

**\*\*\*Note – Appendices are a work in progress for 2024.  
Yellow policy highlights indicate future revisions.  
Table of Contents regarding the appendices (Roman numerals) may not be accurate at this time.**

**- District Secretary**



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

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

## **DISTRICT SIX ZONES**

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

### Zone 1 Six lodges

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

### Zone 2 Seven lodges

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

### Zone 3 Six lodges

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

### Zone 5 Seven lodges

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

### Zone 6 Five lodges

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

### Zone 7 Five lodges

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

### Zone 8 Seven lodges

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

01/15/24

## **DISTRICT SIX POLICY BOOK**

The vice president will have the responsibility of keeping the Policy Book updated. Changes or revisions to the Policy Book may occur upon a 2/3 vote by either the board or at the District Lodge meeting. Bylaw changes shall be decided by vote of the District Lodge per Article XVI.

01/15/24

The District Policy Book will be available on the district website. This will be noted in the biennial report book so those who wish to do so may print the documents prior to the convention. All lodge secretaries will be notified of updates by the district vice president.

10/01/16

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

- A. Guidelines for District Communication Awards
- B. Folk Art Exhibition/Competition Entry Rules
- C. Folk Art Exhibition Entry Form and Waiver
- D. Guidelines for Olaf award for Electronic Programs
- E. Convention Guidelines for Hosting Lodges
- F. Lodges of the Year
- G. District Convention Sites
- H. History of District Six
- I. History of District Six Recreation Center
- J. Duties of District Officers and Directors
- K. Lodge Anniversary Celebration Suggestions
- L. Management Structure for Language and Heritage Camps

- M. Scholarship and Campership Guidelines for Scholarship Committee
- N. Email Vote Guidelines
- O. District Committees
- P. Policy Statement for Board Members
- Q. Liquor Liability Prevention Program Guideline
- R. Guidelines for Convention Committees
- S. Web-based voting for District Lodge (delegates) referenda

01/15/24

## **BOARD JURISDICTION**

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

03/10/01

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

08/27/23

## **DIRECTORS OF THE BOARD**

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

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

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

08/27/23

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

02/26/54

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

08/27/23

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

08/27/23

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

08/27/23

All members of the District Board will receive an officer's pin.

02/29/64

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

06/26/54

## **RULES OF BOARD MEETINGS**

1. Members will obtain the floor while seated by the show of a hand.
2. Debate on a motion will be limited to two minutes per member. The chair will grant another three minutes if so requested by a member.
3. No member will speak twice on an issue until all other members so desiring have had a chance to speak once.
4. It is suggested that members only speak on matters or issues of particular interest to them.
5. Informal discussion on a subject is permitted while no motion is pending.
6. All proposed actions by the Board must be put to vote according to Sons of Norway customs and *Robert's Rules of Order* (Latest Revised Version)
7. The Chair need not rise while putting questions to vote or speaking on an issue. The chair can make motions and vote on all questions.
8. Changes to the District Policies or Appendices require a 2/3 vote.
9. These "Rules of Board Meetings" supersedes *Robert's Rules of Order*, Newly Revised, "Procedures in Small Boards."  
01/15/24

## **EXECUTIVE COMMITTEE**

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

06/04/23

## **PAST DISTRICT PRESIDENT PLAQUE**

A plaque will be issued to all district presidents upon completion of their term(s).

10/25/97

## **FINANCIAL PROCEDURES**

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

01/15/24

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

08/27/23

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

08/27/23

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

10/17/09

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

09/23/89

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

08/27/23

## **REIMBURSEMENT OF EXPENSES & COMPENSATION**

All reimbursement requests must have receipts accompanying the expense report to be submitted to the district treasurer within sixty days of the expenditure. Any time period beyond this shall be considered a donation to District Six. If there is a protest regarding reimbursement, the district executive committee, by majority vote, shall be the arbitrator.

### **Travel and Mileage**

Travel reimbursement for any board member representing the district shall be compensated for by one of the following two methods:

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

01/15/24

### **Overnight Accommodations**

- A) Hotel or other corporate accommodations shall be based on actual cost, including lodging taxes, to a maximum of \$140.00 for the in-person meetings of the board.
- B) Hotel accommodations for other specially designated events shall be limited to \$140.00 per night.
- C) Hotel accommodations for directors who are traveling on official district business shall be reimbursed to a limit of \$140.00 (including taxes and fees) per night, when return travel the same day is considered unsafe or uneconomical, and travel must be more than 100 miles one-way. More than one night lodging requires approval of the district president.
- D) Hotel expenses during convention, including the board meeting prior to the convention, shall be paid directly by the district.

01/15/24

### **Meals**

- A) Allowance for meals at required in-person meetings shall be reimbursed to a maximum of \$70.00 per day, including tax. For less than a full day, reimbursement shall be limited in total to \$15.00 for breakfast, \$20.00 for lunch and \$35.00 for dinner. Meals during travel time are excluded.
- B) Required meetings of other than two days shall be reimbursed by the by the above amounts.
- C) Allowance for special occasions shall be approved by the district president prior to the Event, with reimbursement at the above rates.
- D) The president or the president's representative to special lodge functions, such as major anniversaries, shall be reimbursed for the actual cost of the meal. There shall be only one official representative.

03/17/24

### **Budgets, Supplies, and Reimbursements**

Office supplies, postage, printing, etc. shall be reimbursed as stated in the approved budget for each director. Items not stated in the budget require reimbursement approval from the president and treasurer. The calendar year shall be January 1 to December 31 of each year with the exception of zone directors, whose stated term is from the June election to the next election in order to apply to the rules of performing the duties of that office, i.e. number of visits per year, etc.

01/15/24

### **Special Designations**

- A) Zone directors are entitled to roundtrip travel compensation for any Installation of Officers ceremony performed by the director within their own zone and up to two visits each year of their elected term to each of their zone lodges, with the exception of their own lodge.

Reimbursement requirements are the same as listed above. This is to fulfil their job description, item #3. Other board members may similarly be entitled to travel compensation for performing the Installation of Officers ceremony.

- B) Mileage will be paid to any board member invited to, or participating in, a zone seminar.
- C) The president shall be compensated for expenses to the District President Council Meetings in Minneapolis not provided by Headquarters. Upon a written invitation, the president shall be compensated for attending local lodges at the above rates. It is at the president's discretion to request another board member to attend a particular lodge or event, in lieu of the president, and be similarly reimbursed.

01/15/24

### **Convention Packets**

The district shall pay for the cost of convention packets to District Lodge Meetings for its officers and directors.

### **Committee Reimbursements-District Lodge**

Members of any committee that are assembled prior to the District Lodge Meeting, and at the direction of the district president, will receive reimbursement as approved by the district board.

06/13/68

### **REMUNERATION TO DISTRICT EXECUTIVE OFFICERS:**

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

6/2016

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

6/2016

### **DISTRICT DIRECTORY & RESOURCE**

At the beginning of each year, the district secretary shall compile and publish information for a district directory & resource to be sent electronically to two officers of each lodge; district board members; Sons of Norway insurance professionals; and Recreation Center board, committee, and club members as appropriate. Printed directories may be ordered by lodges for a price determined by the district board of directors. Complimentary printed directories shall be sent to any district board member, committee member, or Sons of Norway insurance professional upon request.

The directory section shall include lodge name and number, meeting day and time, meeting-place name and address, and any website URL. These lodge officers shall be listed with contact information: president, vice-president, secretary, treasurer, financial and/or membership secretary, editor, social director, and cultural director. Other officers may be listed.

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

6/6/20

### **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.

6/6/20

## **FRATERNAL FUNDS**

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

01/15/24

## **MEMBER SEMINARS**

Seminars should address any or all of the following:

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

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

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

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

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

06/04/23

## **KRETSSTEVNER**

The district board encourages regional or local Kretsstevne among the District Six lodges to benefit the Recreation Center and to cultivate an atmosphere of fraternal benefit.

The time limit for the district treasurer to receive the financial report of the Kretsstevner shall be

no later than two months after said district function(s). Zone directors, who reside within a Kretsstevne area, shall coordinate or participate in the annual Kretsstevne events. 01/15/24

## **BARNELOPENE**

District Six Barneløpene, non-competitive cross country ski races for children ages through age sixteen, will be sponsored each winter in Zone 8, the Colorado Rockies. Other zones may apply for a share of Fraternal Funds for this type of children's' race. 01/15/24

The district zone 8 director and event coordinators appointed by the Director shall be responsible for this family event that is funded by District Six and hosted by the Colorado lodges of Sons of Norway. Ski orienteering may be scheduled on the same day. Funding shall include the purchase of medallions and other expenses, but not to exceed \$1,500 without district board approval. 10/06/08

## **LANGUAGE & HERITAGE CAMPS - Camp Trollfjell and Trollfjell Folkehøgskule**

Annual Language & Heritage Camps shall be developed and held at Camp Norge each summer for the purpose of teaching Norwegian language and heritage to the youth of District Six. Responsibility for the camp and its operation are assigned by the District Six Board of Directors. The camp has two sessions: Camp Trollfjell for youth 8-13 and Trollfjell Folkehøgskule ages 14-17. 04/22/17

The District Six Board of Directors shall be responsible for this camp and through the Language & Heritage Camp Administrative Committee shall negotiate a rental fee from the District Six Recreation Center Board. Trollfjell Folkehøgskule is traditionally held for a two-week session preceding Camp Trollfjell. Camp Trollfjell is traditionally held for a two-week session beginning the first Sunday after the 4<sup>th</sup> of July holiday and concluding on a Saturday. If there are enough campers and staff to warrant it, a second session may be held. During Camp Trollfjell, Camp Norge is closed to anyone not involved in the operation of this Youth Camp. Camp Norge may be open to other uses during Trollfjell Folkehøgskule. 01/15/24

The District Six Board will appoint a Language and Heritage Camp director, if possible, by the fall district board meeting, but no later than January 15 of each year. 01/15/24

All physical property necessary to operate and maintain the camp shall belong to District Six. Any permanent items of value greater than \$500, desired to be purchased for the enhancement of the Language and Heritage Camps, shall be approved by the District Board of Directors prior to purchase. 01/15/24

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

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

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

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

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

08/27/23

## **DISTRICT SIX CAMPERSHIPS**

District Six offers 50% cost of tuition camperships to Camp Folkehøgskule and 50% cost of tuition camperships to Camp Trollfjell for members in good standing. The administration of the camperships will be through the District Six Campership Committee.

01/15/24

## **DISTRICT SIX SCHOLARSHIPS**

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

In spring each year, the Foundation will inform the District Six Board of the amount available for scholarships. The District Board will determine the amount and number of scholarships to be awarded the following year.

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

District Six will also offer one \$1,000 scholarship to Concordia Language Villages at Bemidji, Minnesota (Skogfjorden) for District Six members in good standing. The Skogfjorden Scholarship will be administered by the District Six Scholarship Committee. The Concordia Language Villages scholarship will be funded from District Six funds, and the check will be processed by the district treasurer.

01/15/24

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

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

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

Acknowledgements to come from the Sons of Norway Foundation.

4/18/20

## **NINA DRAXTEN SCHOLARSHIP FUND**

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

06/04/23

## **MEMORIALS TO CAMP NORGE**

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

10/06/07

## **SONS OF NORWAY FOUNDATION**

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

08/27/23

## **NEW LODGES INSTITUTION PROCEDURE**

The Charter and Bylaws requires a minimum of twenty-five members before a lodge can be instituted. The district president shall be formally invited to perform the institution ceremony. The district will provide the podium flags for new lodges.

01/15/24

## **SOCIAL MEDIA POLICY**

All members are expected to protect the reputation of Sons of Norway and any of its lodges, districts, sub-organizations, and events on any Sons of Norway related social media posts. Respect and professionalism on social media include:

- Accuracy and Honesty – Avoid sharing false or misleading information. Clearly distinguish between personal opinions and official statements from the organization.
- Confidentiality – Refrain from sharing personal or sensitive information without explicit consent.
- Intellectual Property – Give proper credit to content creators in shared posts. Do not post copyrighted material, trademarks, or intellectual property of others without permission.
- Personal Responsibility – Do not engage in any form of harassment, bullying, discrimination, or offensive language.

Official Sons of Norway district social media accounts should be managed by authorized individuals and monitored regularly to ensure professionalism and alignment with Sons of Norway's objectives, values, and mission. For a more extensive policy, see sample Social Media Policy by Headquarters.

11/05/23

## **PROCEDURE FOR MERGER OR DISBANDMENT OF LODGES**

See Headquarters' merger or disbandment guidelines.

01/15/24

## **RECREATION CENTER, CAMP NORGE**

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

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

## **CENTRAL LODGE MEETING 6-000 AND 6-999**

Members of District Six Central Lodge(s) are entitled to representation at the District Lodge Meeting and Convention. The district board will provide time and log-in of a virtual meeting for nomination and election of such delegates each convention year. Such meeting could coincide with an online board meeting in order to have a quorum. District Six bylaws provide for two delegates for the lodge and one for every fifty members or major fraction thereof, based on the year-end membership report prior to the election. 01/15/24

## **DISTRICT LODGE MEETING**

The district does not provide funds for local lodge delegates' travel expenses nor delegate packages. 08/27/23

## **BIENNIAL REPORT BOOK**

Officers' reports shall be consolidated into one report to be made by the president for the biennial report book for the District Six Lodge Meeting unless additional reports are approved or requested by the president. The district secretary shall compile the reports, information, and resolutions for the biennial report book as per the bylaws. 01/15/24

## **RESOLUTIONS**

Any lodge may submit a resolution for consideration for the District Lodge Meeting that has been approved at a lodge meeting and signed by the lodge president and secretary. 11/05/23

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

All resolutions must be received by the district secretary no later than March 31<sup>st</sup> of the convention year. 01/15/24

## **ORDER OF BUSINESS GUIDELINE**

Opening Ceremony  
President's Overview of Past Biennium  
Introductions  
Keynote Speaker  
Call to Order  
Assignment of Marshals and Greeters  
Roll Call

Opening Forum  
Review Rules of District Lodge Meeting  
Introduce Candidates  
Introduce Teller Committee.  
Approval of Reports - Resolution and Law committee  
Financial Reports – Finance Committee  
Recreation Center Meeting  
Resolutions  
Awards  
Guest Speaker  
Next District Lodge Meeting/Convention  
Election of Officers/Caucus for Zone directors/Election of International Director  
For the Good of the Order  
Installation of Officers

01/15/24

## **RULES OF DISTRICT LODGE MEETING**

1. All resolutions with a substitute or an amendment of three words or more shall be submitted in writing to the Secretary for computerized editing. The computer display of amendments and/or substitute resolutions will be deemed adequate for discussion and possible further changing.
2. There will be no matters placed before the District Lodge that were not filed, in a timely fashion, with the district secretary.
3. Delegates who wish to speak must go to the nearest microphone, hold up their paddle facing the dais, and wait to be recognized. No delegate will speak twice on an issue until all other delegates so desiring have an opportunity to speak once.
4. It is suggested that delegates not speak on a matter if they agree with the committee recommendation, but only if they oppose the recommendation.
5. Election procedures are stated in the district bylaws. No ballots will be accepted unless submitted in numbers and colors called for by the presiding officer.
6. Debate on a motion will be limited to two minutes per person.
7. If the “Previous Question” is moved and carried, members who are in line at the microphone at the time the motion is made will be permitted to speak.
8. Distribution of campaign material for those running for a seat on the Recreation Center Board of Directors is the first day of the District Lodge Meeting, after the opening ceremonies and before the lodge meeting convenes or reconvenes.
9. The president, vice president, secretary, treasurer, public relations officer, cultural director, international director and alternate international director are elected at large. Ballots shall be used where there are two or more candidates; otherwise, the election will be by acclamation.
10. The Nominating Committee will introduce the vetted candidates for district officer and director positions and the international director position. Candidates’ applications will be available on the district website in a password protected location prior to the convention. The zone directors will each have a hard copy of the candidates’ applications that will be available for review during the District Lodge Meeting and Convention.
11. Final seating of delegates will take place after opening ceremony and initial keynote speaker(s). The Nominating Committee will present their slate of candidates after call to order.
12. The use of cell phones within the convention hall during sessions of the District Lodge Meeting is prohibited. All such devices should be turned off. Anyone possessing a cell phone that rings will be asked to contribute \$10.00 to the District Six Recreation Center (Camp Norge), payable to the district treasurer during the break.

13. Delegates seen texting will also be asked to contribute to Camp Norge. If you need to take care of business or personal issues, please wait until a break to call or text.
14. The district board is authorized to correct and approve all District Lodge Meeting minutes.
15. Election of zone directors: An impartial delegate, appointed by the district president, will be in charge during the caucus for election of a zone director. The ballots, if used in the case of multiple candidates, will be returned to the district secretary in a sealed envelope for destruction.
16. Alternate delegates to the District Lodge Meeting are to be provided with the biennial report book by the delegate they are replacing.
17. The Rules of the Convention shall be printed in the *Biennial Report Book* distributed to each delegate.

01/15/24

### **APPOINTIVE OFFICERS – DISTRICT LODGE MEETING**

The district vice president will appoint the following officers for the District Lodge meeting: marshal, assistant marshal, and two greeters. The president will appoint a parliamentarian and a musician prior to the District Lodge meeting. The district secretary has regalia for each appointive officer which is to be brought to each convention.

10/01/16

### **APPOINTIVE COMMITTEES – DISTRICT LODGE MEETING**

The Resolutions and Bylaw Committee, Finance Committee, or “Super Committee” (at the discretion of the district president) shall meet prior to the convention via video meetings or conference calls and complete their work with a short meeting onsite. The district secretary and district treasurer will provide resource expertise during these meetings as needed.

11/05/23

### **COMMUNICATIONS AWARDS**

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

10/19/19

### **LODGE ACHIEVEMENT FORM AWARDS**

Lodge of the Year (LOY) awards are based on the review of Lodge Achievement Forms submitted on time. Winner receives a certificate and a monetary award and the opportunity to compete for Sons of Norway International Lodge of the Year. The amount of the award will be determined by the district board.

11/05/23

Categories are large lodge, small lodge, and family lodge. For each year the average membership number of all District lodges will be calculated. Lodges with membership below that number will be termed small lodges and lodges with membership above that number will be large lodges. Appendix F is a list of past winners.

11/05/23

## **OPEN FORUM-DISTRICT LODGE MEETING**

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

06/19/82

## **A CONVENTION SITE**

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

04/2/11

## **CONVENTION FUNDS**

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

06/04/23