

DISTRICT LODGE No. 3

SONS OF NORWAY

2024-2026



BYLAWS

SONS OF NORWAY DISTRICT LODGE No. 3

2024-2026

A U T H O R I T Y

By the authority of the Sons of Norway Charter and Bylaws, 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 Charter and Bylaws.

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 **2022** 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 **2024**.

This edition contains all amendments adopted by the District Lodge at its meetings held through **January 11, 2025**.

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

January 11, 2025

INTRODUCTION TO THE BYLAWS

DISTRICT LODGE No. 3

SONS OF NORWAY

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

*The **INTERNATIONAL BOARD OF DIRECTORS** 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 Board of Directors 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 Board of Directors.

THE SONS OF NORWAY CHARTER AND BYLAWS contains the principles and laws under which the International Board of Directors, District Lodges and Local Lodges are governed. It is established by the International Board of Directors, which alone has the power to modify it.

DISTRICT BYLAWS supplement the District section of the Sons of Norway Bylaws 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 Board of Directors and the Sons of Norway Charter and Bylaws.

BYLAWS DISTRICT LODGE No. 3 SONS OF NORWAY

CHAPTER 1 NAME AND TERRITORY

- 1.1 The name of this District Lodge shall be "District Lodge No. 3, Sons of Norway".
- 1.2 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, or as determined by the International Board of Directors, Sons of Norway. (6/24)

CHAPTER 2 ORGANIZATION AND AUTHORITY

- 2.1 The District Lodge shall consist of its elected officers and directors, all of whom shall be benefit members, and delegates from each local lodge (who are not required to be benefit members), and the elected international officers and directors from the district. (6/24)
- 2.2 The District Lodge shall promote the interests of Sons of Norway within the District, and shall cooperate with and assist the International Board of Directors in its fraternal and organizational work. (6/24)
- 2.3 Subject to the approval of the International Board of Directors (International Board), the District shall: (6/24)
- 2.3.1 Be empowered to adopt the laws, regulations and rules deemed necessary for its administration;
 - 2.3.2 Be authorized to establish new Local Lodges within the District;
 - 2.3.3 Have primary authority over issues and matters relating to the District's Local Lodges and their members, provided such authority is not expressly reserved for Local Lodges; (6/24)
 - 2.3.4 Decide on appeals from Local Lodges or their members.

CHAPTER 3 DISTRICT LODGE MEETING AND DELEGATES

- 3.1 The District Lodge shall hold a regular District Lodge meeting 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 sections 4.6.2 and 7.2 of the Sons of Norway Bylaws. (6/24)

- 3.2 A Local Lodge, a group of Local Lodges, a Zone or the District Board may bid for and host a regular District Lodge meeting and Convention, with the final selection of the District Lodge meeting and Convention site determined by a vote of the District Lodge from all the bids presented. (6/24)
- 3.3 Within six (6) months after the close of a regular District Lodge meeting and Convention, the host(s) shall file with the District Treasurer a detailed financial statement of revenues and expenses and a detailed record of its receipts and expenditures including their receipts and expenditures with all supporting documentation and contracts. This financial statement shall be included in the Minutes of the District Board meeting and shall be published in the Reports Book at the next regular District Lodge meeting. A Local Lodge may request a copy from the District Treasurer. (6/24)
- 3.4 Each Local Lodge shall be entitled to elect two Delegates for the Lodge, plus an additional Delegate for every 50 members or major fraction thereof, based on the last Sons of Norway Annual Report before the election takes place. Each Local Lodge may elect an equal or greater number of Alternates (section 14.6.2 of the Sons of Norway Bylaws). All persons who have been members of the Order for at least three months shall be eligible for election as Delegates or Alternates. (1/2)
- 3.5 The election of Delegates and Alternates, the election report, and the identification of delegates shall be in accordance with section 14.6 of the Sons of Norway Bylaws, and section 14.11 of the Sons of Norway Policies and Procedures. (6/24)
- 3.6 Finance, Law, and Resolutions Committees may convene at the Convention site one day prior to the District Lodge Meeting's scheduled opening. (6/24)
- 3.7 Each member of those committees convened one day prior to the District Lodge Meeting shall be reimbursed one day's room rate (at the Convention room rate) for the extra day. (6/24)
- 3.8 Bids shall be accepted by the District Board when in accordance with the approved Convention Guidelines policy and shall include at least: (6/24)
- 3.8.1 The proposed dates for such meetings;
 - 3.8.2 The full details involving room prices;
 - 3.8.3 The cost and content of delegate and visitor packages;
 - 3.8.4 Pertinent information where unusual circumstances may exist relating to additional expenses necessary to travel to a convention site. (6/24)
- 3.9 The District Board shall appoint a committee to review the District Lodge Meeting 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. (6/24)
- 3.10 All Delegates attending a regular District Lodge meeting shall pay in advance the required registration fee. (6/24)
- 3.11 Delegates are expected to attend all District Lodge Meeting business sessions and serve until the next District Lodge Meeting. (6/24)

CHAPTER 4

REIMBURSING EXPENSES FOR OFFICERS AND DELEGATES

- 4.1 District Lodge Officers shall be reimbursed for expenses and maintenance incurred in performing their duties as authorized by the District Board.

CHAPTER 5

DISTRICT LODGE OFFICERS

- 5.1 The officers of the District Lodge shall be the President, Vice President, Charitable Trust Director, Secretary, Assistant Secretary, Treasurer, Public Relations Director, Cultural Director, and Zone Director (or the Alternate) from each Zone in the District. These officers shall comprise the District Board. (6/24)
- 5.2 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)
- 5.3 The District Board shall fulfill its general duties and such specific duties as provided in sections 17.2 through 17.12 of the Sons of Norway Policies and Procedures and in these Bylaws. (6/24)
- 5.4 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 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 special 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 meeting. Participation in a meeting of the District Board by teleconference constitutes personal participation in such meeting. (6/24)
- 5.5 Except as provided below, the eligibility, terms of office, time and method of electing District Officers shall be as provided in sections 14.4 and 16.7 of the Sons of Norway Bylaws, section 14.8 of the Sons of Norway Policies and Procedures, and in these Bylaws. (6/24)
- 5.5.1 No officer except the Secretary shall be eligible to hold the same office for more than two successive terms. (6/24)
- 5.5.2 The Nominating Committee will obtain and review all Candidate Leadership Applications for officers, directors, and zone directors, and have them available at the District Lodge Meeting. 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. (6/24)
- 5.5.3 No Officer or Delegate shall be nominated to more than one elective office at each biennial District Lodge Meeting. (6/24)
- 5.5.4 Duly nominated candidates except for Zone Directors shall address the District Lodge when there is more than one (1) candidate. Presidential candidates shall be allowed to speak for five (5) minutes and other candidates for three (3) minutes each. (6/24)

5.5.5 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 before taking action to fill the vacated office from among the District Lodge membership. (6/24)

5.5.6 Anyone properly removed from office within Sons of Norway at either the International or District levels, according to the Sons of Norway Bylaws sections 17.2 or 17.4, 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. (6/24)

CHAPTER 6

DUTIES OF OFFICERS

6.1 All District Officers shall fulfill the duties of their respective offices as provided in section 17.2 of the Sons of Norway Policies and Procedures. In addition, they shall perform the following duties established by this District: (6/24)

6.2 The President shall:

- 6.2.1 Visit as many Local Lodges as practical, and whenever he or she deems it necessary; (6/16)
- 6.2.2 In a reasonable time before a District Lodge meeting, appoint from the elected delegates, the District Lodge Meeting committee chairs and members for the following committees: Laws, Resolutions, Reports, Finance, and special committees as may be deemed necessary; (6/24)
- 6.2.3 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;
- 6.2.4 Approve 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; (6/24)
- 6.2.5 Provide instructional seminar(s) for the Officers of each newly-instituted Local Lodge and seminars as Zones may request;
- 6.2.6 Nominate the Trustees of District Lodge No. 3, Sons of Norway Charitable Trust (other than the Charitable Trust Director), subject to election by the Third District Board; (6/24)
- 6.2.7 (Deleted 6/24)
- 6.2.8 (Deleted 6/24)
- 6.2.9 Serve as an advisory member of the International Board;
- 6.2.10 Appoint members of all committees unless otherwise specified;
- 6.2.11 Serve as an ex-officio member of committees except the nominating and auditing committees; (6/24)
- 6.2.12 Nominate the District Auditors, to be elected by the District Lodge. (6/24)

6.3 The Vice President shall:

- 6.3.1 Assist the President in administering and managing District affairs;
- 6.3.2 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;
- 6.3.3 (Deleted 6/18)
- 6.3.4 (Deleted 6/24)
- 6.3.5 (Deleted 6/14).

6.4 The Charitable Trust Director shall:

- 6.4.1 (Deleted 6/22)
- 6.4.2 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)
- 6.4.3 Plan and oversee the operations of the Charitable Trust, including fundraising and financial investments in accordance with the Charitable Trust Agreement; (6/24)
- 6.4.4 Provide a copy of the Charitable Trust Agreement and blank application form to any lodge upon request. (6/24)

6.5 The Secretary shall:

- 6.5.1 (Deleted 6/24)
- 6.5.2 Maintain a current copy of the amended Bylaws of each Local Lodge and of each organization established by the District Lodge;
- 6.5.3 Receive from the Installing Officers reports on Local Lodge Installations;
- 6.5.4 Publish and distribute the annual District Directory;
- 6.5.5 Within 45 days of the close of the District Board meeting, submit minutes of the District Board meeting to all District Board members, and within 90 days distribute the approved minutes to all local lodge Presidents within the district; (6/24)
- 6.5.6 (Deleted 6/24)
- 6.5.7 (Deleted 6/18)
- 6.5.8 Prepare the District Lodge Meeting Reports Book for publication and distribution forty-five (45) days before the District Lodge Meeting with a copy to each District Board member, delegate, and District International Officer and Director. The Secretary shall transcribe the minutes to be made available to all members; (6/24)
- 6.5.9 After each District Lodge Meeting, send to the International Headquarters within forty five (45) days copies of Bylaws changes that must be considered by the International Board of Directors. Send a complete copy of the District Lodge Meeting minutes as approved at the first fall Board meeting following the District Lodge Meeting. In addition, provide an approved updated copy of Bylaws, as provided in section 9.3 below; (6/24)
- 6.5.10 As outgoing secretary, prepare the District Lodge Meeting minutes. (6/24)

6.6 The Treasurer shall:

- 6.6.1 Maintain separate financial accounts for each District fund and submit written reports thereon at each District Board meeting and at each regular District Lodge Meeting; (6/24)
- 6.6.2 Arrange a surety bond for each elected or appointed Officer, as needed, and in an amount sufficient to protect the District's assets;
- 6.6.3 (Deleted 6/18)
- 6.6.4 (Deleted 6/24)
- 6.6.5 Serve as a member and resource person of the Finance Advisory Committee described in Chapter 7.3 of these Bylaws. (6/24)

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

- 6.7.1 (Deleted 6/24)
- 6.7.2 Publish the District's activities in the public media and in Sons of Norway publications including monthly submission of pictures for the Third District;
- 6.7.3 (Deleted 6/24)
- 6.7.4 Publish and distribute the "Third District Today" newsletter;
- 6.7.5 (Deleted 6/24)
- 6.7.6 When called upon, assist any Local Lodge to establish or publish its newsletter or bulletin.

6.8 The Cultural Director shall: (6/08)

- 6.8.1 Perform the duties of the office referred to in section 17.9 of the Sons of Norway Policies and Procedures; (6/24)
- 6.8.2 Serve as a member of the District Membership Committee;
- 6.8.3 Develop communications with all local lodge Cultural directors. Monitor District cultural activities and assist where needed in developing cultural programs for the local lodges;
- 6.8.4 Provide information to Third District Today and the Third District web site regarding District cultural activities and programs;
- 6.8.5 Encourage and track results of local lodge participation in the Cultural Skills programs;
- 6.8.6 Chair the District Convention Cultural exhibit; (6/24)
- 6.8.7 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.

6.9 (Deleted 6/24)

6.10 (Deleted 6/24)

6.11 (1/24 The position of Fraternal and Foundation Director was not approved by the International Board of Directors)

6.12 Zone Directors shall:

- 6.12.1 Work diligently to promote the growth and welfare of the local lodges within the Zones;
- 6.12.2 Represent the District at Zone activities;
- 6.12.3 Serve on committees and perform functions as the District President may assign;
- 6.12.4 Determine the need within the Zone to instruct or coordinate and arrange seminars to accomplish necessary purposes;
- 6.12.5 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;
- 6.12.6 As called upon, assist the trustees of the District Charitable Trust Fund by furnishing information essential to the Trust purposes;
- 6.12.7 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;
- 6.12.8 Prior to a District Lodge Meeting, call and conduct a caucus of the elected Delegates and District Officers from the Zone to select its nominees for Zone Director and Alternate, and discuss other matters relating to the Zone and the District affairs; (6/24)
- 6.12.9 Visit each Lodge in the Zone at least annually, if possible; and
- 6.12.10 As directed by the Third District Board, arrange and conduct virtual meetings of groups of Lodge officers within the Zone, not to exceed four meetings within one year, along with other district officers as circumstances warrant; for example, meetings with all local lodge Treasurers in the Zone to discuss Form 990, or with all local lodge Secretaries to discuss Form D63. (6/24)

6.13 Appointive Officers shall:

6.13.1 Assist in conducting the District Convention and Lodge Meeting and perform duties as the President requests. (6/24)

6.14 The Assistant Secretary shall:

6.14.1 Perform approximately half of the duties assigned to the Secretary, as directed by the District Board, and supervised by the Secretary. (6/24)

CHAPTER 7 DISTRICT FUNDS

7.1 District income shall be derived from sources specified in Chapter 10.1 of the Sons of Norway Bylaws 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 expenses. (6/24)

7.2 District funds shall be managed by the District Board and shall be audited each six (6) months by a committee of three (3) auditors elected at the District Lodge Meeting. If an elected Auditor cannot serve, the President shall fill the vacancy with the District Board's concurrence. (6/24)

7.3 The District Board shall appoint a three (3) member Finance Advisory Committee with the Treasurer as a member and resource person:

7.3.1 to review the financial status of the Third District; (6/24)

7.3.2 to assist the Treasurer in preparing the budget;

7.3.3 to recommend current and long-term financial policies;

7.3.4 to advise on any other financial matters as requested.

7.4 The District Dues shall be determined by the International Board. (6/22)

7.5 (Deleted 6/22)

7.6 (Deleted 6/22)

7.7 (Deleted 6/22)

CHAPTER 8 COMPENSATION (6/24)

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

8.1.1 President - \$1250.00

8.1.2 Vice President - \$500.00

8.1.3 Secretary - \$750.00

8.1.4 Assistant Secretary - \$750.00

8.1.5 Treasurer - \$500.00

- 8.2 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 Lodge Meeting by the District Lodge Finance Committee. (6/24)

CHAPTER 9

CHANGE OF BYLAWS

- 9.1 Local Lodges or the District Board must submit all resolutions to change the District Bylaws to the District Secretary in writing at least seventy-five (75) days before the District Lodge meeting is held. An affirmative vote of two thirds (2/3) of the Delegates present is needed to effect a change. (6/24)
- 9.2 Non-bylaw resolutions are also considered at the District Lodge meeting and require only a simple majority for adoption. Such 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. (6/24)
- 9.3 Within six (6) months after a District Lodge Meeting, 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 District Lodge and approved by the International Board. (6/24)
- 9.4 Any resolution to be proposed at the District Lodge meeting, which includes the explicit or implicit expenditure of funds, shall include: (6/24)
- 9.4.1 an estimate amount of the expenditure;
 - 9.4.2 the means by which the necessary funds are to be obtained.
- 9.5 These statements referenced in section 9.4 (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. (6/24)

CHAPTER 10

(Deleted 6/24)

CHAPTER 11

NOMINATION OF INTERNATIONAL DIRECTOR AND ALTERNATE

- 11.1 As authorized in chapters 16.4.2 and 16.6 of the Sons of Norway Bylaws, the International Lodge Directors and Alternates to which the District is entitled shall be nominated at the regular District Lodge meeting. All eligible and attending Delegates and all International Officers and Directors from the District are eligible to be nominated. (6/24)

CHAPTER 12

FINANCIAL APPEALS

- 12.1 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.

CHAPTER 13

ORDER OF BUSINESS

(6/24)

- 13.1 The following order of business shall be observed at regular District Conventions and District Lodge Meetings:
- 13.1.1 Memorial for Deceased Members
 - 13.1.2 Opening ceremonies
 - 13.1.3 Report on credentials
 - 13.1.4 Roll call of officers and delegates
 - 13.1.5 Announcement of committee memberships and appointment of special committees
 - 13.1.6 Communications
 - 13.1.7 Review of prior Lodge meeting mandates
 - 13.1.8 Reports of Officers
 - 13.1.9 Reports from committees
 - 13.1.10 Unfinished Business
 - 13.1.11 New Business
 - 13.1.12 Election of Officers
 - 13.1.13 Nomination of International Director(s) and Alternate(s)
 - 13.1.14 Installation of Officers
 - 13.1.15 Adjournment

CHAPTER 14

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) |

ADDENDUM

Bylaw changes approved by the International Board of Directors and automatically incorporated into the third District bylaws as directed by the International Board of Directors. (1/24)

Compliance

1. The district must operate in full compliance with all governmental laws, regulations and applicable requirements and maintain in force all licenses, permits and approvals required for its operation within the country in which the lodge is organized.
2. The district must operate in full compliance with all laws, regulations and applicable requirements as outlined in the latest edition of the Charter, Bylaws, Policy, & Procedures (CBPP) of Sons of Norway, and as otherwise communicated to the district by the International Headquarters of Sons of Norway. These include, but are not limited to, the timely annual filing of IRS 990 forms for lodges in the United States, the D63 and D17 reports for lodges, the D64 and D18 reports for building corporations, if applicable, and the timely payment of the annual liability insurance assessment.
3. The district must adhere to the SON Social Media and Conflict of Interest/Ethics policies, and all district policies and procedures adopted by their district.

Dissolution and Distribution of Assets

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

Audits

1. 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.
2. At least once each year the auditor(s) shall submit a written report of each audit to the district board.

Dispute Resolution

1. Any grievance, complaint or dispute arising out of or in connection with SON business, at any level, if not settled to the satisfaction of the parties involved, shall only be resolved using the provisions contained in Bylaws Chapter 17 and Policies and Procedures Chapter 25 entitled Conduct and appeal process. The sections contained in these chapters prescribe the sole means to present and resolve grievances, complaints or disputes.