

***SONS OF NORWAY***  
**DISTRICT IV**  
**POLICY MANUAL**

**I. BOARD OF DIRECTORS**

**A. COMPOSITION OF THE BOARD**

The District IV Board of Directors consists of the President, Vice President, Secretary, Treasurer, Cultural/, Publicity Director, International Director and six (6) Zone Directors. (6/06)

**B. COMPOSITION OF EXECUTIVE COMMITTEE**

The Executive Committee consists of the President, Vice President, Secretary, Treasurer and one (1) additional officer (currently the Cultural/Publicity Director) (6/06).

**C. DISTRICT BOARD MEETINGS**

The Board shall meet as often as required to conduct the business of the District. It has been the policy to conduct regular meetings twice a year – once in the spring and once in the fall. The board meetings shall begin with an informal meetings on Thursday night with the formal beginning on Friday and continuing on through Saturday until finished.(04/05) The time and place of the meetings are determined by the Board at the previous meeting. In Convention years, the Spring Board meeting will be held on the two days immediately preceding the District Convention.

**D. EXECUTIVE COMMITTEE MEETINGS**

The District President may call special meetings of the Executive Committee during the interval between Board meetings with timely notice given to each member of the Committee.

**E. OFFICER MEDALLIONS**

The medallions from the Sons of Norway Foundation for contributions earned by the District will be given to the officers/directors of the Board for use by them during his/her term of office and to be worn during District functions and events. These medallions are the property of the District and are a part of each Board position's symbols of office to be handed on to each successive elected person for that position.

**F. INTERNATIONAL DIRECTOR**

The International Director for District IV will have a voice and a vote in all proceedings of the District.

**II. DUTIES OF THE BOARD OF DIRECTORS**

**A. President**

1. Shall preside at all meetings
  2. Shall be the Executive Officer of the District
  3. Shall supervise proper observance of the constitution, laws, rules and ceremonies of the Order
  4. Shall appoint committees, unless otherwise decide
  5. Shall decide all cases appealed to him/her
  6. Shall submit to the District Lodge a complete report of all his/her official acts as well as a report on the condition of the District Lodge and its future needs
  7. Shall assist the International Headquarters in the recruitment and employment of field staff within the District
  8. Shall approve all committee meetings, and any expenditure involved
  9. Shall approve all Board Officers and Directors reimbursed travel for special events
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## **B. Vice President**

1. Shall preside at meetings in the President's absence
2. Shall be the Chairperson of the Scholarship and Membership Committees and shall, with the Treasurer, review and make determinations on scholarships and camperships
3. Shall be responsible for overseeing the seminars conducted by the Zone Directors; and shall serve as a resource for information to be distributed at seminars
4. Shall supervise all ceremonies (6/04)

## **D. Secretary**

1. Shall keep an accurate record of all meetings of the District Lodge and the District Board and have minutes distributed to members within 45 days of the meeting. Distribution shall be as follows: District board members, alternate zone directors, International Director, any International Officer from District 4. Shall keep accurate record of all meetings of the District Lodge and the District Board.
2. Shall post the minutes of the District Convention to the District IV web site prior to the following fall board meeting. Convention delegates shall be informed of the posting in enough time to review and comment on the minutes prior to the fall board meeting. (June 2010)
3. Shall make updates and changes to the district Policy Manual as needed
4. Shall handle all correspondence which has not been expressly delegated to other officers
5. Shall prepare and submit to the International Headquarters any required information
6. Shall authorize the payment of all bills
7. Shall annually prepare a directory of Lodge Officers and distribute as follows: 1 to each lodge secretary, 2 to each district board member, 1 to each alternate zone director, 1 to the International Director, 1 to any international officer from the district and 1 to each Financial Benefits Counselor with the District. Additional copies may be provided at a minimal cost to members.
8. Shall keep records of the number of lodge members through the submission of annual reports

## **E. Treasurer**

1. Shall be the custodian of all money belonging to the District Lodge
2. Shall promptly deposit money into the District Lodge bank accounts
3. Shall make all payments by check
4. Shall not disburse any funds without the approval of the District Secretary. The only exception is the disbursement of scholarship funds, which shall be approved by the Scholarship Chairperson
5. Shall apply for all matching funds from the International Lodge
6. Shall prepare a complete financial report for all District Lodge meetings
7. Shall prepare a budget for the biennium
8. The Treasurer's books shall be audited biennially by the District IV Convention Finance Committee. An audit by an independent accounting firm will be completed after election of a new treasurer. (10/8/99)
9. The Treasurer is authorized to transfer funds to savings, as he/she feels appropriate. The Treasurer in conjunction with the Finance Committee is authorized to invest in bonds, certificates of deposit, treasury bills or any other non-speculative investments.

## **D. Cultural/Publicity Director (6/06)**

1. Shall be the liaison and coordinator for cultural activities in the district.
  2. Shall coordinate Cultural Day at the District Convention and work closely with the local cultural day convention committee.
  3. Shall be the Chairperson of the Fraternal Committee (9/27/96)
  4. Shall prepare the District IV page for the *Viking* magazine
  5. Shall publish the District newsletter – ***Fabulous Fourth Footnotes*** – in September, January and April. (04/05) It will be distributed to each lodge president, vice president, secretary, editor, District IV Officers; district benefit counselors; other District's presidents, secretaries and publicity
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directors; International Officers and Directors; the Fraternal Department of the International Headquarters; and immediate past District IV Officers and Immediate past International Directors who request to be on the District IV mailing list (updated September 2006).

6. Shall encourage the purchase of ads in the Fabulous Fourth for \$10 per issue for a business size ad. (04/05)

#### **E. Zone Directors**

1. Shall be responsible for conducting a zone-wide workshop or individual lodge workshops for the lodges in their zone once each biennium. These workshops are to be conducted for the purpose of instructing and assisting the lodge officers and memberships in their responsibilities and to provide information relating to programs and policies at the Local, District and International levels of the Order of Sons of Norway
2. Shall also visit each lodge in his/her Zone in the year no workshop is conducted. A visitation report will be completed by each Zone Director and attached to the expense sheet submitted to the District Secretary and a copy of the report sent to the President
3. Shall promote, encourage and support zone activities
4. Shall, if possible, attend the first three (3) meetings of a newly instituted lodge
5. Shall serve on the Credentials Committee of the District Lodge; the President will appoint the Credentials Committee Chairperson
6. Shall be the Chairperson for all Zone Caucus meetings at the District Convention where:
  - a. delegates and alternates (04/05) to the International Convention will be determined
  - b. Alternate Zone Director is elected who is fully qualified to replace the elected Zone Director in the event that the Zone Director is unable to continue in office. (04/05)
7. Shall be responsible for verifying the Lodge/President of the Year forms
8. Shall be responsible for promoting sports and recreational activities within their zone.
9. Shall be responsible for promoting and directing youth activities within their zone.
10. Shall encourage lodges to send delegates to the District Conventions and shall suggest that lodges consider sending a younger member as a delegate.
11. District IV Programs for Lodge of the Year Forms – Zone Directors will use the following designated programs when evaluating of the Lodges' participation in District activities:
  - a. District-wide activities or events including district conventions (9/06)
  - b. Fraternal Grants (Funds) Program
  - c. District Scholarship Programs
  - d. Membership Program(s), i.e., Heritage Night, Rejuvenation, membership dinners/breakfasts.
  - e. Seminar Program – participated in an officers' training seminar/workshop
  - f. Youth Program – use of the Barnas Norsk Klubb Program
  - g. Dance Workshops (District or Zone 4)
  - h. Sports Weekends
  - i. Adopt-a-School
  - j. Special Event/Functions
  - k. Inter-lodge Zone Event
12. Shall be responsible for the District Convention Walk-A-Thon when the convention is held in their zone. (04/05)

### **III. DISTRICT COMMITTEES**

#### **A. Scholarship Committee**

1. It shall be the responsibility of the Scholarship Committee to encourage and promote education in Norwegian Language and Culture by providing scholarships and camperships.
2. Scholarships are available to members of Sons of Norway District IV. The application deadline is March 1. (10/7/94) Scholarship categories are as follows:
  - a. To study Norwegian language, Norwegian literature or culture at a University or College, in the United States or Canada, who have an approved program in this field.
  - b. To study at a University or Folk School in Norway
  - c. Participation in a Norwegian Heritage Seminar
3. Camperships to Skogfjorden are available to Sons of Norway Junior Lodge members or children and grandchildren of Sons of Norway District IV members. (4/99). The Draxten funds received from the Sons of Norway Foundation shall be distributed to the Skogfjorden campers from District 4 who received camperships from their local lodges.
4. Scholarship funds shall be raised through donations, memorials, and special fund raising projects. There is currently \$50,000.00 in restricted funds, with the interest going to scholarships.
5. Oversee camperships sponsored by District IV for all camps in Montana, North Dakota and Canada.

#### **B. Membership Committee**

It shall be the responsibility of the Membership Committee to promote membership growth and membership retention within District IV and to its local lodges.

1. Each lodge will have an active Membership Committee. The lodge's Vice President, who is usually the lodge's Membership Chairperson, should chair this committee. This committee develops programs to acquire new members and keep current ones. The committee works closely with the Financial Secretary who is responsible for maintaining an up-to-date membership list. A plan should be developed for contacting members who have been suspended before they are cancelled to encourage continued membership in the lodge.
2. Membership Assistance Program
  - d. The District IV Board has approved a Membership Assistance Program. In the program, the District will provide assistance to local lodges for recruiting new members.
  - e. The program is designed to distribute an amount of funds to a number of lodges each year on a first-come basis. The funds are to be used by the lodge in a new member recruitment program that they think would be best for their lodge. The funds could be used for newspaper, radio, and/or TV advertising to the public, membership recruitment dinners or coffee and rolls, signs and other promotional items. In the U.S., lodges could do this in connection with a membership dinner, etc. hosted by insurance and financial planning staff or they could develop their own program on how to increase membership. Even when a lodge develops its own program, the insurance and financial planning staff should be notified of the U.S. lodge's plan.
  - f. The lodge is to submit an action plan to the District Vice President for approval. The action plan should include the following:
    - Type of membership program, such as dinner, heritage night event, etc.
    - Dates
    - Amount requested
    - What the District funds will be used for, such as advertising, fliers, posters, TV ads, etc.

- g. If approved, the lodge will receive the funds. After the lodge disburses the funds, receipts for all disbursements will be provided to the District. A lodge report on the results of the action plan will also be submitted to the District Vice President.
3. The "Attract and Retain Members" booklet especially designed for District IV is to be printed and sent to all lodges in the District as needed.
4. Rejuvenation Program of District IV Lodges

The purpose of this program is to try to do something about the trend we see occurring in Sons of Norway, namely the loss of membership. The District Board has developed the Rejuvenation Program to help lodges deal with this trend.

1. How the District Board Selects Lodges to Rejuvenate?
  - a. Zone Directors select one lodge per Zone
  - b. Selection is based on:
    1. 1990 and/or 2000 Census of Population
    2. Social and economic characteristics
    3. U.S. Department of Commerce
    4. Check of churches in area (Lutheran, Presbyterian, etc.)
    5. Area Chamber of Commerce
    6. Scandinavian Events (lutefisk dinners, bazaars, etc.)
    7. Check on organizations sponsoring such events
    8. Check membership roster
      - Check age of members
      - Age will give an idea about the lodge
      - Will they be willing to work to build up their lodge
      - Phone book information
      - Word of mouth
  - c. Check membership roster looking for a core of people who can be contacted to work on Rejuvenation Project
  - d. Check with Field Staff to see what kind of help is available
  - e. Zone Director gets permission from District President for go-ahead
2. What Happens after Lodge is Selected?
  - a. Zone Director contacts Lodge
    - They must buy into the Program if it is going to work
    - Are they willing to put in the time and effort?
  - b. Form committee
    - Zone Director is Chair
    - Lodge members – must include Vice President who is Membership Chair or if Membership Chair is not Vice President
  - c. Field Staff – if available
  - d. Plan Meeting
    - What type of event – "Share Our Heritage Program," dinner, special event, etc.
    - Place ad in local paper
    - Fliers sent out (use sources from 1b above)
    - The key to the meeting is to make such a presentation that people will want to be a part of the organization: what we have to offer – culture, heritage, insurance products, etc.

3. Planning Programs with the Lodge
4. Funding -Depending upon available assets, each Zone may be allotted \$500 to be used to help defray the costs incurred for rejuvenation. The Zone Directors are responsible for determining which lodge will be eligible for funding and for following through on the rejuvenation projects and plans made.  
h.

### **C. Cultural/Fraternal Committee**

1. The Cultural/Fraternal Committee shall consist of the Cultural Director as designated chairperson, the six Zone Directors and/or other board members appointed by the District President.
2. It shall be the responsibility of the Cultural/Fraternal Committee to encourage and promote cultural and recreational activities in the local lodges as well as district and zone activities.
3. The Cultural/Fraternal Committee shall allocate the division of Fraternal Funds divided equally by number of lodges, not a specific amount for each zone. Grant applications are to be sent to respective Zone Directors for review and approval and forwarded to Chair for final approval. Chair is to consult with Zone Directors if changes in amount of grant are made and Zone Directors are to receive copies of all final grants approved for all lodges in their Zone.
4. If a lodge receives a grant but cannot use the money for the specific activity, event or project stated in the application, the lodge must request a change and discuss it with the Chair and it will then be reviewed by the President and only then can a change be made for use of those funds.
5. Lodges not using grant monies for specific function/event applied for must discuss changes with the Chair and the President must be notified. President will authorize any change in use of grant monies.
6. Fraternal Grant money received by a lodge and not used, or the evaluation report not sent to the Chair, must be returned by the lodge to the District.
7. The Cultural/Fraternal Committee shall serve as a resource to the Convention Committee for the Craft Competition and Newsletter and Scrapbook displays. They may also recommend other competitions, displays, etc.
8. A Letter of Application for grant money up to \$300 for a "**sports weekend**" to be sponsored by a lodge in Montana, North Dakota or Canada (approved 03-03) shall be sent to the director of the Zone and forwarded to the Cultural/Fraternal Committee Chair for a determination.
9. A Letter of Application for a grant of up to \$300 to any lodge in District IV hosting the District **Folk Dance Workshop** must include the date(s) and location of the workshop, what the money will be used for and a lodge contact name. If a lodge applies for this specific grant they would not be eligible for an additional Fraternal Grant *for this event*. The Chair of the Cultural/Fraternal Committee is responsible for receiving applications and distribution of this grant.

(Note: The District IV Board voted to eliminate the District's Cultural Committee and Sports & Recreation Committee and create the Fraternal Committee at its October 7-8, 1994 board meeting.)

### **D. Finance Committee**

1. It shall be the responsibility of the Finance Committee to prepare an annual financial projection of the District's income and expenses for the coming year at the District IV Fall Board Meeting.
2. The Finance Committee shall review and make recommendations to the District Board regarding the District's finances, if necessary.
3. An annual financial report is to be submitted to the District President from the Montana and the North Dakota camps. This report will be reviewed by the District Finance Committee at each fall meeting.

#### **IV. DISTRICT LODGE MEETINGS**

##### **A. Dates**

The District Lodge meetings (conventions) are held biennially during the even numbered years. The dates for the meetings shall be determined by the District Lodge, but the closing date of the meeting shall not be less than forty-five (45) days prior to the opening of the International Lodge meeting of the same year.

##### **B. Location**

The location of the District Lodge meeting shall be selected by the District Lodge four (4) years prior to the meeting, or by the District Board if not determined by the District Lodge meeting.

##### **C. Length of District Lodge Meetings**

Beginning in 2008, the District IV convention shall be decreased by one day, with the official convention opening on Friday morning instead of Thursday morning (06/04). The board will arrange the details of conducting business accordingly.

##### **D. Host Lodges**

1. Lodges are invited to submit a bid to host the convention four (4) years prior to the event. The invitation is submitted to the District Secretary; the invitation is accompanied by a copy of the minutes whereby the members voted to extend the invitation.
2. Host lodges of district conventions will pay 20% of the net proceeds of said convention to the District; said money will be distributed equally to all international delegates elected at the next district convention to defray individual expenses. As an example, the funds from the 2004 convention will be distributed to the 2006 International delegates. (6/04) The funds generated are for use by the international delegates and not to be used for international registration expense already paid by the District.

##### **E. District Lodge Delegates**

1. Each lodge within the District is entitled to send one (1) delegate from the Lodge, plus one (1) delegate for every fifty (50) adult members or major portion thereof.
2. District Officers and Directors are also delegates. They are not elected as delegates from their home lodge.

##### **E. Business Meeting Procedures**

1. Handling of proposed bylaw changes and resolutions from the local lodges or the District Board: The committee concerned presents its recommendations to the convention on each proposal. The convention votes FOR or AGAINST the INITIAL PROPOSAL, taking into consideration the recommendation from the committee.
2. Handling of proposals from the committee: If a committee presents any alternate or original proposal, the convention votes directly on the recommendation of the committee.

##### **F. Cultural Workshops**

1. Cultural skills workshops at District Conventions, if applicable, shall cost \$5 per participant (member or non-member) and is automatically added to the registration fee by the host committee. The host lodge will forward the total amount collected for this fee to the District Treasurer by Sept 1<sup>st</sup> of convention years.
2. Compensation for instructors will be \$60 per day for the first instructor. If two or more instructors are required, the maximum per workshop shall be \$120.

**F. Campaigning for district office:**

1. Active campaigning at the convention may begin after the memorial service.
2. Campaigning before the convention, and ads in the convention booklet, are authorized.

**F. Elections**

1. Election of District Officers, other than the Zone Directors
  - a. The election is held during the last session of the convention, as prescribed in our bylaws.
  - b. Nominations are from the floor. Nomination speeches are limited to three (3) minutes. Seconds of the nominations are not required or allowed.
  - c. Election is by ballot.
2. Election of Zone Directors and Alternates:
  - a. These positions are elected in Zone Caucuses following the election of the other District Officers. Directors are elected for four (4) years, alternates for two (2) years.
  - b. Three (3) Zone Directors positions are up for election at each District Convention. Currently, Zones 1, 5 and 6 Directors are elected one convention year and Zone 2, 3 and 4 Directors are elected the next convention year so Director terms run alternately.
  - c. All Zones are to elect an alternate, who must be a benefit member (excepting Zone 4), for the Zone Director at each District Convention and who will take over for the Zone Director only if the director cannot permanently continue in office (04/05)
  - d. Since Central Lodge members are not members of a lodge within a Zone they are not eligible to be elected as a Zone Director nor as an Alternate.
3. Election of International Convention Delegates and Alternates:
  - a. This election takes place during the Zone Caucuses, following the election of Zone Directors and the Alternates.
  - b. International delegates and alternates elected must be benefit certificate members of Sons of Norway.
  - c. The zones elect the number of delegates indicated to attend the International Convention.
  - d. The same number of alternate delegates should be elected.
  - e. The District President and District Secretary are automatic delegates to the International Convention. All others have to be elected in the zone caucus.
4. Election of International Board of Directors Nominee and Alternate:
  - a. District IV is entitled to one (1) International Board Director and is elected for four (4) years at alternating District Conventions. One (1) alternate is elected for one (1) two-year term at each District Convention.
  - b. This election takes place immediately following the zone caucuses. The one to be nominated has to be one of the newly elected delegates to go to the International Convention. The nominee also has to be the owner of an insurance policy in Sons of Norway.
  - c. The election is from the floor, as it is for the District Officers. The alternate is also elected from the floor.

**G. District Convention Finances**

1. The district shall pay the registration of all District Board members. International pays for the registration of International Board members.
2. At the conclusion of the district convention a final convention budget report is submitted to the District Secretary by the host lodge. Host lodges will pay 20% of the net proceeds of said convention to the district for distribution to the International delegates elected at the next district convention. (6/04)

3. The only page that the District pays for in the District Convention booklet is the one page for Board picture and greetings.
4. The district shall pay the Parliamentarian a total fee of up to \$100.00 (6/04). His/her lunches shall also be paid by the district during the business sessions where they are needed (Friday and/or Saturday).

#### **H. District Convention Minutes**

1. Resolution passed at the 2010 District Convention: That the minutes of the District Convention will be e-mailed to all convention delegates and posted to the District IV web site, for review prior to approval by the District Board at the Fall Board meeting following the District Convention.

### **V. INTERNATIONAL LODGE MEETINGS**

#### **A. Dates**

The International Lodge meetings are held biennially during the even numbered years.

#### **B. Application to Host an International Lodge Meeting**

1. Lodges within the District wishing to bid to host the International Lodge meeting must submit an invitation to the International Board of directors prior to the opening of the International Lodge meeting four (4) years prior to the event, with a copy of the application sent to the District Secretary.
2. The bid must have the approval of the current District Board of Directors.
3. The International Board of Directors in consultation with the host lodge(s) shall determine the place and date of the meeting.

#### **C. International Lodge Delegates:**

1. The District Lodge is entitled to two (2) delegates for the District, currently the President and Secretary, and one (1) delegate for every four hundred (400) members or major portion thereof.
2. Delegates are elected at the Zone Caucus meetings at the District Lodge meeting. The number of delegates from each zone is directly proportional to the percentage of membership within the District per Zone.
3. If there is an "extra" delegate due to the mathematical calculations, the delegate shall go the District Board and be filled in descending order by the Vice President, Treasurer and Cultural/Publicity Director. (6/08)
4. The Zone Director shall preside at this election. A secretary shall be appointed who shall submit the name, address, member number and insurance certificate number of the elected international delegates to the District Secretary immediately following the meeting.
5. Delegates to the International Lodge meeting must be a delegate or officer in attendance at the District Lodge meeting. They must have Sons of Norway insurance or benefit certificates.
6. If more candidates are nominated than are allowed in the Zone, the candidates must be voted on. There will also be an equivalent number of alternates selected. If an elected international delegate cannot attend the meeting, the first alternate on the list will take their place.
7. The District Secretary will prepare the listing for international credentials for the delegates and will keep them informed about the International Lodge meeting.
8. If a zone cannot fill its slate of delegates from its elected delegates and alternates, the district president and secretary shall randomly draw zones and solicit substitutes from their alternates in the order drawn.



## **VI. TRAVEL POLICY**

### **A. District President**

1. The District President may attend the special events of an institution of a new lodge or for a tenth, twenty-fifth, fiftieth, seventy-fifth or one-hundredth anniversaries.
2. If the President is unable to attend these events, the President may appoint another District Board member to attend as the representative from the District. These appointments should be the board member residing close to the lodge or place of the event.
3. The President is also authorized to attend one zone-wide activity per year with expenses paid by the District.
4. The District President is authorized to attend the District Presidents Council (DPC) meetings in Minneapolis twice a year. The DPC meets at the same time as the International Board. Expenses not covered by International will be reimbursed by the District in accordance with guidelines under Allowable Expenses. (October 2007).

### **B. Zone Directors**

1. Zone Directors may travel to a lodge in their zone to conduct a lodge workshop for each of their zone's lodges once per biennium or a Zone Director may choose to conduct one zone-wide workshop for their zone instead of individual workshops at each lodge.
2. Travel to lodges in alternate years is permitted as stipulated by Section II, Paragraph G2.
3. Any other travel for the Zone will need the permission of the District President.

### **C. Other Officers and Directors**

1. All officers and directors of the Board not specifically stipulated need the approval of the District President for any travel for the District.
2. It is recommended that the District President consult with the Executive Board on decisions of travel approval. The Secretary and Treasurer handle the payment of travel expenses for the District through the biennium and generally have a better idea of travel that has been done and where the District stands in regard to its projected travel expense budgeted for the District. Through consultation with other members of the Executive Board the District President will be able to make a better decision in regard to what travel is to be done for the maximum beneficial results to the District and for the District.
3. The Executive Board will review travel and other expenses for expense control purposes between board meetings. They will handle any expense discrepancies, adjustments or denials deemed necessary. These will be subject to review by the full board, which will handle any appeals to the above policies.

### **D. Other Functions or Events**

Functions that the District will consider giving travel reimbursement other than those already specifically listed: installation of officers, initiation of new members and/or institution of new lodges.

### **E. Notification of Travel Policy**

The District lodges should be notified of the District IV Travel Policy and if they wish to extend invitations to social functions that the District does not reimburse board members, the District lodges should expect to cover or assist in providing reimbursement for board members' travel. (Adopted 6/19/96)

## **VI. Allowable EXPENSES**

### **A. Mileage/Airfare**

1. Compensation for mileage is thirty cents (30¢) per mile, round trip (4/09). If two or more board members travel together, only the driver is entitled to receive mileage.
2. Airfare – if airfare is higher than mileage, permission for flight must be given by the President.

### **B. Travel**

1. Actual expenses for motels will be reimbursed up to \$100.00 per day effective April 1, 2009. (4/09) Receipts will be attached to the expense form. Meals will be reimbursed at a flat rate of \$25.00 per day (no receipts required).
2. If the distance is such that it takes more than one day to travel (500 miles or more per day), and an overnight stay is required, expenses will be reimbursed as in #1 above. (4/09)
3. For Board meetings: reimbursement shall be made only when board member is in full attendance. Adjustments may be made in case of illness or unforeseen circumstances. (10/99). Host Lodge Board Member(s) shall be reimbursed for meals at the same rate as #1 above (no allowance for motel stay). (4/09)

### **C. Other Expenses**

1. Phone Cards
  - a. Board members may purchase a phone card or request one through the District Treasurer, who will issue one to them to be used for district business. (10/04)
  - b. If there is time remaining on the card when a Board member leaves office, they may give it to their replacement or return it to the District Treasurer.
2. Miscellaneous Expenses
  - a. Postage, telephone, photocopying, etc. Receipts are to accompany expense forms.
  - b. Reimbursement will be calculated in the currency in which they are incurred. (Canadian amounts will be adjusted using the most current bank rate available.)
  - c. Copies made on a home or board members business copier will be reimbursed at 5 cents per copy and submitted on a Non-receipt expense form. (04/05).
  - d. Stamps will be reimbursed at actual cost and will be kept track of and submitted on a Non-receipt expense form. (04/05)

### **D. Annual Compensation for Board Members:**

President	\$400.00 (10/04)
Vice President	\$350.00 (9/06)
Secretary	\$750.00 (10/04)
Treasurer	\$400.00 (10/04)
Cultural/Publicity Director	\$350.00 (9/06)

### **E. District Convention**

1. The District pays district convention registration for the District IV Board members.
  2. Board Members are encouraged to stay in the Convention Hotel to be available to the delegates.
  3. All board members who live in the city where the convention is being held will receive the same daily per diem as other board members (6/06)
  4. District Convention Committees are those delegates appointed by the District President and they arrive one day early to serve on District Convention Committees. Each will receive the same per diem as Board Members receive for Board meetings (04/05).
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**F. International Convention**

1. The district pays for the registration of all delegates sent to the international convention.
2. International Convention Delegates elected to the International Convention at a District IV Convention will receive a stipulated amount of compensation determined by the District IV Board Members upon consideration of the costs related to the International Convention and current District IV financial structure.
3. The funds from the 20% of district convention net proceeds from the prior district convention will be distributed equally to elected international delegates. (6/04). As an example the proceeds from the 2004 convention will be distributed to the 2006 International convention delegates.
4. A full page add shall be purchased in the International Convention Booklet (9/06).

**G. Method of Payment**

1. An expense form is completed for all claims against the District (except scholarship distribution).
2. The completed form, with receipts attached as necessary, is forwarded to the District Secretary.
3. The Secretary shall verify the expense, correct as necessary and complete a payment voucher and forward both to the District Treasurer.
4. The District Treasurer shall also verify the expense and notify the Secretary of any changes or corrections. Upon completion of the verification process, a check shall be issued and mailed.

**I. Sympathy Policy (6/06)**

1. If a current member of the board loses an immediate family members (mother, father, in-law, spouse, child) a card will be sent to the board member and a \$20.00 memorial will be sent to the Sons of Norway Foundation.
2. When a past board member or spouse passes away a card will be sent and a \$10.00 memorial will be sent to the Sons of Norway Foundation.
3. As appropriate upon hospitalization, illness or surgery a card will be sent to current and past board members.

**J. New Lodge Expenses (10/07)**

1. When a new lodge is instituted the District shall purchase Canadian, Norwegian and US Flags through the Sons of Norway Supply Department, 7 ` poles and stands for the new lodge.
2. If the lodge indicates it wants to use the officer badges, the District will purchase badges for the president, vice president, secretary, treasurer, counselor, social director, cultural director and financial/membership secretary.

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## VIII. FRATERNAL GRANTS PROGRAM

A. **Background** - The District receives two types of Fraternal Funds:

1. International Fraternal Funds are provided to District IV from International Headquarters on an annual basis to be used for promoting leadership, youth, sports and recreation, and cultural activities in the District. The funds are determined by the International Lodge and the amount allocated to each district includes a base amount plus an allocation based on dues-paying district membership.
2. District Fraternal Funds are currently collected at the rate of \$.50 per year per from members of the district as an addition to the District Dues.

### B. Purpose

The District IV Board of Directors has determined that Fraternal Funds allocated to the District will be used to promote local and inter-lodge cultural events, cultural skills promotion, sports events, and Junior Lodge and youth programs. The intent is to develop, implement and nurture programs, events and activities which will have a positive effect on membership retention and recruitment.

### C. Division of Funds

The Fraternal Committee will determine the division of funds received from the International Fraternal and District Fraternal/Cultural Funds Programs. A portion of the funds received will go to supporting Family Camps and Scholarships. The remainder of the funds, as well as funds from the Cultural Fund, will be used for Fraternal Grants to District IV Lodges.

The current distribution of fraternal funds is:

	International Fraternal Funds	District Fraternal Funds	Total
Lodge Grants	\$3,000	\$2,800	\$5,800
Trollhaugen Canada	\$800		\$800
Montana and North Dakota Camps	\$2,200	\$800	\$3,000
District Dance Workshop		\$300	\$300
Cultural Scholarships		\$500	\$500
Total	\$6,000	\$4,400	\$10,400

### D. Guidelines for Zone Activities

The fraternal funds are to be used by lodges in each Zone and are to be used to promote local and inter-lodge activities within the Zone. Application for these funds will include the words "Montana, North Dakota, Alberta, Saskatchewan, a space for applicants to enter their Sons of Norway District IV affiliation by lodge number, city and state/province and will be submitted to the Zone Director.

Upon conclusion of the event/function, an evaluation form will be completed and sent to the Zone Director. The Zone Directors will be accountable for the proper use of these funds.

Programs/events that qualify for Fraternal Grants from District IV:

1. Youth and Junior Lodge Programs
  - a. Materials and supplies
  - b. Organizational expenses
2. Cultural Skills Workshops
  - a. Materials and supplies
  - b. Instructors
  - c. Rental of space

3. Inter-lodge Cultural Events
  - a. Materials and supplies
  - b. Advertising expenses – mailings to other lodges
  - c. Instructors
4. Sport Events – working towards medals for Sports Program
  - a. Materials and supplies
  - b. Instructors
  - c. Inter-lodge Sports Events
  - d. Advertising expenses – mailings to other lodges
5. Special Event/Function - Applications for funds for a special event outside of existing grants available can be made by lodges; if the Board determines that it is a reasonable request, the funds should be made available to that lodge.

**If a fee is charged for an event** and this fee covers all expenses, a lodge are not eligible for a Fraternal Grant. If you have a question concerning the qualification of an event or program for a grant, contact the President.

## **VIX. SCHOLARSHIP PROGRAMS**

### **A. District IV Cultural Scholarships**

1. **Purpose:** The purpose of the District IV Cultural Scholarship Program is to encourage and support the continued development of cultural skills in the district through the awarding a grant per year in scholarships to cover the registration fee and materials required for workshops, seminars, and other classes which teach folk art (i.e., woodcarving, rosemaling, hardanger, cooking), folk dancing, history, or other appropriate activities.
1. **Eligibility:** Applications must be paid-up members of Sons of Norway for six (6) months preceding the April 1st and September 1st deadlines, and must be a current member of District IV. A letter of endorsement from an officer of the applicant's lodge must accompany the application. Each applicant must write a three-hundred-word essay explaining why he or she wishes to participate in the program.
2. **Deadline:** Application deadline for scholarships is April 1st of each year. The District IV Scholarship Committee will determine the recipients of the scholarships and will notify all applicants after the date of the Board's Spring and Fall Board meetings.
3. **Payment:** Payment will cover the cost of registration and materials for the course. The District will allocate monies per grant as stipulated by the Board per year to qualified, approved applications. If the class has already occurred, proof of payment and attendance must be attached. Reimbursement will be mailed directly to participant. In the case of a Canadian application, the exchange rate will be determined on the date that the check is written by the District Treasurer.

### **B. District IV Scholastic Scholarships**

Scholarships of \$750 each (in U.S. funds) will be determined by the Scholarship Committee:

- To study the Norwegian language, literature, or culture at a university or college in the U.S. or Canada which has an approved program in the field.
  - To study at a Norwegian university or folk school.
1. Scholarship money will not be released before the Scholarship Committee Chairperson has received a letter from the university, college, school or camp the recipient is attending, verifying

that he/she is enrolled in the Norwegian program. Upon receipt of this verification, a check will be mailed to the scholarship winner.

2. The successful applicants for studies in the United States or Canada will receive half of the scholarship for the fall semester and the other half for the spring semester. If the school operates on a quarter system, the scholarship will be paid in three installments. Successful applicants to study in Norway will receive the full amount upon verification of enrollment.

## **X. YOUTH PROGRAM**

The "Barnas Norsk Klubb" Manual was compiled by Dan Rude. The manual consists of activities that can be used by your lodge's Youth Director to work with the youth. The following is included:

- a. Language lessons and activities
- b. Greetings and simple conversations
- c. Counting
- d. Colors
- e. Telling time
- f. Stories, poems and songs
- g. Seasonal activities such as Christmas decorations
- h. Recipes for cooking activities
- i. Dances
- j. A simple lesson plan for a year of activities with the youth

## **XI. DISTRICT IV LANGUAGE AND/OR FAMILY CAMPS**

### **A. Background**

1. There are a number of opportunities for young people as well as families and adults to participate in a camping experience. Our Canadian brothers and sisters have been involved in one such Trollhaugen Language Arts and Culture Camp in Alberta. The District has been supporting this camp financially for a number of years.
2. Two more opportunities for participation in a camping experience are sponsored by District IV, one camp in Montana and the other in North Dakota. All Zone Directors will need to obtain the information on these camps as it becomes available.

### **B. Financial Support**

The district shall provide \$1,500 each year to the Montana and North Dakota camps and \$800 to Trollhaugen camp in Canada from fraternal funds.

### **C. Other**

1. The district president shall appoint a district board member to be on each of the boards of the Montana and North Dakota camps.
2. Expenses incurred by the district representative on the camp boards shall be reimbursed out of the fraternal fund. Expenses shall be paid the same as outlined under "Other Travel" for district board members.

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**District IV Policy Manual**  
Assignments for keeping sections updated  
April 2009

Periodically review sections and update as necessary  
Give changes/updates to secretary to update manual  
Review updated manual after updates and note any corrections to be made  
District Secretary is responsible for the over continuity of the Policy Manual

Section I	Board of Directors	Secretary
Section II	Duties of Board of Directors	Secretary
Section IIIA	Scholarship Committee	Vice President
Section IIIB	Membership Committee	Vice President
Section IIIC	Cultural/Fraternal Committee	Publicity/Cultural Director
Section IIID	Finance Committee	Treasurer
Section IVA-F	District Lodge Meetings	Secretary
Section IVG	District Convention Finances	Treasurer
Section V	International Lodge Meetings	Secretary
Section VI	Travel Policy	Treasurer
Section VII	Allowable Expenses	Treasurer
Section VIII	Fraternal Grants Program	Cultural/Publicity/Treasurer
Section IVA	Cultural Scholarships	Cultural/ Publicity
Section IVB	Scholastic Scholarships	Vice President
Section X	Youth Program	Secretary
Section XI	Language and/or Family Camps	Secretary

**Web Site Content Responsibilities**

Email updates and changes to web master who will post them

Home Page	President
Officers	Secretary
Events	Web Master
Convention	Secretary
Cultural Activities	Cultural/Publicly Director
Barnas Norsk Klubb	Cultural/Publicity Director
Camps	Camp Committees
Scholarships	Vice President and Cultural/Publicity Director
Newsletter	Cultural/Publicity Director
Field Staff	Web Master
Forms	All who have forms