

DISTRICT LODGE No. 3

SONS OF NORWAY

2022-2024



BYLAWS

AND

EXPLANATION OF

THE CHARITABLE TRUST

SONS OF NORWAY DISTRICT LODGE No. 3

2022-2024

A U T H O R I T Y

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

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

This edition contains all amendments adopted by the District Lodge at its meetings held through 2014 and approved at Sons of Norway Headquarters by the International Board.

This edition contains all amendments adopted by the District Lodge at its meetings held through **2022**.

Stephen Helmold, President
Karen L. Olsen-Helmold, Secretary

June 2022

INTRODUCTION TO THE BYLAWS

DISTRICT LODGE No. 3 SONS OF NORWAY

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

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

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

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

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

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

BYLAWS
DISTRICT LODGE No. 3
SONS OF NORWAY

ARTICLE I
NAME AND TERRITORY

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

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

ARTICLE II
ORGANIZATION AND AUTHORITY

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

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

1. The District Lodge shall hold a regular District Lodge meeting (Convention) once every two years. The date and place shall be determined by the District Lodge, except that if changes become necessary the new date and place shall be determined by the District Board of Directors (District Board). Special meetings of the District Lodge, including resolutions of the District Board directing the conduct of a referendum of the District Lodge by mail, shall be called and conducted as provided in Paragraph 3.2.4/3.2.5 of the Sons of Norway Charter, Constitutions and Procedures. (6/06)
2. A Local Lodge, a group of Local Lodges, a Zone or the District Board may bid for and sponsor a regular District Lodge meeting (Convention), with the final selection of the District Lodge meeting (Convention) site by a vote of the convention from all the bids presented. The District

Board should utilize an appropriate college campus or similar off-season facility as a convention site provided such a facility is both desirable and cost effective. The District President should appoint a Standing District Lodge meeting (Convention) Committee and authorize it to develop and practically compete for a sponsor and host the District Lodge meeting (Convention).

3. Within six (6) months after the close of a regular District Lodge meeting (Convention), the sponsor(s) shall file with the District Treasurer a detailed financial statement of its receipts and expenditures. This statement shall be included in the Minutes of the District Board meeting (Convention) and shall be published in the Reports Book for the following District Lodge meeting (Convention). A Local Lodge may request a copy from the District Treasurer.
4. Each Local Lodge shall be entitled to elect two Delegates for the Lodge, plus an additional Delegate for each 75 members or major fraction thereof, based on the last Annual Report before the election takes place. Each Local Lodge may elect an equal or greater number of Alternates (paragraph 4.7.1). All persons who have been members of the Order for at least three months shall be eligible for election as Delegates or Alternates. (6/18)
5. The election of Delegates and Alternates, the election report, and issuing credentials shall be in accordance with paragraphs 3.6.3 and 4.7.1 of the SON Charter, Constitutions and Procedures.
6. Finance, Law and Resolution Committees may convene at the Convention site one day prior to the Convention's scheduled opening.
7. Each member of those committees convened one day prior to Convention shall be reimbursed one day's room rate (at the Convention room rate) for the extra day.
8. Bids shall be accepted by the District Board of Directors and introduced to the voting process with at least the following items:
 - a. The proposed dates for such meetings
 - b. The full details involving room prices
 - c. The cost and content of delegate and visitor packages
 - d. Pertinent information where unusual circumstances may exist relating to additional expenses necessary to reach a convention site (6/08)
9. The District Board shall appoint a committee to review the District Lodge Meeting (Convention) minutes before the Secretary sends a copy to the Sons of Norway Headquarters. The minutes will be reviewed and approved by the District Board at the fall Board meeting. (6/10)

ARTICLE IV

REIMBURSING EXPENSES FOR OFFICERS AND DELEGATES

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

ARTICLE V
DISTRICT LODGE OFFICERS
DISTRICT BOARD OF DIRECTORS

1. The officers of the District Lodge shall be the President, Vice President, **Charitable Trust Director**, Secretary, Treasurer, Public Relations Director, Cultural Director, Sports and Recreation Director, **Fraternal and Foundation Director**, Youth Director and Zone Director (or the Alternate) from each Zone in the District. These officers shall comprise the District Board. (6/22)
2. The Executive Committee of the District Board shall consist of the President, Vice President, **Charitable Trust Director**, Secretary and Treasurer. It shall be the Committee's duty to administer the requirements of the District between the meetings of the District Board. (6/22)
3. The District Board shall fulfill its general duties provided in Paragraph 7.13 of the District Convention and such specific duties as appear in the SON Charter, Constitutions and Procedures and in these Bylaws.
4. The District Board shall meet immediately after each District Lodge meeting and at least once every year thereafter. The District Board or the President shall decide the meeting time and place. The District President or a majority of the officers may call additional meetings. The District Board may meet via teleconference by any means of communication through which the District Board of Directors may simultaneously hear each other during the conference, if the same notice is given of the teleconference as would be required for a District Board of Directors additional meeting, and if the number of District Board members participating in the teleconference would be sufficient to constitute a quorum at a regular District Board of Directors meeting. Participation in a meeting of the District Board of Directors by teleconference constitutes personal participation in such meeting. (6/16)
5. Except as provided below, the eligibility, terms of office, time and method of electing District Officers shall be as provided in Paragraph 3.11 of the SON Charter, Constitutions and Procedures and in these Bylaws.
 - a. No officer except the Secretary and Youth Director shall be eligible to hold the same office for more than two successive terms.
 - b. Nominations of Officers shall be opened the afternoon of the first business day of a regular District Lodge meeting, at which time the Nominating Committee shall present their candidates. Additional eligible nominations may be made at any time up to noon of the day prior to the vote for the office involved. (6/16)
[But see SON Charter, Constitution Policies & Procedures section 3.11.5.1.1]
 - c. No Officer or Delegate shall be nominated to more than one elective office at each biennial Convention.
 - d. Duly nominated candidates except for Zone Directors shall address the Convention prior to the election with respect to their experience and qualifications. Presidential candidates shall be allowed to speak for five (5) minutes and other candidates three (3) minutes each.
 - e. When a vacancy occurs in the Board of Directors other than for the President, Vice President or Zone Director, the District Board shall consider a candidate's interest, availability and qualifications for the same office at the preceding District Lodge meeting (Convention) before taking action to fill the vacated office from among the District Lodge membership.

- f. Anyone properly removed from office within Sons of Norway at either the International or District levels, according to the Sons of Norway Charter and Constitutions Chapters 2.11.8, 2.11.8.1, 2.11.8.2, 2.11.8.3, or 3.11.8, if that person seeks office at the Third District Board level again, the prior removal from office must be disclosed on the Candidate Leadership application. (6/16)

ARTICLE VI DUTIES OF OFFICERS

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

1. The President shall:

- a. Visit as many Local Lodges as practical, and whenever he or she deems it necessary; (6/16)
- b. In a reasonable time before a District Lodge meeting (Convention), appoint from the elected delegates, the District Lodge Meeting (Convention) officers and committee members for the following committees: Laws, Resolution, Reports, Finances and Fraternal Programs, and special committees as may be deemed necessary;
- c. Appoint an active Ways and Means Committee to create and implement programs designed to increase District revenue. The committee will work under the District Board's supervision;
- d. Appoint the Installing Officers for each Local Lodge and request them to obtain for the District Secretary the information needed for the Home Office and the annual District Directory;
- e. Provide instructional seminar(s) for the Officers of each newly-instituted Local Lodge and seminars as Zones may request;
- f. Nominate the Trustees of District Lodge No. 3, Sons of Norway Charitable Trust (other than Counselor), subject to election by the Third District Board. (6/18);
- g. Be President of the Sons of Norway 3/D Ltd.;
- h. Nominate the Officers and Directors of the Sons of Norway Land of the Vikings Ltd. (S/N LOV Ltd.), subject to election by the District Board;
- i. Serve as an advisory member of the International Board.
- j. Appoint members of all committees unless otherwise specified.

2. The Vice President shall:

- a. Assist the President in administering and managing District affairs;
- b. Serve as the Chairman of the District Board's Membership Committee and as an ex-officio member of other committees as the President shall determine;
- c. (Deleted 6/18);
- d. Serve as Vice President of the Sons of Norway 3/D Ltd., unless acting in the capacity outlined in "e" below; and
- e. (Deleted 6/14).

3. The Charitable Trust Director shall: (6/22)

- a. (Deleted 6/22)
- b. Serve as a Trustee and the Chairperson of the Charitable Trust Fund **(any reference to the position of Counselor will now apply to the Charitable Trust Director). (6/22)**

4. The Secretary shall:

- a. Receive from each Local Lodge a copy of its annual financial statement;
- b. Maintain a current copy of the amended Bylaws of each Local Lodge and of each organization established by the District Lodge;

- c. Receive from the Installing Officers reports on Local Lodge Installations;
- d. Publish and distribute the annual District Directory;
- e. Within 45 days of the close of the District Board meeting, submit minutes of the District Board meeting to all District Board members; (6/14)
- f. Serve as Secretary of Sons of Norway 3/D Ltd.;
- g. (Deleted 6/18)
- h. Prepare the Convention Reports Book to publish and distribute forty-five (45) days before the District Convention with a copy to each District Board member, delegate, the District International Officers and Directors, and one to each Local Lodge secretary for the possible use by an alternate delegate. In addition, the Secretary shall cause the Reports Book and minutes to be made available to all members by posting them on our Web Site.; (6/18)
- i. After each Convention, send to the International Headquarters within ten (10) days the names of the International delegates and their alternates and copies of Bylaws changes that must be considered by the International Convention. Within forty-five (45) days send a complete copy of the District Convention minutes. In addition, provide an approved updated copy of Bylaws, as provided in Article IX, Para. 2;
- j. As outgoing secretary, prepare District Convention minutes.

5. The Treasurer shall:

- a. Maintain separate financial accounts for each District fund and submit written reports thereon at each District Board meeting and at each regular District Lodge Convention;
- b. Arrange a surety bond for each elected or appointed Officer, as needed, and in an amount sufficient to protect the District's assets;
- c. (Deleted 6/18);
- d. Serve as Treasurer of Sons of Norway 3/D Ltd.;
- e. Serve as a member and resource person of the Finance Advisory Committee described in Article VII, Para. 3 of these Bylaws.

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

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

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

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

8. The Sports and Recreation Director shall:

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

9. The Youth Director shall:

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

10. The Fraternal and Foundation Director shall: (6/22)

- a. **Work with the Fraternal Department at Sons of Norway headquarters and the other Districts to plan and promote District and Local Lodge fraternal initiatives and programs;**
- b. **Work with the Zone Directors to identify and promote community outreach activities;**
- c. **Work with the Zone Directors to plan a "day of service" throughout the District;**
- d. **Educate the District Lodge and Local Lodges about the Sons of Norway Foundation and its website through newsletter articles, social media posts, and personal appearances;**
- e. **Encourage the District Lodge and Local Lodges to financially support the Sons of Norway Foundation;**
- f. **Work with Lodge Foundation Directors to promote the Sons of Norway Foundation's mission;**
- g. **Help identify potential scholarship or grant recipients within the District;**
- h. **Write congratulatory letters to scholarship or grant recipients within the District.**

11. Zone Directors shall:

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

- i. Visit each Lodge in the Zone at least annually, if possible.
- 12. Appointive Officers shall:**
- a. Assist in conducting the District Convention and perform duties as the President requests.

ARTICLE VII DISTRICT FUNDS

- 1. District income shall be derived from sources specified in Paragraph 3.17 of the SON Charter, Constitutions and Procedures and from profits derived from District activities and voluntary contributions. These shall be maintained in separately designated funds or accounts, as directed by the District Lodge or the District Board, but need not be separately deposited or separately invested. However, each fund shall be used only for which it was created and shall contribute its fair share to administration expense.
- 2. District funds shall be managed by the District Board of Directors and shall be audited each six (6) months by a committee of three (3) auditors elected at the District Convention. If an elected Auditor cannot serve, the President shall fill the vacancy with the District Board's concurrence.
- 3. The District Board shall appoint a three (3) member Finance Advisory Committee with the Treasurer as a member and resource person (1) to review the financial status of 3/D and 3/D Ltd.; (2) to assist the Treasurer in preparing the budget; (3) to recommend current and long-term financial policies; (4) to advise on any other financial matters as requested.
- 4. The District Dues shall be **determined by the International Board. (6/22)**
- 5. **(Deleted 6/22).**
- 6. **(Deleted 6/22).**
- 7. **(Deleted 6/22).**

ARTICLE VIII COMPENSATION (6/22)

The President, Vice President, Secretary and Treasurer shall receive annual compensation, paid in two equal installments, as follows:

President - \$1250.00

Vice President - \$500.00

Secretary - \$1000.00

Treasurer - \$500.00

The compensation for the first half of the year shall be paid within six months after June 30, and the compensation for the second half of the year shall be paid within six months after December 31. Partial years of service shall be prorated. The compensation package shall be reviewed prior to each District Convention by the Finance Committee.

ARTICLE IX CHANGE OF BYLAWS

1. Local Lodges or the District Board must submit all proposals to change the District Bylaws to the District Secretary in writing at least seventy-five (75) days before the District Lodge meeting (Convention) is held. An affirmative vote of two thirds (2/3) of the Delegates present is needed to effect a change. Resolutions are also considered at the District Lodge meeting (Convention) and require only a simple majority for adoption. Such non-bylaws related resolutions proposed by either the District Board or the Local Lodges must also be submitted to the District Secretary at least seventy-five (75) days prior to the district Lodge meeting.
2. Within six (6) months after a District Convention, the Secretary shall insure that each Local Lodge and each District Officer receive an insert sheet or new edition of the Bylaws, incorporating changes adopted by the Convention and approved by the International Board.
3. Any resolution to be proposed at the District Lodge meeting (Convention), which includes the explicit or implicit expenditure of funds, shall include (a) an estimate amount of the expenditure and (b) the means by which the necessary funds are to be obtained. These statements (or their lack) may be debated and amended or the resolution may be amended to conform to the statements or both. The District Lodge shall have final say as to whether these statements are deemed adequate or required for any particular resolution. (6/10)

ARTICLE X INTERNATIONAL LODGE MEETINGS AND DELEGATES

1. International Lodge Delegates and Alternates shall be elected at District Lodge meeting (Convention). For this purpose and for general administration, the District shall be divided into Zones (sub-districts).
2. The District Board shall review, add or change names and numbers of Lodges as necessary. As new lodges are formed, the District Board shall assign them to the Zone in which they geographically belong.
3. The District Board shall allot to each Zone the number of International Delegates and Alternates which each may nominate at their caucus meeting. The basis shall be the number of times the Zone's total Local Lodge membership is divided by 300. All Zones and Local Lodges shall be informed of the allocations. (6/16)
 - a. Following the divisions, the remainders shall be aggregated and combined with the District's portion of the Central Lodge membership. The total membership thus established shall be the basis for:
 - i. Allocating a nomination privilege to any zone not having 300 members and thus otherwise ineligible to nominate a Delegate or Alternate. (6/16)
 - ii. Determining the number of Delegates and Alternates to be nominated and elected at-large at the Convention.
4. District Lodge Delegates, together with the District Officers residing in the Zone, shall caucus to nominate the number of International Delegates and Alternates in accordance with their allotments. Zones entitled to only one Delegate shall be entitled to nominate two Alternates, designated as first alternate and second alternate.
5. At the District Lodge meeting (Convention), the nomination and election of International delegates and Alternates shall proceed by Zones separately as determined by the caucuses. Additional nominations may be made from the floor, but the nominee(s) must be from the Zone under consideration.

6. If an elected International Lodge Delegate is unable to participate at the International Convention, the Alternate shall replace him/her. If all vacancies are exhausted, the District President shall appoint the additional International Lodge Delegate(s) from among the District Lodge Delegates, as needed.
7. District Lodge Delegates shall, upon their return from the International District Lodge meeting (Convention), submit written or oral reports therein for their Local Lodges or Zone.
8. The nominated International Director, as well as the Alternate, shall be Delegates to the International Lodge meeting. (6/18)

ARTICLE XI NOMINATION OF INTERNATIONAL DIRECTOR AND ALTERNATE

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

ARTICLE XII FINANCIAL APPEALS

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

ARTICLE XIII ORDER OF BUSINESS

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

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

- n. Installation of Officers
- o. Addresses and Closing Ceremonies
- p. Adjournment

ARTICLE XIV
COMPOSITION OF ZONES
(6/16)

- Zone 1 (Brooklyn, Long Island, Manhattan)
- Zone 2 (New England)
- Zone 3 (Northeast Pennsylvania, Staten Island, New Jersey)
- Zone 4 (Upstate New York)
- Zone 5 (Florida)
- Zone 6 (Southeast Pennsylvania, Maryland, DC)
- Zone 7 (Virginia, North and South Carolina, Georgia)

DISTRICT LODGE No. 3 SONS OF NORWAY CHARITABLE TRUST

The District's Charitable Trust was executed December 14, 1971, was subsequently amended, restated and executed October 28, 2011 and was again amended, restated and executed June 6, 2018. The purpose of the Charitable Trust is to provide financial subsistence and services to elderly, indigent and infirmed members essential to their physical, social, and psychological wellbeing.

The Trust is administered by the District **Charitable Trust Director** and four other Trustees elected by the Third District Board of Directors. Trust funds are received from donor contributions and invested income. Generally, the contributions are from Local Lodge's individuals, estate bequests and memorials given by families and friends of deceased members. Donor contributions may qualify as deductions for income tax purposes.

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

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

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