

DISTRICT LODGE No. 3

SONS OF NORWAY

2010-2012



BYLAWS

AND

EXPLANATION OF

THE CHARITABLE TRUST

AND

THE LAND OF THE VIKINGS (LOV)

SONS OF NORWAY DISTRICT LODGE No. 3 2010 - 2012

AUTHORITY

By the authority of the Constitution of District Lodges, District Lodge No. 3 has enacted these Bylaws. They pertain to the operations of the District and do not conflict in any way with the Sons of Norway Constitution.

As authorized by the 48th District Convention of June 1984, the Bylaws were updated and revised into a simple and consistent form by a committee (George Gilbertson, Chairman, Leif Aschim, and Frank Monnick) and approved by the 49th District Convention in June 1986 and by the International Board in August 1986.

This edition contains all amendments adopted by the District Lodge at its meetings held through 2010 and approved at Sons of Norway Headquarters by the International Board.

Ralph Peterson, President
Marci Larson, Secretary

June 2010

INTRODUCTION TO THE BYLAWS

DISTRICT LODGE No. 3 SONS OF NORWAY

Sons of Norway is a Fraternal Benefit Society, consisting of an International Lodge, District Lodges and Local Lodges.

*The **INTERNATIONAL LODGE**, consisting of the Officers, Directors and Delegates elected by District Lodges, is the supreme legislative, executive and judicial body of the Society. In general, it has the power and authority to do and perform all acts necessary to carry out the objective and purposes of the organization.*

***DISTRICT LODGES** are comprised of the Officers, Directors and Delegates elected by Local Lodges in each District. Districts promote the interests of the Society within their boundaries to assist and cooperate with the International Lodge and its Officers in their work, both with relation to fraternal activities and organizational work.*

***LOCAL LODGES** function at the “member level”, electing their own Officers and electing Delegates to the District Lodge meetings (Convention). They have no other authority than that delegated to them by the International Lodge.*

***THE SONS OF NORWAY CHARTER, CONSTITUTIONS and PROCEDURES** contains the principles and laws under which the International Lodge, District Lodges and Local Lodges are governed. It is established by the International Lodge, which alone has the power to modify it.*

***DISTRICT BYLAWS** supplement the District section of the Sons of Norway Constitution and contain the rules and regulations applicable to the District Lodges and their Local Lodges. Each District is self-governing, subject to the authority of the International Lodge and the Charter, Constitutions and Procedures.*

BYLAWS
DISTRICT LODGE No. 3
SONS OF NORWAY

ARTICLE I
NAME AND TERRITORY

The name of this District Lodge shall be "District Lodge No. 3, Sons of Norway".

The territory of this District shall include the District of Columbia and the states of Connecticut, Delaware, Florida, Georgia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia and the Provinces of Nova Scotia, Ontario and Quebec, Canada.

ARTICLE II
ORGANIZATION AND AUTHORITY

1. The District Lodge shall consist of its elected Officers, Zone Directors, Representatives (Delegates) from the Local Lodges, and the International Lodge Officers and Directors who are members of Local Lodges within the District.
2. The District Lodge shall promote the interests of the Society within the District, and shall cooperate with and assist the International Lodge and its officers in its fraternal and organizational work.
3. Subject to the approval of the International Lodge or the International Board of Directors (International Board) in its behalf, the District shall:
 - a. Be empowered to adopt the laws, regulations and rules deemed necessary for its administration;
 - b. Be authorized to establish new Local Lodges within the District;
 - c. Have primary authority over issues and matters relating to the District's Local Lodges and its members, provided such authority is not expressly reserved for Local Lodges;
 - d. Decide on appeals from Local Lodges or their members.

ARTICLE III
DISTRICT LODGE MEETING (CONVENTION) AND
REPRESENTATIVES (DELEGATES)

1. The District Lodge shall hold a regular District Lodge meeting (Convention) once every two years. The date and place shall be determined by the District Lodge, except that if changes become necessary the new date and place shall be determined by the District Board of Directors (District Board). Special meetings of the District Lodge, including resolutions of the District Board directing the conduct of a referendum of the District Lodge by mail, shall be called and conducted as provided in Paragraph 3.2.4/3.2.5 of the Sons of Norway Charter, Constitutions and Procedures. (6/06)

2. A Local Lodge, a group of Local Lodges, a Zone or the District Board may bid for and sponsor a regular District Lodge meeting (Convention), with the final selection of the District Lodge meeting (Convention) site by a vote of the convention from all the bids presented. The District Board should utilize an appropriate college campus or similar off-season facility as a convention site provided such a facility is both desirable and cost effective. The District President should appoint a Standing District Lodge meeting (Convention) Committee and authorize it to develop and practically compete for a sponsor and host the District Lodge meeting (Convention).
3. Within six (6) months after the close of a regular District Lodge meeting (Convention), the sponsor(s) shall file with the District Treasurer a detailed financial statement of its receipts and expenditures. This statement shall be included in the Minutes of the District Board meeting (Convention) and shall be published in the Reports Book for the following District Lodge meeting (Convention). A Local Lodge may request a copy from the District Treasurer.
4. Each Local Lodge shall be entitled to elect two Delegates for the Lodge, plus an additional Delegate for each 100 members or major fraction thereof, based on the last Annual Report before the election takes place. Each Local Lodge may elect an equal or greater number of Alternates (paragraph 4.7.1). All persons who have been members of the Order for at least three months shall be eligible for election as Delegates or Alternates.
5. The election of Delegates and Alternates, the election report, and issuing credentials shall be in accordance with paragraphs 3.6.3 and 4.7.1 of the SON Charter, Constitutions and Procedures.
6. Finance, Law and Resolution Committees may convene at the Convention site one day prior to the Convention's scheduled opening.
7. Each member of those committees convened one day prior to Convention shall be reimbursed one day's room rate (at the Convention room rate) for the extra day.
8. Bids shall be accepted by the District Board of Directors and introduced to the voting process with at least the following items:
 - a. The proposed dates for such meetings
 - b. The full details involving room prices
 - c. The cost and content of delegate and visitor packages
 - d. Pertinent information where unusual circumstances may exist relating to additional expenses necessary to reach a convention site (6/08)
9. The District Board shall appoint a committee to review the District Lodge Meeting (Convention) minutes before the Secretary sends a copy to the Sons of Norway Headquarters. The minutes will be reviewed and approved by the District Board at the fall Board meeting. (6/10)

ARTICLE IV
REIMBURSING EXPENSES FOR
OFFICERS AND DELEGATES

1. District Lodge Officers shall be reimbursed for expenses and maintenance incurred in performing their duties as authorized by the District Board.
2. All Delegates attending a regular District Lodge meeting (Convention) shall pay in advance the required registration fee.
3. Delegates are expected to attend all convention business sessions.

ARTICLE V
DISTRICT LODGE OFFICERS
DISTRICT BOARD OF DIRECTORS

1. The officers of the District Lodge shall be the President, Vice President, Counselor, Secretary, Treasurer, Public Relations Director, Cultural Director, Sports and Recreation Director, Youth Director and Zone Director (or the Alternate) from each Zone in the District. These officers shall comprise the District Board (6/08)
2. The Executive Committee of the District Board shall consist of the President, Vice President, Counselor, Secretary and Treasurer. It shall be the Committee's duty to administer the requirements of the District between the meetings of the District Board.
3. The District Board shall fulfill its general duties provided in Paragraph 7.13 of the District Convention and such specific duties as appear in the SON Charter, Constitutions and Procedures and in these Bylaws.
4. The District Board shall meet immediately after each District Lodge meeting (Convention) and at least once every year thereafter. The District Board or the President shall decide the meeting time and place. The District President or a majority of the officers may call additional meetings.
5. Except as provided below, the eligibility, terms of office, time and method of electing District Officers shall be as provided in Paragraph 3.11 of the SON Charter, Constitutions and Procedures and in these Bylaws.
 - a. No officer except the Secretary and Youth Director shall be eligible to hold the same office for more than two successive terms.
 - b. Nominations of Officers shall be opened the afternoon of the first business day of a regular District Lodge meeting (Convention). Additional eligible nominations may be made at any time prior to the vote for the office involved.
 - c. No Officer or Delegate shall be nominated to more than one elective office at each biennial Convention.
 - d. Duly nominated candidates except for Zone Directors shall address the Convention prior to the election with respect to their experience and qualifications. Presidential candidates shall be allowed to speak for five (5) minutes and other candidates three (3) minutes each.
 - e. When a vacancy occurs in the Board of Directors other than for the President, Vice President or Zone Director, the District Board shall consider a candidate's interest, availability and qualifications for the same office at the preceding District Lodge meeting (Convention) before taking action to fill the vacated office from among the District Lodge membership.

ARTICLE VI
DUTIES OF OFFICERS

All District Officers shall fulfill the duties of their respective offices as provided in Chapter VIII of the District Constitution. In addition, they shall perform the following duties established by this District:

1. The President shall:

- a. Visit each Local Lodge at least once each biennium to the best of his/her ability;

- b. In a reasonable time before a District Lodge meeting (Convention), appoint from the elected delegates, the District Lodge Meeting (Convention) officers and committee members for the following committees: Laws, Resolution, Reports, Finances and Fraternal Programs, and special committees as may be deemed necessary;
- c. Appoint an active Ways and Means Committee to create and implement programs designed to increase District revenue. The committee will work under the District Board's supervision;
- d. Appoint the Installing Officers for each Local Lodge and request them to obtain for the District Secretary the information needed for the Home Office and the annual District Directory;
- e. Provide instructional seminar(s) for the Officers of each newly-instituted Local Lodge and seminars as Zones may request;
- f. Serve as a Trustee of the District No. 3 Sons of Norway Charitable Trust Fund (Charitable Trust Fund);
- g. Be President of the Sons of Norway 3/D Ltd.;
- h. Nominate the Officers and Directors of the Sons of Norway Land of the Vikings Ltd. (S/N LOV Ltd.), subject to election by the District Board;
- i. Serve as an advisory member of the International Board.

2. The Vice President shall:

- a. Assist the President in administering and managing District affairs;
- b. Serve as the Chairman of the District Board's Membership Committee and as an ex-officio member of other committees as the President shall determine;
- c. Serve as a Trustee of the District's Charitable Trust Fund;
- d. Serve as Vice President of the Sons of Norway 3/D Ltd., unless acting in the capacity outlined in "e" below; and
- e. Serve as Chairman and Chief Operating Officer of the Sons of Norway Land of the Vikings Ltd. (S/N LOV Ltd.), if the position is vacant.

3. The Counselor shall:

- a. Propose and initiate measures and actions to achieve high performance standards with respect to the ceremonial activities of the District Lodge and Local Lodges; and
- b. Serve as a Trustee and the Chairperson of the Charitable Trust Fund.

4. The Secretary shall:

- a. Receive from each Local Lodge a copy of its annual financial statement;
- b. Maintain a current copy of the amended Bylaws of each Local Lodge and of each organization established by the District Lodge;
- c. Receive from the Installing Officers reports on Local Lodge Installations;
- d. Publish and distribute the annual District Directory;
- e. Submit minutes of District Board meetings to all District Board members for their review prior to the next District Board meeting;
- f. Serve as Secretary of Sons of Norway 3/D Ltd.;
- g. Serve as Trustee of the District Charitable Trust;
- h. Prepare the Convention Reports Book to publish and distribute forty-five (45) days before the District Convention with a copy to each District Board member, delegate, the District International Officers and Directors, and one to each Local Lodge secretary for the possible use by an alternate delegate;
- i. After each Convention, send to the International Headquarters within ten (10) days the names of the International delegates and their alternates and copies of Bylaws changes that must be considered by the International Convention. Within forty-five (45) days send a complete copy of the District Convention minutes. In addition, provide an approved updated copy of Bylaws, as provided in Article IX, Para. 2;
- j. As outgoing secretary, prepare District Convention minutes.

5. The Treasurer shall:

- a. Maintain separate financial accounts for each District fund and submit written reports thereon at each District Board meeting and at each regular District Lodge Convention;
- b. Arrange a surety bond for each elected or appointed Officer, as needed, and in an amount sufficient to protect the District's assets;
- c. Serve as a Trustee of the District Charitable Trust Fund;
- d. Serve as Treasurer of Sons of Norway 3/D Ltd.;
- e. Serve as a member and resource person of the Finance Advisory Committee described in Article VII, Para. 3 of these Bylaws.

6. The Public Relations Director shall: (6/08)

- a. Perform the duties of the office of Public Relations as described in Chapter VIII of the constitution;
- b. Publish the District's activities in the public media and in Sons of Norway publications including monthly submission of pictures for the Third District;
- c. Solicit advertisements for the annual District directory and forward this information to the District Secretary for inclusion;
- d. Publish and distribute the "Third District Today" newsletter;
- e. Organize the District newsletter competition;
- f. When called upon, assist any Local Lodge to establish or publish its newsletter or bulletin.

7. The Cultural Director shall: (6/08)

- a. Perform the duties of the office referred to in paragraph 7.16.7 of the Charter, Constitutions and Procedures;
- b. Serve as a member of the District Membership Committee;
- c. Develop communications with all local lodge Cultural directors. Monitor District cultural activities and assist where needed in developing cultural programs for the local lodges;
- d. Provide information to Third District Today and the Third District web site regarding District cultural activities and programs;
- e. Encourage and track results of local lodge participation in the Cultural Skills programs;
- f. Chair the District Convention Cultural show;
- g. Be the District's liaison between the appropriate Norwegian cultural representatives and District 3 local lodges to provide greater access to Norwegian artists and performers.

8. The Sports and Recreation Director shall:

Plan, schedule and conduct annual District and Regional sports events and a District sports picnic at locations approved by the District Board.

9. The Youth Director shall:

- a. With the assistance from the District Board, create and promote interest in forming Junior Lodges;
- b. Be responsible for the welfare of District Junior Lodges, oversee their particular needs, and bring to the District Board's attention; and
- c. Plan and schedule at least one District Youth Camp annually, to be held at a location and time approved by the District Board.

10. Zone Directors shall:

- a. Work diligently to promote the growth and welfare of the local lodges within the Zones;
- b. Represent the District at Zone activities;

- c. Serve on committees and perform functions as the District President may assign;
- d. Determine the need within the Zone to instruct or coordinate and arrange seminars to accomplish necessary purposes;
- e. As called upon, assist and participate in processes to establish new Lodges within the Zone; determine their instructional needs and see that these are met and aid the new Lodges in becoming a full participant in Zone and District affairs;
- f. As called upon, assist the trustees of the District Charitable Trust Fund by furnishing information essential to the Trust purposes;
- g. At least once each biennium, call and conduct a Zone Meeting to assure that the Lodges of the Zone work together to achieve the objectives and programs of the District, and to keep the Local Lodges informed of the functions and activities of the District Board;
- h. Prior to a District Convention, call and conduct a caucus of the elected Delegates and District Officers from the Zone to select its nominees for Zone Director and Alternate; select nominees as Delegates to the International Lodge Convention; and discuss other matters relating to the Zone and the District affairs; and
- i. Visit each Lodge in the Zone at least annually, if possible.

11. Appointive Officers shall:

- a. Assist in conducting the District Convention and perform duties as the President requests.

ARTICLE VII DISTRICT FUNDS

1. District income shall be derived from sources specified in Paragraph 3.17 of the SON Charter, Constitutions and Procedures and from profits derived from District activities and voluntary contributions. These shall be maintained in separately designated funds or accounts, as directed by the District Lodge or the District Board, but need not be separately deposited or separately invested. However, each fund shall be used only for which it was created and shall contribute its fair share to administration expense.
2. District funds shall be managed by the District Board of Directors and shall be audited each six (6) months by a committee of three (3) auditors elected at the District Convention. If an elected Auditor cannot serve, the President shall fill the vacancy with the District Board's concurrence.
3. The District Board shall appoint a three (3) member Finance Advisory Committee with the Treasurer as a member and resource person (1) to review the financial status of 3/D and 3/D Ltd.; (2) to assist the Treasurer in preparing the budget; (3) to recommend current and long term financial policies; (4) to meet with the LOV Board at least once a year; (5) to serve as financial advisers to the Charitable Trust; and (6) to present a report to the District Board at its regular meeting preceding the District Convention.

ARTICLE VIII COMPENSATION

The Secretary and the Treasurer shall receive compensation as follows: The Secretary based upon ten cents (\$.10) per Local Lodge member per year; and the Treasurer based upon five cents (\$.05) per member per year. The compensation for the first half of the year shall be in accordance with membership statistics for December 31 and the second half with the statistics for June 30 as received from headquarters.

ARTICLE IX CHANGE OF BYLAWS

1. Local Lodges or the District Board must submit all proposals to change the District Bylaws to the District Secretary in writing at least four (4) months before the District Lodge meeting (Convention) is held. An affirmative vote of two-thirds (2/3) of the Delegates present is needed to effect a change. Resolutions are also considered at the District Lodge meeting (Convention) and require only a simple majority for adoption.
2. Within six (6) months after a District Convention, the Secretary shall insure that each Local Lodge and each District Officer receive an insert sheet or new edition of the Bylaws, incorporating changes adopted by the Convention and approved by the International Board.
3. Any resolution to be proposed at the District Lodge meeting (Convention), which includes the explicit or implicit expenditure of funds, shall include (a) an estimate amount of the expenditure and (b) the means by which the necessary funds are to be obtained. These statements (or their lack) may be debated and amended or the resolution may be amended to conform to the statements or both. The District Lodge shall have final say as to whether these statements are deemed adequate or required for any particular resolution. (6/10)

ARTICLE X INTERNATIONAL LODGE MEETINGS AND DELEGATES

1. International Lodge Delegates and Alternates shall be elected at District Lodge meeting (Convention). For this purpose and for general administration, the District shall be divided into Zones (sub-districts).
2. The District Board shall review, add or change names and numbers of Lodges as necessary. As new lodges are formed, the District Board shall assign them to the Zone in which they geographically belong.
3. The District Board shall allot to each Zone the number of International Delegates and Alternates which each may nominate at their caucus meeting. The basis shall be the number of times the Zone's total Local Lodge membership is divided by 400. All Zones and Local Lodges shall be informed of the allocations.
 - a. Following the divisions, the remainders shall be aggregated and combined with the District's portion of the Central Lodge membership. The total membership thus established shall be the basis for:
 - i. Allocating a nomination privilege to any zone not having 400 members and thus otherwise ineligible to nominate a Delegate or Alternate.
 - ii. Determining the number of Delegates and Alternates to be nominated and elected at-large at the Convention.
4. District Lodge Delegates, together with the District Officers residing in the Zone, shall caucus to nominate the number of International Delegates and Alternates in accordance with their allotments. Zones entitled to only one Delegate shall be entitled to nominate two Alternates, designated as first alternate and second alternate.
5. At the District Lodge meeting (Convention), the nomination and election of International delegates and Alternates shall proceed by Zones separately as determined by the caucuses. Additional nominations may be made from the floor, but the nominee(s) must be from the Zone under consideration.
6. If an elected International Lodge Delegate is unable to participate at the International Convention, the Alternate shall replace him/her. If all vacancies are exhausted, the District

President shall appoint the additional International Lodge Delegate(s) from among the District Lodge Delegates, as needed.

7. District Lodge Delegates shall, upon their return from the International District Lodge meeting (Convention), submit written or oral reports therein for their Local Lodges or Zone.

ARTICLE XI NOMINATION OF INTERNATIONAL DIRECTOR AND ALTERNATE

As authorized in Paragraph 3.7.6 of the SON Charter, Constitutions and Procedures, the International Lodge Directors and Alternates to which the District is entitled shall be nominated at the regular District Lodge meeting (Convention) for election at the International Lodge Convention. All eligible and attending Delegates and all International Officers and Directors from the District are eligible to be nominated.

ARTICLE XII FINANCIAL APPEALS

No Local Lodge may seek financial assistance from other Lodges without first obtaining permission of the District Board or the District Executive Committee on its behalf.

ARTICLE XIII ORDER OF BUSINESS

The following order of business shall be observed at regular District Conventions:

- a. Opening Ceremonies
- a. Memorial for Deceased Members
- b. Roll Call of Officers and Delegates
- c. Report on Credentials
- d. Appointment of Temporary Officers and Committee Members
- e. Review Minutes of the Previous Meeting
- f. Communications
- g. Reports for Committee and Officers
- h. Consideration of Reports
- i. Unfinished Business
- j. New Business
- k. Election of Officers
- l. Election of International Lodge Delegates
- m. Nomination of International Lodge Director(s)
- n. Installation of Officers
- o. Addresses and Closing Ceremonies
- p. Adjournment

DISTRICT LODGE No. 3 SONS OF NORWAY CHARITABLE TRUST

The District's Charitable Trust was executed December 14, 1971, to provide financial subsistence and services to elderly, indigent and infirmed members essential to their physical, social, and psychological well being.

The Trust is administered by the District President, Vice President, Counselor and Treasurer, acting as Trustees. Trust funds are received from donor contributions and invested income. Generally, the contributions are from Local Lodge's individuals, estate bequests and memorials given by families and friends of deceased members. Donor contributions may qualify as deductions for income tax purposes.

Applicants must have been members in good standing in a Third District Local Lodge for at least five (5) years preceding the application. However, in cases of extreme hardship, the Trustees may waive the term requirement.

The applicant (or a legal representative of the applicant) submits applications to: District Lodge No. 3, Sons of Norway Charitable Trust, in care of the District Counselor. The District Counselor will then send a confidential financial questionnaire for completion and return, to be considered by the Trustees within one (1) month of its receipt. Actions by the Trustees are final.

A Local Lodge may request a copy of the Trust Agreement and application from the District Counselor.

LAND OF THE VIKINGS (LOV)

The Land of the Vikings (LOV) was purchased in 1978 and established as a fraternal project at the 1980 District Lodge Convention. The property is for Third District members, families and guests to enjoy and for the District Outreach Program, including the Youth Camp and activities for the handicapped.

The property consists of approximately 150 acres of improved recreational land, bordered by thousands of acres of state-owned game lands. It is located near Sherman, PA, close to the New York state line.

Two wholly-owned corporations established by the Third District conduct the business affairs of Land of the Vikings: the Sons of Norway Third District Ltd., (S/N 3/D Ltd.), the owner; and the Sons of Norway Land of the Vikings, Ltd., (S/N LOV Ltd.), the operator under a lease agreement. The officers of the owner-corporation are the District Executive Officers. The District President nominates the officers of the operator-corporation to be approved by the Third District Board of Directors.

A Local Lodge may request a copy of the Bylaws for each corporation from the District Secretary.

LOV reservations are desirable and made through the Manager. Phone: 570-461-3500; Fax: 570-461-7500. Rates include three meals a day. Members and guests may visit at any time for an extended vacation. They will find fellowship, activities, culture and fun for all ages.