan to distribute lodge assets must be approved in advance by Sons of Norway Headquarters. However, Headquarters shall not oppose any plan of distribution that complies with relevant state and federal laws and regulations.

Article VIII

Changes in and Approval of Bylaws

1. These bylaws may be repealed or amended by a two-thirds majority vote of the members present and voting, provided that such bylaw changes were presented in writing and read at the prior meeting of the lodge.
2. These bylaws, and any changes thereto, will become effective upon approval by the International Headquarters.
3. The bylaws of this lodge are subject to the terms and conditions contained in the CBPP of the Sons of Norway.

Article IX

Miscellaneous

(Items not specifically referenced in the template should be appended here.)



Date Adopted: _____ day of _____, 20____.

Members of Bylaw Committee:

Signed: _____
Lodge President

Signed: _____
Lodge Secretary

Sons of Norway

These bylaws approved on: _____ day of _____, 20____.

By: _____
Chief Executive Officer

By: _____
Legal Counsel