

Desert Fjord Rules and Policies

1. Regarding this Rules and Policies Document	2
1.1 Special Funds	2
1.2 Rules and Policies Availability	2
1.3 Review of Rules and Policies	2
1.4 Approval Process of Changes	2
2. Officers of Desert Fjord Lodge	3
2.1 Elected Officers	3
2.2 Appointed Officers	3
2.3 Elections of Officers	3
3. Committees	3
3.1 Budget Committee	3
3.2 Nominating Committee	3
3.3 Education Committee	4
3.4 Other Committees	4
4. Financial Policies	4
4.1 Reimbursement for Expenses	4
4.2 Advances for Special Events	4
4.3 Non-Budgeted Expenses	4
4.4 District Convention Delegate Expenses	4
4.5 Outgoing President Recognition	5
4.6 Posten Advertising	5
5. Meetings	5
5.1 Heritage and Cultural Meetings	5
5.2 Business Meetings	5
6. Membership	5
6.1 The Membership Roster	5
6.2 New Members	6
6.3 Recognition of the Death of a Lodge Member	6
7. Communications and Records	6
7.1 Correspondence	6
7.2 Financial Records	6
7.3 Newsletter	6

Desert Fjord Rules and Policies

1. Regarding this Rules and Policies Document

1.1 Special Funds

a. Agnes Stieler Education Fund #6133-002

In 2003, the sum of \$44,566.95 was bequeathed to the Lodge by the estate of former member Agnes Stieler. This amount plus interest has been transferred to the Agnes Stieler Education Fund in 2011. Interest earned from this fund shall be used for educational scholarships awarded by the Lodge's Education, Foundation, and Scholarship Committee (aka Education Committee). The bequeathed amount of \$44,566.95 shall remain as a permanent endowment.

b. Lodge General Account #6133-001

The Lodge General Account was established under the leadership of past-presidents Betty Lou Louhi and John Lovell in the year 2000. Interest earned from this account may be used as recommended by the Budget Committee and approved by the Board of Directors. If additional expenditures are to be made from this account, they must be recommended by the Budget Committee and approved by the Board of Directors, after which the matter will be publicized to the Lodge membership and voted on by the assembled membership at a later scheduled monthly meeting.

1.2 Rules and Policies Availability

The Secretary shall retain a copy of the current Rules and Policies. The Rules and Policies should be available on the lodge website.

1.3 Review of Rules and Policies.

a. A newly elected President shall appoint a committee of at least three members, when needed, to serve on a Rules and Policies Review Committee.

b. The Committee shall report to the Board of Directors to either reaffirm the existing Rules and Policies or make recommendations for changes.

c. The Board of Directors shall either 1) vote to accept the Committee recommendations or 2) send them back for further revision.

1.4 Approval Process of Changes

a. Publication of Proposed Changes

The announcement of proposed changes to the Rules and Policies, as accepted by the Board of Directors, shall be published in the Posten.

b. Announcement of Date and Time of Balloting

The date and time of voting on changes shall be made known to members at least two weeks before voting at a Lodge Business Meeting.

c. Approval of Changes

Proposed changes to the Rules and Policies must be approved by a majority vote of members present in person at a Lodge Business Meeting, by mail or by email.

d. Lodge Member Voting

A signed statement or official email must be received by the Lodge Secretary 12 hours prior to the Lodge H&C Meeting.

e. Eligible Voters

All dues paying Lodge members age 18 or older are entitled to vote on changes to the Rules and Policies.

Desert Fjord Rules and Policies

2. Officers of Desert Fjord Lodge

2.1 Elected Officers

- a. Elected officers shall serve a term of two years.
- b. Those officers to be elected by the members of the Lodge are President, Vice President, Secretary, Treasurer, Membership Secretary, Cultural Director(s), and Social Director(s).
- c. The above elected officers shall serve as the Board of Directors of Desert Fjord Lodge.
- d. Each officer shall have one vote at Business Meetings.
- e. If there is more than one Cultural Director, that office will only be allowed one vote.
- f. If there is more than one Social Director, that office will only be allowed one vote.

2.2 Appointed Officers

- a. Additional officers required to support the activities of the Lodge shall be appointed by the President. The President may request that the Nominating Committee assist in the search for candidates to such offices.
- b. Vacancies in appointed officer positions shall be announced periodically at Lodge meetings and in the Posten.
- c. Initial appointees should be installed at the same meeting as the installation of the elected officers.
- d. Subsequent appointees should be installed by the President or Vice-President at a Lodge Meeting.
- e. The President may appoint a Counselor to serve in an advisory capacity. This position is honorary and optional, and has traditionally been held by a past-president.

2.3 Elections of Officers

Elections of Lodge Officers are specified in the Sons of Norway Constitution.

3. Committees

3.1 Budget Committee

- a. The Budget Committee shall be comprised of the President, Vice-President, Secretary, and Treasurer. The immediate Past President and Past Treasurer will serve only to formulate the annual budget.
- b. The proposed annual budget shall be presented to the Board of Directors for approval at the March Business Meeting.
- c. The Budget Committee is a permanent Committee and may meet from time to time to assist the President in carrying out the financial business of the Lodge.

3.2 Nominating Committee

- a. A Nominating Committee shall be appointed by the President during the first three months of the term to assist in the search for members to fill vacancies.

Desert Fjord Rules and Policies

b. The Nominating Committee shall be charged with assembling a slate of candidates for elected and appointed positions, for the next term.

c. The Nominating Committee shall present its slate of recommended candidates to the Board of Directors and to the membership at the October Business Meeting and Heritage and Cultural Meeting, respectively.

d. The election of officers must take place no later than the November Heritage and Cultural Meeting.

3.3 Education Committee

This committee of at least three Lodge members shall be appointed by the President during the first three months of the term. The President cannot be a member of this committee. Initially this committee will assemble a document for establishing the rules for application for and the awarding of education, tuition, and scholarships sponsored by the Lodge and for the publication to the membership of the rules and of all scholarship opportunities available to qualifying members. Once approved by the Board of Directors, future review and amendments will be the responsibility of subsequent Education Committees. This committee must be knowledgeable of the constraining funds available each year.

3.4 Other Committees

Committees may be appointed by the President to carry out special tasks for the Lodge, e.g., the boutique, the library, the Posten.

4. Financial Policies

4.1 Reimbursement for Expenses

a. The Secretary shall be paid one hundred and fifty dollars (\$150) annually in December.

b. The Membership Secretary and Treasurer shall each be paid seventy-five dollars (\$75) annually in December.

c. All other expenses in excess of \$100 must be pre-approved by the Board of Directors before incurring the expense.

d. The Board of Directors may approve reimbursement of an expense after the fact if the person making the expenditure explains to the satisfaction of the Board why it was reasonable and proper to do so. The Board is under no obligation to approve such an expense.

4.2 Advances for Special Events

The Social, Cultural, and Foundation Directors or Chairperson of a specific function may request working capital by submitting an estimate of event expenses to the Board of Directors.

4.3 Non-Budgeted Expenses.

Requests for funds for a speaker, program, capital improvements, etc. that are outside the specifications of the budget shall be submitted in timely fashion to the Board of Directors.

4.4 District Convention Delegate Expenses

a. Registration packet, travel and lodging expenses for Lodge delegates to the District Convention shall be reimbursed as approved by the Board of Directors.

b. The Budget Committee shall insure that this biannual expense is reflected in a set-aside in each yearly budget.

Desert Fjord Rules and Policies

4.5 Outgoing President Recognition

At the installation of new officers, the outgoing president shall be presented the past president's pin and a small gift not to exceed fifty dollars (\$50) in value.

4.6 Posten Advertising

a. Advertising in the Posten will be available at the following rates:

For space up to one-half a column: five dollars (\$5) per month or thirty-five dollars (\$35) per publication year.

For space up to one full column: eight dollars (\$8) per month or sixty dollars (\$60) per publication year.

b. Advertising matter should be related to the interests and/or activities of the Lodge, subject to approval by the Board of Directors.

c. Payment of fees should be made to "Sons of Norway" and received by the newsletter editor or the Lodge Treasurer.

5. Meetings

5.1 Heritage and Cultural Meetings

a. The Heritage and Cultural meetings are typically held the second Sunday of each month except for the months of May, July and August. Syttende Mai is customarily observed in conjunction with other SON lodges and Nordmanns Forbundet.

b. The June, July and August meetings are intended to be informal social gatherings. Minor business may be included as required.

c. The September Heritage and Cultural meeting should focus on Member Benefits to further emphasize the cultural and financial benefits of Sons of Norway and the local lodge.

5.2 Business Meetings

a. The Business Meetings shall be held at the discretion of the President.

b. Any Lodge member may place an item on the agenda for a Business Meeting. As a courtesy; the agenda request should be made to the President or Secretary at least one day prior to the Business Meeting date.

c. The Secretary shall provide a copy of the minutes from the previous meeting to each officer prior to the Business Meeting, if it hasn't already appeared in the Posten. The Treasurer shall provide the current financial statement to the officers at the Business Meeting.

6. Membership

6.1 The Membership Roster

a. A Lodge directory will be made available periodically.

b. Information from the Lodge Membership list shall be treated in accordance with the privacy policy as stated at the SON Members-Only Portal (Management- Membership List). Additional Privacy Policy guidance is available at: https://www.sofn.com/privacy_policy/.

c. Information from the Lodge's roster as received from SON Headquarters shall NOT be distributed. Sons of Norway members may receive information only with the approval of the President, Vice President or Membership Secretary. The following information about members

Desert Fjord Rules and Policies

age 18 or older may be made available: member's name, mailing address, email address and telephone number. This online Lodge Directory is password protected.

d. The member requesting information should clearly specify the need for this information as necessary to fulfill a Lodge activity. The recipient of this member information must affirm that this information is not to be used for any commercial purpose.

6.2 New Members

a. The Vice-President shall provide for the introduction of SON benefits to new members.

b. The names of all new, transfer or affiliate members age 18 or older should be published periodically in the Posten.

c. All new members, new transfer members and new affiliate members should be introduced at a Heritage and Cultural Meeting at the first opportunity.

6.3 Recognition of the Death of a Lodge Member

a. In recognition of a member's death, the Membership Charter shall be displayed with a black drape during a subsequent Heritage and Culture Meeting.

b. The Lodge shall donate the sum of twenty-five dollars (\$25) to the Sons of Norway Foundation in memory of a deceased member.

7. Communications and Records

7.1 Correspondence.

All incoming and outgoing correspondence of the Lodge shall be kept on file for two years by the current Secretary.

7.2 Financial Records

All financial records of the Lodge shall be retained for three years.

7.3 Newsletter

The Posten shall be published monthly except for the months of July and August; it may be distributed in hard copy or electronic format.