



**SONS of
NORWAY**



Sons of Norway Policies and Procedures

Updated January 2024

Table of Contents

1.	Mission and vision statements	2
2.	Media and publication policies.....	2
3.	Flags and regalia	3
4.	Trademark	3
5.	Use of membership lists	3
6.	Competing insurance products.....	4
7.	Signing authority.....	5
8.	Background checks	5
9.	Revenue sharing	6
10.	Investments	7
11.	Awards and grants	7
12.	Membership administration.....	9
13.	Dues.....	13
14.	Election	14
15.	Voting rules.....	19
16.	Appointed directors.....	20
17.	Officer and director duties	20
18.	Required reporting	28
19.	Installation events	29
20.	Lodge formation	30
21.	Lodge mergers.....	32
22.	Redistricting procedures.....	33
23.	Member suspensions.....	34
24.	Lodge suspensions and dissolutions.....	35
25.	Conduct and appeal process.....	36
26.	Surrender of SON property upon leaving office	37
27.	Meeting types, timing, and frequency	38
28.	Bylaws.....	39
29.	Consent calendar.....	40
30.	Committees	41
31.	Conventions.....	43
32.	Travel expenses	44

1. Mission and vision statements

General provisions

1.1 Mission statement

The mission of Sons of Norway is to provide quality insurance and financial products to our members, promote and preserve the heritage and culture of Norway, and celebrate our relationship with other Nordic countries.

1.2 Vision statement

It is 2028 and by offering excellent insurance and investment products, SON continues to build strong relationships between our insurance professionals (IPs) and the local lodges. The number of members participating in our benefit programs has exceeded 30,000.

SON is the world's leading Norwegian heritage and cultural organization outside of Norway. SON's membership has exceeded 80,000 members throughout the United States, Canada, and Norway. We continue to grow through training, educating, mentoring lodge members, helping lodges improve community involvement, and through cultural and social programs to attract and retain members of all ages.

The SON Foundation continues to perform exciting work through scholarships and grants. The Foundation's assets have now exceeded \$15 million.

2. Media and publication policies

General provisions

2.1 Media policy

Only matters that reflect the principles of SON shall be displayed in posters, recordings, videos, lodge newsletters, websites, or other social media in accordance with the SON social media policy for lodges.

2.2 Norwegian press

The Norwegian language press in the United States and Canada should be apprised of significant events taking place in SON and should be cordially invited to attend our international conventions as representatives from their respective newspapers, with the understanding that as a matter of policy there shall be no compensation granted to such representatives.

International board

- 2.3** The IBOD shall publish an official magazine containing announcements from the board of directors and reports on the condition of SON, as well as other pertinent information. Reports of IBOD actions, at the discretion of the IBOD, may be conveyed to the membership by any means of electronic communication.

2.4 Publish financial statement

The IBOD shall publish an annual summary financial statement in the official publication of the society. The summary shall include enough information as to present to the general membership an understandable picture of the financial operations and conditions of the society.

- 2.5 SON headquarters shall publish the most recent edition of the *SON Charter, Bylaws, Policies, and Procedures* (CB/PP) on the SON website for the use of all members.

3. Flags and regalia

General provisions

3.1 Flag code

The flag code shall be adhered to within SON at all meetings and pictorial displays within the United States of America, and the flag code of any other country in which such SON meeting or pictorial display occurs. All lodges are encouraged to display the flags of the United States of America, Canada and Norway at all meetings and pictorial displays. For country specific flag codes, please refer to the president's section in the guides for leadership as posted on the SON website.

International board

3.2 Regalia

The IBOD shall have the power to prescribe and control all ritualistic work within SON and to prescribe emblems, insignia, and regalia.

4. Trademark

General provisions

4.1 Name and emblem

Local and district lodges and members are advised that the name of SON and the emblem of SON are protected by law and duly registered. No person, lodge, or other entity has the right to use the name "Sons of Norway" or the SON emblem in connection with the merchandising of any product or any commercial enterprise without first obtaining the consent of the IBOD or its designee.

5. Use of membership lists

General provisions

5.1 Membership lists

The membership lists of SON are the property of the IBOD and subject to the IBOD's policy regarding use of SON's membership lists. The rationale of the policy is to protect the privacy of SON members, to preserve the members' right to privacy, to protect a valuable asset of the

IBOD, and to carefully scrutinize any utilization of the membership names and addresses so that there is protection and selectivity in organizations allowed access to our membership. When the IBOD has permitted use of the membership list for mailing, it has done it in very select situations and under special circumstances, and only after full IBOD consideration and approval.

The criteria which have been utilized by the IBOD in permitting use of membership lists are:

- a) That it is used for the purpose of promoting the objectives of SON, and/or that it assists in carrying out the purposes of SON.
- b) That it ensures that the list is used in a manner consistent with SON's policy.
- c) That it ensures that SON retains control of the mailing and the membership lists. SON membership lists are not public documents and are not published. Members joining SON are not consenting to or authorizing their names to be used in a random solicitation or mailing. The IBOD alone has authority to license the use of SON's membership lists.

5.2 Membership lists – lodge solicitation

No district, local lodge or SON member shall use SON's individual lodge membership lists to solicit other districts or lodges for funds in the form of items for sale and/or requests for financial aid without prior approval of the respective district board(s). All such requests and solicitations must reference in writing the approving authority, or the name and title of a designated member of the district board of directors that approved the request.

5.3 Authorized use of district membership lists

All lodge membership rosters shall include the following disclaimer: *"This information is for official Sons of Norway business use only. Use of this information for solicitation or commercial purposes is a violation of the Sons of Norway privacy policy and is strictly prohibited."*

6. Competing insurance products

General provisions

- 6.1 Competing insurance products, insurance or other financial products that compete with products offered by SON shall not be introduced into the lodge.

International board

6.2 Competitive product advertising

Viking magazine shall not accept advertisements for any insurance product or other products that are deemed by management to be competitive with any products offered by SON. Legal counsel should be consulted if there are questions in this regard.

District lodge

6.3 Competitive product advertising

District lodges shall not accept advertising for their newsletters that are competitive to SON products.

They should be encouraged to distribute reports, press releases, and business card ads from SON's IPs without charge.

Local lodge

6.4 Lodge newsletter advertising

Local lodges shall not accept advertising for their newsletters that are competitive to SON products.

They should be encouraged to distribute reports, press releases and business card ads from SON's IPs, without charge.

7. Signing authority

International board

7.1 General document signing authority

The IBOD shall execute a general document/contract signing authority policy.

Local lodge

7.2 The lodge president shall sign all reports to the IBOD and SON headquarters, and contracts, and all other instruments issued on behalf of the lodge.

7.3 The lodge treasurer shall prepare the financial reports of the lodge, together with the financial secretary, and sign the same together with the president and secretary.

8. Background checks

District lodge

8.1 Background checks

All district youth and unge venner directors and all others such as camp staff, dance group leaders, language teachers, craft instructors and anyone else who works with youth members or non-members, in any district or local event sponsored or operated by SON or any of its districts must submit to a background check. Confirmation of a current background check must be filed with a designated member of the district board prior to the event or activity taking place.

8.1.1 A basic screening, at a minimum, will include federal crime and sex offender history. If driving is applicable a proper licensing check and driving history shall also be included.

8.1.2 All youth leaders, as specified above, shall be re-screened at a minimum of once every three (3) years. All youth leaders shall notify the designated member of the district board immediately if any circumstances surrounding their current screening, or that would affect a future screening, have changed.

8.1.3 The district board shall review the background check policy each year. This review shall include a check with state and governing bodies for any new requirements before a new season of events begins.

- 8.1.4** The district board shall list the district background check policy clearly on all camp and youth activity web pages as well as other applicable organizational materials.

Local lodge

8.2 Background checks

All local lodge youth directors and anyone else such as instructors and group leaders who will work with youth in any event sponsored or operated by a SON local lodge must submit to a background check. Confirmation of a current background check must be filed with a designated member of the local lodge board prior to the event or activity taking place.

- 8.2.1** A basic screening, at a minimum, will include federal crime and sex offender history. If driving is applicable a proper licensing check and driving history shall also be included.
- 8.2.2** All youth leaders, as specified above, shall be re-screened at a minimum of once every three (3) years. All youth leaders shall notify the designated member of the local lodge board immediately if any circumstances surrounding their current screening, or that would affect a future screening, have changed.
- 8.2.3** The local lodge board shall review the background check policy each year. This review shall include a check with state and governing bodies for any new requirements before a new season of events begins.
- 8.2.4** The local lodge board shall list the lodge background check policy clearly on all camp and youth activity web pages as well as other applicable organizational materials.

9. Revenue sharing

International board

9.1 Refund to members – financial products

To be approved by the IBOD at its fall board meeting. Copies of the resolution are available from international headquarters upon request.

District lodge

9.2 Fraternal funds program

Each district will receive, from the international lodge district fraternal program, funds to support cultural, youth and sports related programs, and leadership seminars. Each district shall receive \$1.00 per adult member from whom international dues are collected based on the district membership report as of December 31 of the previous year. No district shall receive less than \$4,500.

Local lodge

9.3 Lodge revenue sharing

The revenue sharing program shall pay to local lodges annually a proportionate share of SON profit based upon insurance sales in the lodge during the calendar year. Three percent (3%) of the gross annual operating profit before capital gains and losses shall be distributed in this manner. Local lodges shall receive \$4 for each new insurance member.

10. Investments

District Lodge

- 10.1** The district lodge board of directors may recommend to the lodge that lodge funds, not needed for current expenses, be invested in the manner permitted by law. It is recommended that districts place such invested funds into SON District Deposit Fund (DDF) accounts.

Local lodge

- 10.2** The local lodge board of directors may recommend to the lodge that lodge funds, not needed for current expenses, be invested in the manner permitted by law. It is recommended that local lodges place such invested funds into SON Lodge Deposit Fund (LDF) accounts.

11. Awards and grants

International board

11.1 Recognition of lodge anniversaries

The IBOD has adopted a policy of recognizing local lodges for the following lodge anniversaries: 25th, 50th, and each twenty-five-year increment thereafter. A certificate of achievement to recognize this event may be sent to the lodge. Should the lodge wish to receive a commemorative plaque, it will be made and shipped at the lodge's expense.

11.2 Lodge achievement awards

The SON lodge achievement program will present two awards for each year of a biennium. The lodge achievement awards shall be presented to a district officer or representative who will be responsible for ensuring they are presented to the winning lodges in a timely manner.

11.3 Selection procedures and criteria

- 11.3.1** The secretary of each participating lodge shall file a copy of the rating sheet with SON headquarters.
- 11.3.2** Headquarters staff will prepare reports based on the numerical totals.
- 11.3.3** The district executive officers shall determine the district lodge achievement award and forward a report of same to the international secretary and headquarters staff.
- 11.3.4** The executive committee of the IBOD shall name the lodge achievement award winners, or winner in each category based on the reports from the participating districts.
- 11.3.5** A lodge that has been named lodge achievement award winner shall be ineligible for consideration during the following biennium.

- 11.3.6** The overall supervision of the program shall be the responsibility of the fraternal department of the international headquarters.
- 11.3.7** The present growth quota scale for increase in lodge membership is to be continued.
- 11.3.8** The lodge must have filed with the international headquarters by established deadlines: the annual financial report (D17), the report of officers (D63), and all other such reports as required by headquarters.
- 11.3.9** The lodge's liability insurance premium must have been paid when due.

11.4 Plaques and awards

All awards and presentations made by the international headquarters, other than standard plaques, shall be recorded with the CEO, and the IBOD shall be advised of such presentations at its regular board meetings.

The following plaques shall be awarded to outstanding persons nominated by the IBOD members or the CEO, and as approved by the IBOD.

Such awards may be presented in three areas, namely:

- 11.4.1** An award for "leadership in freedom, fraternity and progress" to be presented on behalf of the IBOD;
- 11.4.2** An award for "loyal service," which may be presented by local and district lodges; and
- 11.4.3** An award for "professional achievement," which may be presented by local and district lodges.

Each of the above three awards may be acknowledged by plaques ordered by the international headquarters, which shall be paid for by the awarding lodge. The plaques shall be inscribed with the title of the award.

11.5 Member recognition award

An "outstanding service award" is established to recognize a member who has shown dedication and exceptional service to SON. The international chair shall select the award recipient and designate a district officer or representative who will be responsible for ensuring the award(s) are presented in a timely and appropriate manner. The outstanding service award will be accompanied by a monetary award of \$2,000, which shall be donated in the recipients' name to a SON project and/or activity of their choice.

11.6 Distinguished service award

A distinguished service award has been established for members who have distinguished themselves in their work for SON. Certificates will be made available to local lodges, zones, or districts. Plaques or King Harald medallions could be made available at the expense of the local lodge, zone, or district.

Suggested qualifications: member in good standing for a pre-determined number of years; served as an officer for the lodge, zone, district, or international; a positive member model; a mentor to new members; volunteered in (*local lodge's name*); a willing participant in lodge meetings and events; a chairperson for lodge activities; or assisted members in need. Each member should qualify by achieving half of the suggested qualities. Lodges, zones, or districts might add qualifications as they deem appropriate. The request should state the reason for the award so that the certificate can be personalized for the individual recipient.

District lodge

11.7 Lodge merit awards

The bronze, silver, and gold lodge merit awards shall be given out at the district conventions.

11.8 Lodge Revitalization Initiative

11.8.1 Procedure: Identify the lodge in trouble by identifying any six (6) of the following criteria: cannot get leaders, does not participate in district events, does not participate in zone events, no lodge of the year (lodge achievement) form or low point score, dangerous decline in membership, same president for many years, low balance in treasury, meeting at members' homes, does not complete or send required papers, no goals, no membership committee: contact lodge leadership and find key person(s). Ascertain if they want to be revitalized. Meet with leadership. Develop the plan to enhance membership and programming. Implement the plan. Each district will designate a contact for working with SON headquarters.

11.8.2 Funding: maximum per district: \$1,000 per year. Payment for lodge revitalization provided by SON headquarters shall be on a reimbursement basis, upon receipt of documentation and backup, up to \$1,000 for each district, whereby international pays 70 percent and the district pays 30 percent of all legitimate expenses. Expenses are due January 15, following receipt of documentation.

Local lodge

11.9 Lodge improvement grant

Local lodges which build or buy their own lodge home, or which make substantial improvements in remodeling their lodge home, may be recognized with up to a \$1,000 cash award for such outstanding achievement. The local lodge's international board representative shall evaluate in written form the outstanding work performed by the lodge and submit such recommendation, together with receipts, photographs of the building, interior and exterior, for approval at a meeting of the IBOD. If approval is granted, the cash award shall be presented to the lodge by their international director.

The lodge must be in full compliance with Section **19.1** of the Charter and Bylaws. Applications from non-compliant lodges shall be denied. Said lodges, upon providing documentation of full compliance may reapply for a lodge improvement grant.

A lodge can only apply for this grant once every five (5) years and the international director of that district shall determine the amount not to exceed 25% based on the costs submitted, with a maximum award of \$1,000.00.

12. Membership administration

General provisions

12.1 Membership categories may be broken down as follows:

12.2 Life members

Members who are:

- a) 65 years of age or older.
- b) Who have been members in good standing in the order for 30 years or more. Years of membership need not be consecutive.
- c) If the previous two requirements have been met prior to Jan. 1, 1999.
- d) Life members are exempt from paying international and district dues.
- e) Life membership shall be extended to any member who has served as president of the international lodge.
- f) In all respects, these 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 membership status.

12.3 Golden members

Members who are:

- a) 65 years of age or older.
- b) Who have been members in good standing in the order for 30 years or more. Years of membership need not be consecutive.
- c) If the previous two requirements have been met prior to Jan. 1, 2018.
- d) Golden members will be recognized and presented with a certificate and membership pin recognizing the achievement of becoming a golden member.
- e) Golden members shall pay 50 percent of international dues and 100 percent of district dues.
- f) In all respects, these 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 golden membership status.

12.4 Family membership – A family membership covers all individuals with the same legal address.

12.5 Juvenile members – Juvenile members are members under the age of 21 who are holders of SON financial products. Holders of SON financial products when reaching the age of 21 and who have not otherwise attained adult membership shall automatically become members of their sponsoring (adult) lodge in either of the following groups:

12.5.1 Those acquiring membership by request between the ages of 16 and 23, or

12.5.2 Those who automatically become members of the local lodge after attaining age 21 can become members of the local lodge by meeting the same requirements as a new member of the lodge.

12.6 Unge venner members – Members between the ages of 16 and 23 inclusive will be classified as unge venner members. Such members shall have all the rights and privileges as all other members of SON.

12.7 Heritage members – Children 15 and younger may become SON heritage members if they are a family member of at least one (1) SON member in good standing. They shall have no voting rights and shall not receive the official magazine but shall receive a heritage membership card.

12.8 Honorary members – All nominations for honorary members shall be submitted to the IBOD for approval. Honorary memberships may be awarded to individuals who have made unique or especially noteworthy contributions to the United States of America, Canada or Norway, or significant achievements in public service, science, literature, or education. The criteria for honorary memberships are as established by the IBOD. Nominations shall be restricted to non-members only and may originate from the local lodge, district lodge, or IBOD which shall pay international, district and local lodge dues for them, as the case may be.

12.9 Honorary membership to ambassadors and consuls general

SON awards honorary membership to ambassadors and consuls general from Norway to the United States and Canada and their significant others, with the understanding that such honorary memberships are being awarded to the office and not to the individual. The districts involved shall be responsible for deciding to which lodge these dignitaries and their significant others are assigned.

12.10 Affiliate/dual members – Members possessing a current membership card from SON may petition the desired affiliate lodge(s), and if accepted, pay only local lodge dues for the affiliate lodge(s) directly to the affiliate lodge. Affiliate members shall, at the discretion of the affiliate lodge, have all rights of other lodge members with the exception of voting for, or of becoming district delegates from the affiliate lodge(s). Affiliate members shall not be counted in member totals that determine representation.

12.10.1 Local lodge dues may be waived or discounted for affiliate members if so specified in the local lodge bylaws.

12.10.2 Affiliate members shall have only those voting rights of other lodge members as are specified in the local lodge bylaws.

12.10.3 Affiliate members shall be able to hold only those local lodge offices as are specified in the local lodge bylaws.

12.10.4 Charter and Bylaws, Section **3.1.2**, is applicable to dual members.

12.10.5 Provisions of the Charter and Bylaws commencing at Section **17** relating to offenses and punishments are applicable to dual members.

12.10.6 Local lodge building associations or corporations established for holding title to real property are governed and determined by the local lodge itself. Local lodges may make provision to exclude affiliate or dual members from participation in the building associations.

12.11 Membership card

A SON membership card with an expiration date shall be issued upon payment of the annual dues. A current membership card is the passport to visit any SON lodge in our fraternal society.

Local lodge

12.12 New member application process

Persons who desire to become members of a local lodge and are recommended by one (1) or more members of SON shall fill out an application electronically or in writing on forms provided for that purpose. Said forms shall become valid applications when signed by one (1) or more of the recommending members, or insurance personnel. Said forms shall then be submitted to the

financial secretary or membership secretary. Names and addresses of all new members shall be forwarded to an insurance professional.

- 12.12.1 Direct signup.** Persons desiring to become members of SON may also sign up by mailing the application form to SON headquarters or by signing up on SON's website.
- 12.12.2 Application presentation.** The application shall be presented to the lodge by the financial secretary or membership secretary at the first meeting following the filing of the application.
- 12.12.3 Application acceptance process.** If applicant is accepted, the financial secretary or membership secretary shall as soon as possible, but not later than 10 days thereafter, notify the applicant of his or her election to membership and the time and place of the next meeting for welcome ceremony.
- 12.12.4 Appearance for welcome ceremony.** The newly elected member shall appear for a welcome ceremony at the first scheduled welcome ceremony following his or her election to membership. If the new member cannot be present, the president or other member delegated by the president to administer the obligation of membership may do so, and the balance of the welcome ceremony shall be given to such member at the next scheduled welcome ceremony at which the member is present.
- 12.12.5 Reconsideration.** For lodges requiring a vote on a prospective new member, an application for membership is rejected if it does not receive a majority vote in favor of acceptance. When an applicant has been rejected by the lodge, a two-thirds majority of those present and voting may refer the application to the local lodge board of directors for a final decision. After due notice is given to the board members and upon full investigation of the case, a two-thirds favorable majority secret ballot by the board of directors is required to elect the applicant to membership.
- 12.12.6 Rejection.** An application which has been voted on and rejected may be reviewed and voted on, one final time, but only at the same or the immediate next meeting.
- 12.12.7 Reapplication process.** When an applicant has been rejected, a new application from the same person shall not be received before the expiration of six (6) months. The financial secretary or membership secretary shall at once inform the applicant of the result and refund the application fee, if any.
- 12.12.8 Vote on several applications.** If there is no objection, the president may order that several applications be voted on at the same time.
- 12.12.9 Separate balloting if unfavorable.** If found there was a vote for rejection when there has been a vote on more than one (1) application, the results thereof shall not be effective, and the president shall immediately order separate balloting on each application.
- 12.12.10 Membership records.** The financial secretary or membership secretary shall then enter the name, address, date of election and amount paid into the membership records of the lodge.
- 12.13 Admittance on transfer card.** Applications for admittance by transfer are acted upon the same as other applications for membership. If accepted, the applicant shall then be considered a member of the lodge without further ceremonies. No fee shall be charged for membership by transfer.

- 12.13.1 Notice of transfer.** The financial secretary or membership secretary of the lodge which issued the transfer card shall, within 30 days, forward the transfer card to the new lodge, and at the same time shall forward the appropriate notification to SON headquarters.
- 12.13.2 Transfer Cards.** A member in good standing shall upon request receive a transfer card from their current lodge. No fee shall be charged for the issuance of a transfer card. The financial secretary or membership secretary of a lodge accepting a transfer card shall notify the former lodge of said transfer. It shall be the duty of the financial secretary or membership secretary of this lodge to forward the local dues that have been collected on a pro-rata basis.
- 12.13.3 Report.** The financial secretary or membership secretary of a lodge acting upon an application for admittance by transfer shall inform the SON headquarters of the results thereof in his or her report of new members.
- 12.13.4 Rejection.** If the application is rejected, SON headquarters shall notify the member and the lodge which issued the card, and the member shall automatically be reinstated as a member of the lodge which issued the card.
- 12.13.5 Void after six months.** If a transfer card has not been acted upon by the new lodge within six months from the date it was issued, the transfer card shall be void, and the member shall automatically be reinstated as a member of the lodge which issued the card.

13. Dues

International board

- 13.1** The membership application fee for non-insurance members and yearly dues for members of central lodge shall be determined by the IBOD.
- 13.2** Affiliate dues are determined by the IBOD.
- 13.3** Each member of the local lodge shall pay, in advance, to SON headquarters the three (3) categories of dues – international dues, district dues, and any local lodge dues. Local lodge dues are uniform within each country and set by the IBOD.

Local lodge

13.4 Dues and fees

- 13.4.1** Charter members shall pay an application fee, if specified in the bylaws of local lodges.
- 13.4.2** An application fee for new members may be determined by each local lodge for itself; however, no application fee shall be charged for insurance members and junior lodge members joining the local lodge. Any application fee must accompany the application for membership and shall be deposited into the general fund of the local lodge.
- 13.4.3** Members who transfer shall pay only the usual dues paid by members on joining another lodge on transfer.

- 13.4.4** Affiliate/dual memberships. Members possessing a current membership card from SON may petition the desired affiliate lodge(s), and if accepted, pay only local lodge dues for the affiliate lodge(s) directly to the affiliate lodge.
- 13.5 Lodge dues – exceptions.** Dues for local lodge members shall be uniform except for the following exceptions:
- 13.5.1** Lodges desiring to grant temporary relief to a member because of extenuating financial circumstances by waiving the dues requirement may be permitted to do so for a period not exceeding one year. In such cases, the lodge would then be required to pay the international and district dues during that period.
- 13.5.2** Lodges desiring to waive the dues requirement for a member in the armed forces may do so while the member is in the uniform of the armed forces, until such time as the member returns to civilian life, but not exceeding four years. In such cases, the lodge would then be required to pay the international and district dues during that period.
- 13.5.3** Lodges desiring to compensate certain officers and other positions in the lodge may do so by waiving the local lodge dues requirements for such members in lieu of payment of compensation.

14. Election

TRANSITION STATEMENT

In 2024 the IBOD will have 8 open seats due to the fact that 4 directors are finishing the last 2 years of their 4-year terms. In the 2026 election cycle, and thereafter, the adult benefit members will elect 12 directors. Starting in 2024, the 12 directors will elect the IBOD officers for the biennium each January after an election.

General provisions

14.0 Election procedures

The following procedures will govern the election of officers at all levels of SON:

- 14.0.1** One (1) Nominee – When there is only one (1) candidate for any office, election shall be by acclamation.
- 14.0.2** Two (2) Nominees – When there are two (2) candidates for any office, election shall be by ballot.
- 14.0.3** Three (3) Nominees – When there are more than two (2) candidates for any office, election shall be by ballot. If one (1) of the candidates receives a majority of the votes, that candidate is declared the winner and is elected to the office; otherwise, the candidate receiving the least number of votes shall be removed from the running and the process repeated with the remaining candidates until one (1) candidate receives a majority. In all cases where there are two (2) or more candidates for any office, ballots shall be used, otherwise election shall be by acclamation. A majority of the votes cast is necessary for election.

International board

14.1 Nominating committee for international board

- 14.1.1** The international nominating committee (INC) shall consist of 7 members from within the organization as outlined in Section **16.3** of the Charter and Bylaws. The purpose of the INC is to identify, review and recommend eligible candidates for the election of international board members. The INC shall elect the committee chair from the elected committee members.
- 14.1.2** Candidates for nomination as international directors must meet all eligibility criteria as set forth by the IBOD. The INC shall review the qualifications of the candidates and recommend the most appropriate candidate for the office. Upon satisfactory review and vetting by the INC, the candidates shall be placed on the international ballot.
- 14.1.3** Other procedures and deadlines for the nomination of candidates for international officers shall be determined by the IBOD.

14.2 Candidate qualifications

All candidates for IBOD director must be an adult benefit member 21 years of age or older. Candidates nominated from the districts must have owned a financial product for at least two years prior to election to the IBOD. Candidates from outside the general membership, who have been sought by the INC for their proficiencies, skills, or knowledge, must be or become benefit members of SON at least 60 days prior to the election being held.

- 14.2.1** Candidates cannot be an agent or employee of SON, or their spouse, when their term begins.
- 14.2.2** Candidates may not be a director, agent, or their spouse of another fraternal benefit society while serving on the SON IBOD.

14.3 Board of directors – candidate applications

All candidates for international director shall complete the board of directors' application, which can be obtained online or from the SON headquarters office and distributed to benefit members as determined by the IBOD.

14.4 Elections

Elections will take place every two years in the month of September. Information for each IBOD candidate along with an official ballot and voting instructions, will be delivered to all adult benefit members. The candidate information and ballot will be delivered through a combination of email, direct mail and/or any other suitable means as determined by the IBOD. Voting instructions will be published in the official publication. Voting instructions with candidate information will be posted on the SON website. The mailings and website posting will take place no later than August 31 in an election year. Voting will take place and ballots will be accepted electronically or by direct mail only from September 1 through September 30. Any ballots postmarked after that date will not be counted.

14.4.1 Officer and director terms

Terms for officers and directors are two years commencing in January of the year after the election and running through December of the second year of the biennium.

14.5 Voting

- 14.5.1** Voting will take place in the manner as determined by the IBOD.
- 14.5.2** Directors may not be elected by plurality – a candidate must receive a majority of votes to be elected.
- 14.5.3** Voting by proxy is not allowed.
- 14.5.4** Cumulative voting is not allowed – each voter may only vote once for each candidate.
- 14.5.5** Elections will be counted and certified by an independent company and approved by the IBOD.

14.6 Election of board officers

The new IBOD will meet in November, to elect IBOD officers for the next biennium from among their number. All officer candidates must have served at least two (2) years on the IBOD to be eligible to hold an office. (*Charter and Bylaws*, Section **14.2.2**) This meeting may be in-person or virtual.

- 14.6.1** Subsequent to the certification of election results, all board officers and directors shall participate in the required orientation and training.
- 14.6.2** At the first meeting of the new board in January, installation of officers will take place.

14.7 Status of international officers and directors

An officer or director who is not re-elected to the international board shall continue to be a member of their district lodge until the next regular district lodge meeting begins.

District lodge

14.8 Election of officers and directors

- 14.8.1 Time of elections.** The officers are elected at the regular meetings of the district lodge by the international officers, international directors, district officers, district directors and district delegates present, all being the current members of the district lodge.

14.9 Status of district officers and directors

- 14.9.1** The officers and directors elected at the last regular district lodge meeting, or their successors, shall be members of the district lodge, and in every respect enjoy the same rights and privileges as the delegate(s) from the local lodges, and they shall so act until their successors have been elected and installed.
- 14.9.2** An officer or director who is not re-elected to any district office shall continue to be a member of the district lodge until the next regular district lodge meeting begins.

14.10 Delegate substitution

If a delegate is unable to attend either a regular or special meeting of the district lodge, the delegate shall so inform the president of the local lodge. The latter shall then, through the secretary of the lodge, inform the lawful alternate to take the place of said delegate. An alternate shall not take part in the deliberations before said alternate's eligibility has been approved.

14.11 Election report

- 14.11.1** The secretary of the district lodge shall prepare a list of all duly elected delegates and alternates for the use by the convention registration committee and the district committee on delegate eligibility. A current SON membership card and a form of picture identification will be used to identify a delegate.
- 14.11.2** Within 10 days after a district lodge meeting, the district secretary must send to SON headquarters copies of any proposed resolutions and bylaw changes for the IBOD to consider.

14.12 Status of district lodge members

Delegates and alternates shall be elected for one (1) two-year term at a time, or, in cases of vacancies, the alternate shall serve for the remainder of the two-year term of their predecessor.

- 14.12.1** Delegates-elect or alternates-elect from local lodges which were suspended or dissolved before the district lodge meeting may not be admitted as members of the district lodge. Merged local lodges may elect new delegates and alternates from the new lodge.
- 14.12.2** Once a member is admitted to the district lodge, the member shall not be suspended or expelled from the district lodge on account of the suspension, dissolution, or merger of their local lodge, provided that the member remains in good standing with SON.
- 14.12.3** A delegate-elect or alternate-elect who transfers membership to another local lodge before being admitted as a member of the district lodge will be treated as having resigned their election. Once a member is admitted to the district lodge, the member shall not be suspended or expelled from the district lodge on account of transferring to another local lodge.

14.13 Delegate eligibility

The district directors shall be the eligibility committee for the district lodge.

14.14 Central lodge delegate election

Members of central lodge shall be entitled to participate in the governance of SON as herein provided.

- 14.14.1** They shall be entitled to such representation at the district lodge meeting as specified in the respective district bylaws, but such representation shall not be more than two (2) delegates for the central lodge, and one (1) delegate for every 50 members, or major fraction thereof; or less than one (1) delegate for every 200 members or major fraction thereof.
- 14.14.2** For this purpose, the IBOD shall apportion all the states of the United States, the provinces of Canada, and the Kingdom of Norway among the several districts. The district board of directors shall provide the times and places of the meetings of the members of central lodge within their respective districts for the nomination and election of delegates to district lodge meetings.
- 14.14.3** The district board of directors are also voting members of their central lodge at such meetings and shall be considered as members for determining existence of a quorum.

Local lodge

14.15 Local lodge representation at district level

Every local lodge within the district shall be entitled to such representation at district lodge meetings as is determined by the district lodge itself, but such representation shall not be more than two (2) delegates for the lodge and one (1) delegate for every 50 members, or major fraction thereof; or less than one (1) delegate for every 200 members or major fraction thereof, that the lodge had according to the last annual report before the election takes place. Unless otherwise specified in the district bylaws, the basis of representation shall be one (1) delegate for the lodge, and one (1) delegate for every 50 members, or major fraction thereof.

14.16 Representation of new lodges

A newly established lodge that has not filed and has not yet been required to file its first annual report, shall be entitled to representation at the district lodge as provided above, if its delegates are elected not later than 90 days before a district lodge meeting. The membership of such lodge shall be determined according to a membership list attested to by the president and secretary of the local lodge. The secretary shall forward an attested copy of the membership list to the district secretary and to SON headquarters 30 days prior to the election of its delegates.

14.17 Nominating committee for officers and directors

At a regular meeting, not later than September of each year that precedes an election, a nominating committee of three (3) or five (5) members shall be elected by the local lodge. The local lodge nominating committee shall identify, review, and submit eligible candidates for the election of the local lodge officers and directors. Members may submit candidates to the nominating committee as determined by the local lodge. Candidates for nomination to the local lodge board must be current lodge members and meet all eligibility criteria as set forth by the local lodge.

14.17.1 The lodge nominating committee as established above shall convene to develop a slate of candidates to run for the offices of the local lodge. This slate shall be ready to present to lodge members no later than the lodge's first regular meeting in October of each year that precedes an election.

14.17.2 Any nominations to be made in addition to those of the nominating committee shall be submitted to the committee no later than October 1 for inclusion in the balloting process. Nominations made after October 1 and before the deadline shall be the responsibility of the candidate or the nominator.

14.17.3 At the first regular meeting in October, the committee shall present to the lodge its slate of candidates recommended for office. Nominations may also be made from the floor at the time of election.

14.18 Election of officers

The election of officers shall take place not later than the first meeting in November of each year. In circumstances in which in-person meetings are not possible due to circumstances beyond the control of the local lodge such as during a time of national emergency, the local lodge may hold elections via mail, electronic communications, other methods of electronic or internet-based communication or any combination thereof.

14.18.1 The lodge members will be notified of the field of candidates by mail, newsletter, or any acceptable means of electronic communication no later than October 31. All

voting members of the lodge shall receive this information. A ballot shall be provided with each such notification sent out.

14.18.2 Ballots may be returned by mail, email or other means of electronic communication that is mutually acceptable to the lodge such as an online survey tool. The deadline to return ballots shall be set by the lodge board. In any case the balloting should be completed no later than November 30.

14.18.3 Non-lodge members that may be on a lodge mailing list or email distribution list may not vote. The lodge board shall appoint tellers to verify membership and count the incoming ballots. The tellers may not be candidates for any of the lodge offices or directorships.

14.19 Term of office

The officers shall be elected for a term of one (1) or two (2) years, as set out by the local lodge bylaws. Officers may be elected alternately in the order that is determined by the lodge. Lodges which elect their officers for two (2) years may, if they so desire, elect their trustees, who are elected the first time – one (1) each for two (2), four (4) and six (6) years respectively, and thereafter one (1) at each election for a term of six (6) years or until their successors have been elected and installed.

14.20 Vacancies

Whenever a vacancy occurs in the office of the local lodge president, the vice president shall succeed to the office of president for the unexpired term. In such event the local lodge board of directors shall appoint, from the members of its lodge, a vice president to fill the unexpired term. When a vacancy occurs in any other office of the local lodge, caused by death, resignation or removal from office, the vacancy shall be filled by the local lodge board of directors from the members of the local lodge.

15. Voting rules

District lodge

- 15.1** Each member of the district lodge shall be entitled to one (1) vote. No member may cast a vote for or on behalf of another member.
- 15.2** IBOD voice and vote at district board meetings. The international director and/or officers from within a district shall be welcomed at meetings of the district board of directors. The international director and/or officers shall have voice, but no voting privileges at such meetings.

Local lodge

- 15.3** Each member of the local lodge shall be entitled to one (1) vote. No member may cast a vote for or on behalf of another member.
- 15.4** The lodge president shall have no vote except when officers are elected or applications balloted on, or in case of a tie vote.

16. Appointed directors

International board

16.1 Appointed directors

Directors appointed to the board to enhance proficiencies, skills, or knowledge as instituted in the Charter and Bylaws, Section **14.2.3**, shall be called international directors and in all respects be equal to those directors elected by the benefit members.

16.2 At the beginning of each biennium or, if a specific need arises, the board shall perform a self-assessment based on the criteria that are used to evaluate board candidates, as found on the board application, to determine if there are deficiencies in the current elected board to cover the necessary criteria.

16.2.1 If it is determined that there is a gap in coverage, the board will seek candidates through the INC who will work to find qualified person(s) to fill the need(s).

16.2.2 All qualified candidates with the necessary proficiencies, skills, or knowledge to fulfill the deficiency(ies) shall be fully vetted by the INC.

16.2.3 All such appointments shall run through the biennium in which they are appointed and are subject to a second biennium upon a need-based approval by the IBOD.

17. Officer and director duties

International board

17.1 Duties of the IBOD

17.1.1 Employ such executive personnel as may be required to carry on the business and functions of the IBOD, and to fix their compensation, and to define, allocate, or reallocate duties and functions of the elective, as well as employ personnel in accordance with their respective capabilities and experience, provided, however, that the board may not employ any of its own members for positions on the SON headquarters staff, whether as full-time or part-time, administrative or professional personnel, or as full-time or part-time IP personnel.

17.1.2 Make final disposition of death claims which have not been approved by executive personnel, legal counsel, and the medical examiner.

17.1.3 Monitor the assets of SON and protect its rights and interests.

17.1.4 Employ and prescribe duties for professional personnel as deemed necessary.

17.1.5 Provide for periodic audits of the business records of the IBOD for which it shall engage a certified public accountant who shall submit a report to each meeting of the IBOD.

17.1.6 Designate authorized depositories for IBOD funds.

17.1.7 Invest funds not required for current operations, but only in the types and kinds of securities and investments as defined, permitted, and authorized by statute or regulation.

- 17.1.8** Provide for recruiting, employment, training, and supervision of IPs and to prescribe rules and regulations whereby the operations of the IP may be coordinated with the work and functions of district and local lodges.
- 17.1.9** Designate by appropriate resolutions the international officers, international directors or employees authorized to execute contracts, deeds, leases and other documents or instruments required to be executed for and on behalf of the IBOD.
- 17.1.10** Through the corporate matters and governance committee (CMGC) and legal counsel, be authorized to approve district lodge bylaws submitted to the SON headquarters for approval. The original copy of the bylaws shall be signed by the CEO and legal counsel and shall be effective the date they are so signed.
- 17.1.11** Maintain a full complement of qualified board members that meet the goals of balanced representation, relevant experience and the diversity of skill sets and abilities required for a dynamic board of directors.

District lodge

17.2 Officer and director duties

17.3 District president

- 17.3.1** Preside at all meetings of the district lodge and district board of directors.
- 17.3.2** Be the executive officer of the district and supervise the proper observance of its laws, rules, and ceremonies.
- 17.3.3** Appoint committees, unless otherwise determined.
- 17.3.4** Decide all cases appealed to the office of the district president. The decisions of the district president shall be final and binding unless reversed upon appeal.
- 17.3.5** Submit to the district lodge a complete report of all official acts as well as a report on the condition of the district lodge and its further needs.
- 17.3.6** Shall be informed by the SON headquarters of the recruitment and employment of IPs within the district.
- 17.3.7** Shall also act in an advisory capacity as a member of the district presidents' advisory council (DPAC). *(See Charter and Bylaws, Section 5.2)*

17.4 Vice president

- 17.4.1** 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.
- 17.4.2** Be an active member and chair of the international vice president's council.

17.5 Counselor

- 17.5.1** Supervise all ceremonies and aid the president and officers in the performance of their duties.

17.6 Secretary

- 17.6.1** Keep a correct record of all the meetings of the district lodge and the board of directors and carry on all correspondence which has not been expressly delegated to other officers.
 - 17.6.2** Within 45 days after a district lodge meeting, send SON headquarters a complete copy of the minutes thereof.
 - 17.6.3** Prepare and send to SON headquarters required reports.
 - 17.6.4** Be bonded and receive compensation as determined by the district lodge.
- 17.7 Treasurer**
- 17.7.1** Be the custodian of all money belonging to the district lodge.
 - 17.7.2** Receive and receipt for the money paid to the treasurer and promptly deposit the money in a bank selected by the board of directors.
 - 17.7.3** Make all payments by check or comparable banking transfer, issued by the treasurer, and countersigned by the president, or secretary, as determined by the board of directors, except for specific payments through any auditable banking technology that have been approved by the board of directors.
 - 17.7.4** Give a complete financial report at the district lodge meetings.
 - 17.7.5** Be bonded and paid compensation as determined by the district lodge.
- 17.8 Social director**
- 17.8.1** Communicate with the social directors of local lodges and assist them in their duties. Plan programs for the use of local lodges for the benefit of their members, and with the consent of the district board of directors, plan and direct such other social functions as in their opinion may be of value on a district-wide basis.
- 17.9 Cultural director**
- 17.9.1** Communicate with the cultural directors of local lodges and assist them in their duties. Plan programs for the use of local lodges for the benefit of their members, aid in cultural activities, and with the consent of the district board of directors plan and direct such other cultural functions as in their opinion may be of value on a district-wide basis.
- 17.10 Sports and recreation director**
- 17.10.1** Be responsible for sports and recreation activities and plan and promote an active program within the district. The director will work closely with all the local lodge sports and recreation directors and assist them in developing an active program of sports and recreation as a means of stimulating lodge activity and interest.
- 17.11 Youth director**
- 17.11.1** In consultation and in cooperation with the appointed international youth director and local lodge youth directors, develop a program of activities for youth and assist in the implementation of those programs.
 - 17.11.2** All district youth and unge venner directors and all others such as camp staff, dance group leaders, language teachers, craft instructors and anyone else who works with youth members or non-members, in any district or local event sponsored or operated by SON or any of its districts, must submit to a background check. Confirmation of a

current background check must be filed with a designated member of the district board prior to the event or activity taking place.

- 17.11.3** A basic screening, at a minimum, will include federal crime and sex offender history. If driving is applicable a proper licensing check and driving history shall also be included.
- 17.11.4** All youth leaders, as specified above, shall be re-screened at a minimum of once every 3 years. All youth leaders shall notify the designated member of the district board immediately if any circumstances surrounding their current screening, or that would affect a future screening, have changed.
- 17.11.5** The district board shall review the background check policy each year. This review shall include a check with state and governing bodies for any new requirements before a new season of events beings.
- 17.11.6** The district board shall list the district background check policy clearly on all camp and youth activity web pages as well as other applicable organizational materials.

17.12 Appointive officers and directors

- 17.12.1** Perform the duties that might be assigned to them by the district president, or such other duties as might be incumbent upon them according to their positions.

Local lodge

17.13 Officer and director duties

17.14 President's duties

- 17.14.1** Preside at all meetings of the lodge and the board of directors.
- 17.14.2** Be the highest-ranking officer of the lodge, and as such have general supervision of the lodge. Ensure compliance with the *SON CB/PP*, and rules, regulations, and ceremonies of the lodge and see that the officers perform their duties.
- 17.14.3** Appoint all standing or special committees unless otherwise expressly provided.
- 17.14.4** Be a member ex-officio of all appointed committees except the nominating and auditing committees.
- 17.14.5** Announce the result of all elections and balloting.
- 17.14.6** Decide all parliamentary questions that may arise, but these rulings may be appealed to the lodge.
- 17.14.7** Attend to the bonding of officers.
- 17.14.8** Render assistance to the family of the deceased in matters as requested by the family, to the best of his or her ability.

17.15 Vice president's duties

- 17.15.1** The vice president shall preside at all meetings in the absence of the president, and when the president is prevented from acting, shall fill his or her position, and shall assist the president at the meetings and supervise the greeters. The vice president shall also chair the lodge membership committee and be an active member of the district vice president's council.

17.16 Greeters

17.16.1 The greeters shall, under the direction of the vice president, welcome the members, visitors, and guests at all lodge functions.

17.17 Presiding officer

17.17.1 In the absence of the president, the vice president shall preside, or if the vice president is not present, the counselor. If none of these three (3) officers are present, the secretary or some other member shall call the lodge to order, whereupon the lodge by a majority vote shall select one (1) member to preside.

17.18 Secretary's duties

17.18.1 Keep an accurate and impartial record of all meetings of the lodge and the board of directors.

17.18.2 Carry on all correspondence which has not expressly been delegated to other officers.

17.18.3 Read all official communications from officers of the international and district boards, as well as all other communications to the lodge.

17.18.4 Issue and attest all reports to the IBOD and district lodges and all documents and certificates on behalf of the lodge.

17.18.5 Send the district secretary names and addresses of all persons who are expelled from the lodge.

17.18.6 In case any member moves to a place near where another lodge is located, report this fact to the other lodge and request that the member be contacted.

17.18.7 Inform the members of the time of all special meetings and such regular meetings as the president may think necessary.

17.18.8 The assistant secretary shall assist the secretary and perform the duties of the secretary in his or her absence.

17.19 Treasurer's duties

17.19.1 For lodges electing to have a membership secretary, the financial duties and responsibilities of the financial secretary as set forth in *Policy and Procedures* paragraphs **17.20.2**, **17.20.4**, **17.20.6**, **17.20.9**, and **17.20.11**, shall be performed by the treasurer, except those relating to interaction between the financial secretary and treasurer.

17.19.2 Receive the money collected by the financial secretary or the lodge, receipt for same, and shall deposit the money in the name of the lodge in such banks as are designated by the lodge or the board of directors.

17.19.3 Report to the financial secretary or the lodge, the amounts received on monies deposited in banks or on investments.

17.19.4 Maintain in the treasurer's cash book an accurate and detailed account of lodge funds received from the financial secretary or the lodge.

17.19.5 Make no payments from any of the funds without authorization from the lodge.

- 17.19.6** Make no payment except by check, bank, or postal transfers, except for specific payments through any auditable banking technology that have been approved by the board of directors.
- 17.19.7** Submit the books for examination as often as required by the lodge, the board of directors, or the president.
- 17.19.8** Be present when the books are audited.
- 17.19.9** A lodge may elect to have the financial duties and responsibilities of the financial secretary as set out in *Policy and Procedures* paragraphs **17.20.2**, **17.20.4**, **17.20.6**, **17.20.9**, and **17.20.11**, performed by the treasurer of the lodge, except for those relating to the interaction between the financial secretary and treasurer referred to in these subparagraphs and in *Policy and Procedures* paragraph **17.21**, which would no longer be applicable when only one person is performing these duties and responsibilities.
- For each lodge that makes such an election, the office formerly known as financial secretary shall be known as membership secretary, whose duties and responsibilities shall be restricted to non-monetary matters, as specified in *Policy and Procedures* paragraphs **17.20.3**, **17.20.5**, **17.20.7**, **17.20.8**, and **17.20.10**.
- 17.19.10** The selection of this option by a lodge shall become effective upon, and evidenced by, a motion or resolution adopted by the lodge stating that it has made the election authorized by this subparagraph.

17.20 Financial secretary's duties

- 17.20.1** The IBOD adopted a law change allowing local lodges to change the traditional role of the financial secretary in the local lodge. Fundamentally, this change is explained in *Policy and Procedures* paragraph **17.19.1**. In effect it assigns the membership-related duties of the financial secretary to a membership secretary and reassigns the financial duties of the financial secretary to the treasurer.
- 17.20.2** Receive all money due and payable to the lodge and promptly pay the same to the treasurer upon obtaining a receipt. Money collected between meetings shall be turned over to the treasurer no later than the close of the next business meeting.
- 17.20.3** Retain in a lodge record book, the essential membership information required by the lodge, and keep complete and accurate accounts between the lodge and its members.
- 17.20.4** Maintain books of account provided by SON headquarters showing all monies received.
- 17.20.5** Carry on all correspondence with SON headquarters relating to the duties of the office.
- 17.20.6** Prepare the financial reports of the lodge, together with the treasurer, and sign the same, together with the president and secretary.
- 17.20.7** Prepare and attest all transfer cards and inform SON headquarters of all withdrawals, expulsions, or reinstatements, and in each case give the name and address of such persons.
- 17.20.8** Prepare membership reports and such other reports as may, from time to time, be requested by the international or district lodges, or their boards of directors.

- 17.20.9** Be present when the books are audited.
- 17.20.10** In the case of death of a member, report such to SON headquarters.
- 17.20.11** Perform such other duties as set forth in the financial secretary's manual.
- 17.20.12** Be the agent of the lodge and not of the IBOD. The lodge members are, therefore, responsible to the IBOD and SON headquarters for the manner in which these duties are performed.

17.21 Membership secretary's duties

- 17.21.1** The selection of the option to have a membership secretary and reassign financial duties of the financial secretary shall become effective upon, and evidenced by, a motion or resolution adopted by the lodge stating that it has made the election authorized by this paragraph of the policies and procedures of local lodges.

A lodge may elect to have a membership secretary whose duties and responsibilities shall be restricted to non-monetary matters formerly assigned to the financial secretary, which include the following:

- 17.21.2** Retain in a lodge record book, the essential membership information required by the lodge, and shall keep complete and accurate accounts between the lodge and its members.
- 17.21.3** Carry on all correspondence with SON headquarters relating to the duties of the office.
- 17.21.4** Prepare and attest all transfer cards and inform SON headquarters of all withdrawals, expulsions, or reinstatements, and in each case give the name and address of such persons.
- 17.21.5** Prepare membership reports and such other requests as may, from time to time, be requested by the IBOD or district lodges, or their boards of directors.
- 17.21.6** In the case of death of a member, report such to SON headquarters.
- 17.21.7** Perform such other duties as set forth in the financial secretary's manual.
- 17.21.8** Be the agent of the lodge and not of the IBOD. The lodge members are, therefore, responsible to the IBOD and SON headquarters for the manner in which these duties are performed.

17.22 Counselor's duties

- 17.22.1** The counselor shall supervise all ceremonies, question and instruct the candidates for admission as prescribed in the ritual, and assist and guide the other officers by word and deed.

17.23 Directors' duties. Social, sports and recreation, and cultural director duties:

- 17.23.1** It shall be the duty of the social director to plan and supervise the social activities of the lodge and to select the songs to be used during ceremonies.
- 17.23.2** The sports and recreation director shall plan, promote, and supervise a well-rounded program of sports and recreation for the lodge.
- 17.23.3** The cultural director shall plan and supervise programs for the lodge which will preserve and promote our heritage.

17.23.4 The social director, sports and recreation director, and the cultural director shall have the privilege of appointing such assistants and committees as are deemed necessary and approved by the local lodge president.

17.24 Youth and/or unge venner director's duties:

17.24.1 Each local lodge may elect a youth and/or unge venner director who shall be responsible to the local lodge and make reports to the lodge as it requires.

17.24.2 Acting in the role of youth director, with the approval of the local lodge, organize a junior lodge, dance groups or clubs for heritage members. Acting in the role of unge venner director, organize and assist members age 16-23 in developing social and cultural programs to further enhance their membership in SON.

17.24.3 All local lodge youth directors and anyone else such as instructors and group leaders who will work with youth in any event sponsored or operated by a SON local lodge must submit to a background check. Confirmation of a current background check must be filed with a designated member of the local lodge board prior to the event or activity taking place.

17.24.3.1 A basic screening, at a minimum, will include federal crime and sex offender history. If driving is applicable a proper licensing check and driving history shall also be included.

17.24.3.2 All youth leaders, as specified above, shall be re-screened at a minimum of once every 3 years. All youth leaders shall notify the designated member of the local lodge board immediately if any circumstances surrounding their current screening, or that would affect a future screening, have changed.

17.24.3.3 The local lodge board shall review the background check policy each year. This review shall include a check with state and governing bodies for any new requirements before a new season of events begins.

17.24.3.4 The local lodge board shall list the lodge background check policy clearly on all camp and youth activity web pages as well as other applicable organizational materials.

17.25 Marshal's and assistant marshal's duties

17.25.1 Have charge of regalia, song books, and such other properties as are kept in the lodge rooms and not especially entrusted to other officers.

17.25.2 Be in attendance 15 minutes before the opening of a lodge meeting.

17.25.3 See to it that the paraphernalia are distributed and in their proper places when the lodge is called to order.

17.25.4 Assist the president in preserving order and decorum and, if so ordered, remove from the lodge room persons whose presence is offensive or disturbing.

17.25.5 Supervise the balloting and put the ballot box in order.

17.25.6 Conduct candidates into the lodge room for the welcome ceremony.

17.25.7 Perform all other duties described by the bylaws and ritual of SON.

17.26 Trustees

17.26.1 Shall supervise the personal property of the lodge and perform such other duties as may be required of them by the lodge. The trustees shall keep accurate accounts of same and report to the board of directors and the lodge as requested.

17.27 General duties

17.27.1 The officers of a local lodge shall, besides the duties heretofore specified, perform such other duties as are prescribed by the bylaws of SON or required by the lodges.

18. Required reporting

Headquarters

18.1 Suspension report

SON headquarters will send a report of cancelled or suspended members monthly to the financial secretary or membership secretary of each of the respective lodges.

District lodge

18.2 D17

The district lodge shall file a financial statement (D17) with SON headquarters annually at a date determined by the staff. The financial report shall be prepared on forms provided by and submitted to SON headquarters. Failure to file in a timely manner will result in SON withholding dues reimbursements until such reports are received.

18.3 IRS 990

The district lodge shall submit the IRS 990 filing for both the district and any district-owned property annually by May 15. Proof of IRS filing shall be forwarded to SON headquarters immediately.

18.3.1 Lodges in Norway and Canada shall make any and all filings required by law or statute in their respective countries and send proof of such to SON headquarters immediately.

18.4 D18

The separate non-profit corporation as referred to in Section **19.1** of the *Charter and Bylaws* shall file a financial statement (D18) with SON headquarters annually at a date determined by the staff. The financial report shall be prepared on forms provided by and submitted to SON headquarters.

18.5 D64

The lodge property update form (D64) must be submitted to SON headquarters by district lodge property corporations by the deadline of March 15th of each reporting year.

Local lodge

18.6 D17

The local lodge shall file a financial statement (D17) with SON headquarters annually at a date determined by the staff. The financial report shall be prepared on forms provided by and submitted to SON headquarters. Failure to file in a timely manner will result in SON withholding dues reimbursements until such reports are received.

18.7 IRS 990

The local lodge shall submit the IRS 990 filings for the fraternal lodge and any property owned by the lodge, annually by May 15. Proof of IRS filing shall be forwarded to SON headquarters immediately.

18.7.1 Lodges in Norway and Canada shall make any and all filings required by law or statute in their respective countries and send proof of such to SON headquarters immediately.

18.8 D18

The separate non-profit corporation as referred to in Section **19.1** of the *Charter and Bylaws* shall file a financial statement (D18) with SON headquarters annually at a date determined by the staff. The financial report shall be prepared on forms provided by and submitted to SON headquarters.

18.9 D63

The lodge officer update form (D63) must be submitted to SON headquarters annually by the deadline of December 31st of each reporting year.

18.10 D64

The lodge property update form (D64) must be submitted to SON headquarters by the local lodge property corporation by the deadline of March 15th of each reporting year.

18.11 Report of new members

The financial secretary or membership secretary shall, immediately after each regular lodge meeting at which applicants and/or transfers are accepted or rejected, report to SON headquarters by submitting his or her report of new members and the application(s) with all funds received.

19. Installation events

District lodge

19.1 Installation events

The officers of a district board shall be installed at the close of the district convention. The installing officer must be a current member of SON and may be a former officer or director of the district lodge or the IBOD.

19.2 Installation attendance

If any of the officers or board members elected fail to appear for installation, they shall be installed at the next regular board meeting.

Local lodge

19.3 Installation

The officers of a local lodge shall be installed at any convenient meeting in the months of December, January, or February. The installing officer must be a current member of SON and may be the retiring counselor, a former president of the local lodge, a former or current officer or director of the district lodge, or a member of the IBOD.

19.4 Installation attendance

If any of the officers elected fail to appear for installation, they shall be installed at the next regular meeting unless circumstances warrant a new election to fill vacancies.

20. Lodge formation

District lodge

20.1 Local lodge development support

The organization of new lodges shall be the responsibility of the district board of directors and the fraternal department, and it shall be the responsibility of the sales director to assign IPs to such areas from which requests for new lodges are received, for the purpose of building a lodge for which the duly executed inquiry form, "preliminary information needed for approval and organization of a SON lodge," has been approved by the CEO or sales director. If, for whatever reason, the staff personnel are unavailable, the president of the district in which the lodge is desired may designate other persons qualified to do such work, subject to approval.

20.2 Central lodges

20.2.1 Lodges are established in each district under the name central lodge. Such lodges shall consist of members who are not members of a local lodge.

20.2.2 The district board of directors are the officers and directors of the district central lodge.

20.2.3 The membership application fee for non-insurance members and yearly dues for members of central lodge shall be determined by the IBOD.

20.2.4 All rules and regulations set forth in the *SON* CB/PP and the district lodge bylaws shall be binding for members of central lodges.

20.2.5 Members of another lodge, who move to a place where there is no lodge within 25 miles, and who do not wish to continue their membership in the local lodges they were members of, may be admitted as members of central lodge.

20.2.6 Persons who, at the time of their application for membership in SON, reside in outside jurisdictions, or in communities of such limited number of eligible prospects that a local lodge may not then be organized, may be members of central lodge. Such communities must be located 25 miles or more from the nearest lodge. An IP or a duly appointed member of SON shall conduct the welcome ceremony of such a member. In case any such member should wish to join any local lodge, he or she shall, by sending his or her application to the SON headquarters, receive a transfer card, provided that all dues to date have been paid.

- 20.2.7** Benefit members who have been expelled, rejected, or suspended by a local lodge shall automatically be transferred to central lodge.
- 20.2.8** Members whose local lodges have been dissolved shall, provided they desire to continue as members of SON, either make an application for transfer to and admission into another local lodge or become members of central lodge.

20.3 Voluntary lodge dissolution transfer of members

Each member will be given the opportunity to transfer to another lodge of their choice. If no choice is made within the time limit specified in the letter, the member will be automatically transferred to the Central Lodge.

20.4 Recruitment lodges

- 20.4.1** The IBOD is authorized to establish and name special recruitment lodges established for receiving new members of SON under terms and conditions as determined from time to time by the IBOD. Such membership categories shall not exceed one (1) year.
- 20.4.2** Names of such new members shall be referred with appropriate information to the relevant district vice president who in turn shall make the information available to the appropriate local lodge vice presidents for recruitment of such new members into the local lodge. If such new members have not been accepted in a local lodge within one (1) year following recruitment, then such member shall be transferred to the closest local lodge or central lodge at the option of the member.
- 20.4.3** For the purpose of representation at district lodge meetings, the members of recruitment lodges are considered to be members of their district's central lodge.

Local lodge

20.5 Development of new lodges

- 20.5.1 Procedures.** When it is desired to establish a new local lodge, a request thereof shall be sent to the SON headquarters through the appropriate district president. If approved, an organizing representative shall be designated by SON headquarters.
- 20.5.2 Organizing representative.** The organizing representative shall reference the new lodge institution document and notify SON headquarters of the date of the first organizational meeting.
- 20.5.3 Lodge name, meeting times.** The name of the lodge shall then be decided on as well as the time and place of meetings, and application fees. A committee of three (3) members appointed by the organizing representative shall solicit and recommend proposed names for the new lodge. The name receiving the most votes shall be the name of the lodge.
- 20.5.4 Dues and Fees.** Charter members shall pay an application fee, if so specified in the bylaws of local lodges. Members who transfer shall pay only the usual dues paid by members on joining another lodge on transfer.
- 20.5.5 Welcome ceremony in new lodge.** Those present shall then proceed to vote on all the applicants collectively. If fewer than three (3) votes for rejection are cast, all the applicants shall be held accepted. If three (3) or more votes for rejection have been

cast, each application must be balloted on separately. When the balloting is over, the meeting shall proceed to the welcome ceremony of the members elected.

- 20.5.6 Election and installation in new lodge.** The meeting shall then proceed to the election and installation of officers, who shall serve the balance of the term, provided if such term will be six (6) months or less, the term of the first set of officers shall be extended to include the following fiscal one-year period.
- 20.5.7 Instructions to officers.** The newly elected officers shall receive complete instruction in the financial and general management of their lodge from qualified district officers. Such instruction shall also be available when requested.
- 20.5.8 Transfers to new lodge.** Members of SON may be included in the organization of a new lodge, provided they obtain transfer cards from their former lodge. Such members may be included in the number of applicants necessary to institute a new lodge. Transfer cards must be presented to the organizing representative, who shall submit them to the new lodge at the organizational meeting so that the transferees may be voted on with the other applicants.
- 20.6 Unge venner lodge groups.** Unge venner lodge groups are authorized to use the name, logo, and emblem of SON, so long as such unge venner groups are established by local lodges, and further that the unge venner groups are in all matters subject to the authority and control of SON local lodges.

21. Lodge mergers

Local lodge

21.1 Merger of lodges

The principal consideration is an orderly procedure which will protect all members concerned and which will bring about a congenial feeling on the part of the members. Guidelines are available from SON headquarters. Guidance can be secured from either the CEO or legal counsel.

- 21.1.1** A committee of at least three members from each lodge meets to determine the details of the resulting new lodge: lodge name, lodge number, officers, and meeting location, and for lodges in Canada and Norway, the dues amount.
- 21.1.2** The lodges must decide if they will have a formal or informal merger.
- 21.2** If the lodges decide to have an informal merger (by vote or consensus) then:
- 21.2.1** The lodge planning to disband ceases to exist by transferring its members into the membership of the receiving lodge.
- 21.2.2** The receiving lodge retains its name and number, and its officers remain the same until the next election.
- 21.3** If the lodges decide (by vote or consensus) on a formal lodge merger:
- 21.3.1** Once the details have been decided, the lodges will hold an institutional meeting for the new lodge.
- 21.3.2** The presiding officer will use the institution script as found on the SON website.

22. Redistricting procedures

International board

22.1 Member threshold

If a district falls below 1,000 members and cannot increase membership within a two-year period to bring its membership back above 1,000 members, the IBOD, in conjunction with the affected board of directors, shall develop and implement a plan or proposal to assist the affected district in increasing their membership.

District lodge

22.2 Application for re-districting

22.2.1 The IBOD alone is authorized to establish districts. If a district is to be divided, first a general proposal shall be prepared by the proposal's initiators and approved by a majority vote of two-thirds of the affected full local lodge board of directors. Thereafter, a final proposal shall be mailed to all the members of such proposed new district with the time and place set for decision by each individual lodge. The total vote is afterwards tabulated by the district secretary and will require a two-thirds majority of all votes cast to be effective.

22.2.2 When such report is sent to the district secretary, each lodge must have such action attested by the president and secretary of the local lodge. The district secretary shall then forward such applications to SON headquarters at least three (3) months prior to a regular IBOD meeting, and the international secretary shall then publish the same in the official magazine of SON.

22.3 Redistricting procedures

22.3.1 In order to initiate proceedings to divide a district, a general proposal, including the pros and cons, shall be prepared by the petitioners for such division which includes a description of the geographic area and identifies all the local lodges which are to be included in the proposed new district. A majority of two thirds of the affected local lodge boards must approve the general proposal before the local lodges consider a formal proposal to divide in the listing below. After securing the required approval as set forth above, proponents of the district division shall develop a final proposal setting forth the terms and conditions of the division which shall include, but not necessarily be limited to, the following:

- a) Proposed date that the division would become effective and specific identification of the lodges to be included in the new district.
- b) Proposed division of district lodge's assets and liabilities, including disposition of any real estate, which may be owned by the district, or subsidiary thereof.
- c) An explanation of the reasons that the proposal is in the best interest of SON.
- d) Projected income budget for the new district.

- e) Projected expense budget, including a reasonable allocation for expenses of the proposed district, including board meeting, officer travel, training seminars and programs.
- 22.3.2** The district lodge officers shall ensure adherence to the *SON* CB/PP and ensure that all members voting on the final proposal receive accurate information and full disclosure. Further, such information shall include a recommendation from the district board. All members of SON who belong to local lodges located within such proposed new district must be sent the proposal by first class mail and notice of the time and place set for the vote on such proposal by his or her local lodge. The district officers shall coordinate the voting within each local lodge so that each local lodge votes on the question in a reasonable timeframe. The voting within each lodge shall be on ballot forms that are identical for each local lodge.
- 22.3.3** The local lodge president and secretary shall collect the ballots, attest to the vote, and adherence to required procedures. The result of the vote shall be forwarded to the district secretary who shall tabulate the results of the vote. For the proposal to pass, it is required that it receives a two-thirds majority of all votes cast. If the proposal attains a two-thirds majority vote, the district secretary shall then forward the proposal to the SON headquarters at least three months prior to a regular IBOD meeting. Upon IBOD approval, notice of the vote and the resultant new district(s) shall be published in the official magazine of the society.

23. Member suspensions

District Lodge

- 23.1.** An officer or director shall not be suspended or expelled from their office or the district lodge on account of the suspension, dissolution, or merger of their local lodge, or if they transfer to another local lodge, provided that they remain in good standing with SON.

Local lodge

23.2 Suspension of membership

SON headquarters has the authority to suspend the active membership status of any member for reasons of nonpayment of dues, if the member is more than 120 days in arrears in payment of dues, provided, however, that with respect to insurance members, the provisions in their certificates of insurance shall also be applicable.

23.3 Notice to suspended members

The financial secretary or membership secretary shall, within five (5) days of the receipt of the report, notify suspended members of their suspension and inform them on the steps necessary in order to be reinstated, but the suspension shall be valid and binding even if the financial secretary or membership secretary neglects to so inform suspended members.

23.4 Re-instatement

- 23.4.1** Former members who have been suspended for a period of less than a year may be reinstated in the same lodge upon payment of all dues and assessments that are in arrears, and the effective date of membership shall remain the same.

- 23.4.2** Former members who have been suspended for a period of one (1) year or longer may apply as new members or may upon payment of all back dues and assessments be reinstated effective with the original date of membership.

24. Lodge suspensions and dissolutions

International board

24.1 Authority to suspend or dissolve a local lodge

The IBOD is authorized to suspend local lodge charters and dissolve a local lodge.

24.2 Suspension of lodge charters

A local lodge that fails to remit monies due or fails to submit its annual report for six (6) months following the due date, or fails to abide by the laws, rules, or directives of SON, or has fewer than eight (8) members, may risk suspension of their charter if determined by the IBOD. Such suspension shall not become effective until after 30-days' notice to the district president and district secretary from the time the resolution was passed by the IBOD.

24.3 Notice of suspension

Written notice of the decision to suspend a local lodge shall promptly be given to the secretary of the district in which the lodge is situated, the officers of the local lodge, and, to the extent possible, to the members of the lodge. At the same time, information shall be given to each member of the suspended lodge of the steps and procedures necessary for such member to maintain membership in SON.

24.4 Transfer of members

Members of a local lodge, which has been suspended by the IBOD may, if not indebted to the lodge or SON, continue as members of SON and remain in good standing, provided that they follow the steps and procedures furnished them to transfer their membership.

24.5 Suspension may be rescinded

The suspension of a lodge may be rescinded by the IBOD upon cause shown and shall be rescinded upon payment by the lodge in full of monies due SON headquarters.

24.6 Failure to reinstate

A lodge which has been suspended and fails to become reinstated in the manner prescribed above in **24.5** within 30 days from the date when the suspension becomes effective, shall be dissolved and its charter revoked, as determined by the IBOD.

24.7 Surrender of charter and lodge assets

In case of dissolution or suspension of a lodge with the revocation of charter, the last acting officers shall immediately surrender the lodge supplies to the IBOD.

24.8 Lodge assets distribution plan

- 24.8.1** Lodges shall submit to SON headquarters for review a plan of distribution which shall set forth the assets on hand for distribution following payment of the lodge's debts and expenses.

- 24.8.2** When a SON lodge disbands, it is recommended that 50 percent of the assets shall go to the SON Foundation (United States, Canada, or Norway), and 50 percent shall be distributed within the district in consultation with the appropriate district board.

Local lodge

24.9 Transfer of members

Members of a local lodge, which has been ordered suspended by the IBOD may, if not indebted to the lodge or SON, continue as members of SON and remain in good standing, provided that they follow the steps and procedures furnished them to transfer their membership.

24.10 Voluntary lodge dissolution

- 24.10.1** Continuity. A local lodge cannot be dissolved or leave SON if eight (8) members vote to maintain the lodge and wish to continue.
- 24.10.2** If the lodge votes to disband/dissolve, then a series of two meetings is needed. At the first meeting, it is announced that there will be a vote held to disband the lodge at the next monthly meeting.
- 24.10.3** A written notice will be mailed to all members prior to the second meeting.
- 24.10.4** The vote to close the lodge will be held at the second meeting. The vote will be comprised of the votes of those present in accordance with the meeting notice.
- 24.10.5** If the motion to dissolve carries, the following documents must be mailed to SON headquarters:
- a)** A completed “official notice of lodge dissolution” form
 - b)** The lodge’s original charter document, if available
 - c)** A completed “lodge income statement and balance sheet” for the current year up to the date of the vote
 - d)** A completed “funds disbursement plan,” detailing the plans for the distribution of any remaining lodge assets.
- 24.10.6** Distribution of assets. SON headquarters shall not oppose any plan of distribution that complies with relevant state and federal laws and regulations.
- 24.10.7** If no one from the local lodge takes the responsibility to facilitate this process, the district president and respective zone director shall be responsible for implementing the process.

25. Conduct and appeal process

General provisions

25.1 Conduct and appeal process

25.2 Procedures for resolution

No lawsuits or any other actions may be brought for any claims or disputes covered by the *SON CB/PP*. The following are the steps and procedures for presenting and resolving disputes.

- 25.2.1 Step 1. Appeal.** Appeal of the dispute to a designated reviewer within SON as appropriate to the dispute.
- 25.2.2 Step 2. Mediation.** If step 1 does not result in a mutually satisfactory resolution, either party has the right to have the matter mediated within the applicable mediation rules of the American Arbitration Association (or other neutral organization as agreed upon by the parties.)
- 25.2.3 Step 3. Arbitration.** If there is still no mutually satisfactory resolution the matter will be resolved by binding arbitration by a member of the American Arbitration Association. The arbitrator(s) may award any actual damages incurred for which there is liability, but may not award attorneys' fees, or compensatory, exemplary, extracontractual or punitive damages.

The decision of the arbitrator(s) is binding and final. Additional procedural rules may be defined in policies established by SON and made available upon request. If a claim or dispute is subject to law that prohibits parties from agreeing to submit future disputes to binding arbitration, arbitration results shall be nonbinding, unless both the individual and the SON voluntarily agree to binding arbitration after the claim or dispute has arisen.

25.3 Cost clarification

Each party shall bear its own fees and expenses in relation to mediation and/or arbitration including but not limited to attorneys' fees, expert/witness fees, discovery/collection costs.

25.4 Joinder of disputes

No claim or dispute may be brought against SON, or its directors, officers, agents, or employees in a representative capacity, or on behalf of any "class" of persons or members. Claims of multiple persons may be joined and presented under this section provided all affected members, certificate owners and beneficiaries consent in writing, or if SON determines that joinder is appropriate.

26. Surrender of SON property upon leaving office

International board

26.1 Retiring officers surrender property

Retiring officers shall within 10 days after the installation of their successors surrender to them all money, valuable papers, books of account and documents which have come into their hands by reason of their position, also all stocks of printed matter, computers, and all other property belonging to SON that they may have in their possession.

26.1.1 It shall be the immediate responsibility of the director from the district within which the decedent or incapacitated one resided, upon the death or incapacity of such an officer or director, to make contact with the decedent's or incapacitated one's family and/or household members to retrieve and/or take possession of any and all property relating to the IBOD.

26.1.2 Should the decedent or incapacitated one be the international director, then the International Board Chair shall appoint a member of the IBOD to be the responsible

party due to potential confidentiality concerns with any of the SON property to be returned.

26.1.2.1 The responsible party shall do all that is necessary to return the IBOD property to the SON international home office in a timely manner.

26.1.2.2 The international SON home office staff and legal counsel shall create a document, to be signed by retiring IBOD members, upon their departure and last day of service, requiring that they return all IBOD property and destroy any and all confidential materials pertinent to the IBOD.

District lodge

26.2 Retiring officers surrender property

All retiring officers shall within 10 days after the installation of their successors, turn over to them all money, valuable papers, account books and documents that they have received in their official capacity; as well as all stocks of printed matter and all other property belonging to the district lodge that they may have in their possession.

Local lodge

26.3 Retiring officers surrender property

All retiring officers shall within 10 days after the newly elected officers assume their duties, turn over to them all money, valuable papers, account books and documents that they have received in their official capacity; as well as all stocks of printed matter and all other property belonging to the lodge that they may have in their possession.

27. Meeting types, timing, and frequency

International board

27.1 Board meeting dates

27.1.1 The spring meeting of the IBOD will be held in the 2nd quarter of each year.

27.1.2 The fall meeting of the IBOD will be held in the 4th quarter of each year.

27.1.3 A review of SON financials shall occur by the IBOD during the 1st quarter of each year to review the previous year's financials, and during the 3rd quarter of each year to review the financials of the preceding 2nd quarter.

27.1.4 If necessary, the IBOD has the authority to change the meeting times.

District lodge

27.2 District lodge electronic meeting requirement

Each district shall include a provision within their district lodge bylaws, similar to Section **5.6.1** of the *Charter and Bylaws*, to account for situations in which a significant event may preclude a meeting of the district lodge and provide for an electronic meeting option in the same manner as stipulated in Section **6.2** of the *Charter and Bylaws*.

Local lodge

27.3 Frequency

A local lodge shall have the option to have at least one (1) or more meeting(s) each month but must have a minimum of eight (8) meetings annually. These meetings should include the culture and heritage of Norway and other Nordic countries.

At least four (4) times per year the majority of the business of the lodge will be transacted. The time and place of all meetings and events shall be decided by the lodge.

27.4 Regular lodge meetings

All regular lodge meetings where business of the lodge is transacted are closed meetings. A visitor may attend a closed meeting. The lodge president may declare a regular lodge meeting an open meeting if no objections are voiced to allow guests to attend meetings. Guests are encouraged to attend social events and community activities of the lodge.

27.5 Visitors and guests

A visitor is defined as a member of SON from one lodge visiting another lodge. A guest is defined as a non-member of SON. All regular lodge meetings where business of the lodge is transacted are closed meetings. A visitor may attend a closed meeting. The lodge president may declare a regular lodge meeting an open meeting if no objections are voiced to allow guests to attend meetings. Guests are encouraged to attend social and cultural events and community activities of the lodge, which are all considered as open meetings.

27.6 Electronic meetings

In the event meetings of the local lodge cannot be held in person due to circumstances beyond the control of the local lodge, such as, but not limited to, during a time of national emergency, during which time business still needs to be transacted, local lodges may hold meetings utilizing mail, electronic communications, teleconferences, other methods of electronic or internet-based communication, or any combination thereof.

28. Bylaws

District lodge

28.1 District lodges may pass non-binding resolutions to forward to the IBOD for bylaw and procedural suggestions.

28.1.1 These resolutions must originate either at the local or the district level. If local, the local lodge must approve the suggestion by a majority of members present and voting to move forward to the district for district approval. District level resolutions, including those that originated in a local lodge, must then pass at the district lodge meeting by a majority of delegates present and voting before being forwarded to the IBOD for consideration.

28.1.2 Any such resolutions that have passed at the district level must be forwarded to the IBOD within 60 days following the end of the district lodge meeting through an official district communication signed by both the district president and secretary that

includes the resolution's exact wording as passed at the district lodge meeting and is submitted using the current resolution template as found on the SON website.

28.2 Adopt laws and rules

The district lodge shall be authorized to adopt all necessary laws and rules concerning the district lodge.

28.3 Approval of district lodge bylaws

The CMGC in concert with legal counsel is authorized to approve district lodge bylaws submitted to SON headquarters for approval. The original copy of the bylaws shall be signed by the CEO and the legal counsel and shall be effective the date they are so signed.

Local lodge

28.4 Adoption, repeal, or amendment of bylaws

28.4.1 A local lodge may from time to time by a two-thirds majority vote of the members present and voting adopt, repeal, or amend its bylaws.

28.4.2 Proposals for repealing or changing of bylaws must be presented in writing and must be read at the business meeting when they are received, but they shall not be acted upon before the next business meeting. In addition, notification of the proposals and business meeting date should be sent to each member prior to the date of the business meeting at which they will be acted upon.

28.5 Approval of bylaws

28.5.1 When such laws and amendments have been adopted by the local lodge, they shall be submitted to SON headquarters for review and approval by the CEO and legal counsel; within a reasonable time, SON headquarters shall notify the local lodge of either the approval of their bylaws or required changes for bylaw approval. Local lodge bylaws shall become effective upon notification of approval by the CEO and legal counsel. Copies of local lodge bylaws shall be on file at SON headquarters and made available to the district secretary.

28.5.2 Such bylaws should be few and limited to such matters as have not already been covered by the laws of SON, such as lodge name, time and place of meeting, admission fees, bonds, or officers.

28.5.3 Bylaws and amendments must not conflict with the *SON CB/PP* or of the district within which the lodge is governed.

29. Consent calendar

International board

29.1 Consent calendar

To expedite business at the IBOD meeting, the board can approve the use of a consent agenda that includes those items considered to be routine in nature. Full information about these items will be provided to the board in resolutions from the board committees. A board member may request removal of any item that appears on the consent agenda. The remaining items will be

voted on by a single motion. The approved motion will then be recorded in the minutes, including a listing of all items appearing on the consent agenda.

30. Committees

International board

30.1 Duties of the committees of the International Board of Directors

30.1.1 Benefits Committee. In consultation with the chief executive officer and SON HQ staff, the Benefits Committee shall have oversight of SON's insurance sales, products, and services.

30.1.2 Corporate Matters and Governance Committee. In consultation with the chief executive officer and SON HQ staff, the Corporate Matters and Governance Committee shall have oversight on all matters related to SON's legal, governance, corporate, and/or administrative matters.

30.1.3 Finance/Investment Committee. In consultation with the chief executive officer and SON HQ staff, the finance/investment committee shall have oversight of SON's financial performance, SON's investment portfolio, SON's annual operating budget, and SON's financial forecasting.

30.2 Executive committee alternates

The IBOD shall, by a two-thirds majority vote of the entire board, elect from its members, executive committee alternates for the vice president, secretary, treasurer, and the one additional member elected from and by the board. If either the vice president, secretary, treasurer, or the one additional member elected from and by the board, is unable to attend any meeting of the executive committee, then the appropriate alternate may attend the meeting. Four members shall be necessary to constitute a quorum.

District lodge

30.3 Board of directors

The district board of directors shall consist of the president, vice president, secretary, treasurer, or such officers and directors as stated in the district bylaws.

30.4 District executive committee

Between meetings, the president, vice president, secretary, treasurer and one (1) additional officer, if desired, shall form an executive body to perform such duties as charged with by the district board of directors. All actions of the executive committee are to be reported to the full district board of directors at its next meeting.

30.5 Audit team

The district shall elect, appoint, or employ competent auditors to audit the district lodge books on an annual basis. If elected or appointed the audit team shall be composed of two (2) or more district members, and in situations where additional financial and audit experience is needed, the district shall have the option to employ one (1) or more independent auditor(s) to audit the district lodge books on an annual basis.

- 30.5.1** At least once each year the auditor(s) shall submit a written report of each audit to the district board.
- 30.5.2** A district lodge may authorize, in its bylaws, its district board of directors to elect, employ or appoint such auditor(s).

30.6 Lodge committee appointments – temporary and permanent

The district president may appoint from among the elected delegates, committees to serve during the district lodge meeting as follows: committee on finance/investments, committee on resolutions, committee on laws, and committee or committees on reports/fraternal programs. Lodge committees may be combined at the discretion of the president, but that action is only valid for that meeting.

30.7 Duties of district lodge committees

- 30.7.1** **The committee on laws** shall examine all proposed amendments to the *SON* CB/PP and may propose such other changes of the laws as in its opinion are required. The committee shall submit to the meeting its recommendations.
- 30.7.2** **The committee on reports** shall examine all reports of officers, not otherwise assigned, official invitations to host an international convention, and such other general proposals that the committee may receive or prepare for submission to the meeting. The committee shall submit to the meeting its recommendations.
- 30.7.3** **The committee on resolutions** shall prepare and submit to the meeting all resolutions on the activities of the district, commemoration of deceased members, outstanding events in which the district may have an interest, the convention, or other matters which, in the opinion of the committee, shall be mentioned in its report. The committee shall submit to the meeting its recommendations.
- 30.7.4** **The committee on fraternal programs** shall review resolutions and reports relating to district, cultural, heritage, sports, recreation, and youth. The committee shall submit its recommendations for each to the meeting.
- 30.7.5** **The committee on investments and finance** shall review district reports pertaining to investment and finance. The committee shall submit to the meeting its recommendations.

Local lodge

30.8 Lodge committee appointments

30.8.1 Membership committee

At the installation, the new president shall appoint a membership committee, with the vice president as chair. This committee shall serve for 12 months, or for such shorter terms as the lodge bylaws may prescribe, or until a new committee has been appointed. The number of members on this committee shall be determined by the local lodge board. The membership committee will assist the financial secretary or treasurer in the collection of delinquent dues, have charge of the effort to get new members, assist the IPs, encourage members to attend lodge meetings and pay special attention to the welfare of new members in their relation to the lodge. The

president, secretary, and financial secretary or membership secretary shall be ex-officio members of the committee.

30.8.2 Auditing committee

When electing officers, the local lodges shall appoint a standing auditing committee of at least two persons, or alternatively, appoint a certified public accountant or public accountant to audit the lodge accounts every 12 months, or at other times if required by the lodge, and report to the lodge. They shall also audit all committee reports containing financial accounts before they are adopted by the lodge. At no time shall the fiduciary obligation of the lodge be abrogated.

30.8.3 Calling committee

30.8.3.1 The local lodge should form a calling committee. The calling committee's responsibility is to call members to promote the lodge, its activities, and the well-being of its members.

30.8.3.2 For a membership dinner, the calling committee should call every lodge member to promote the dinner and ask each of them to bring a prospective new member. People who have dropped their membership during the last 2-3 years should also be contacted.

31. Conventions

District lodge

31.1 District lodge conventions

31.1.1 Appointed officers

At the opening of each district meeting the president shall appoint marshals and greeters from among the delegates as are necessary to conduct an orderly meeting. Appointees shall hold office until the close of such session. Such appointed officers shall receive no compensation for the performance of their assigned duties.

31.1.2 Order of business

The order of business at a meeting of the district lodge shall be as follows, unless otherwise provided by the district lodge:

- a) Opening ceremonies
- b) Roll call (of officers and delegates)
- c) Announcement of temporary officers
- d) Announcement of committee memberships and appointment of special committees
- e) Report on credentials
- f) Reading of minutes of previous meeting
- g) Report of officers
- h) Presentation of other papers

- i) Reports of committees
- j) New business
- k) Election of officers
- l) Installation
- m) Adjournment

31.1.3 Selection of meeting sites and hosts

The place of the next regular meeting shall be selected by the district lodge or by the district board of directors if not determined by the district lodge.

32. Travel expenses

International board

32.1 Travel expenses

International officers and directors, who attend IBOD meetings or make necessary travels in their official capacity in the interests of SON, shall be entitled to reimbursement for necessary traveling expenses and per diem allowance as may be fixed from time to time by the IBOD.

District lodge

32.2 Travel expenses

32.2.1 District officers attending district board of director meetings, traveling on official business, or in the interest of SON, shall be compensated for necessary hotel and traveling expenses which must be approved by the district president or board in advance.

32.2.2 District officers, or other members, incurring expenses while serving the district, must present such statements within 30 days after such expenses are incurred, such reports to be made to the district executive officers for their approval.