



# SONS OF NORWAY

## DISTRICT LODGE NO. 7 BY-LAWS

### ARTICLE I – NAME & TERRITORY

Par. 1 The name of the District shall be DISTRICT LODGE NO. 7, SONS OF NORWAY. It shall include the Province of British Columbia.

### ARTICLE II - AUTHORITY

Par. 1 The District Lodge shall promote the interest of Sons of Norway within the province and shall co-operate with and assist the International Lodge and its officers in their work.

### ARTICLE II A – FISCAL YEAR

Par. 1 The Official and Fiscal Year for District #7, Sons of Norway be the period January 1 to December 31 starting January 1, 2005.

### ARTICLE III - CONVENTIONS & REPRESENTATIONS

Par. 1 The District Lodge shall meet for regular Conventions every second year and the closing date of such Convention shall not be less than forty-five (45) days prior to the opening of the International Convention of the same year. The Convention shall last for two (2) days.

The charge for registration to the Convention shall not exceed fifty dollars (\$50.00) per person.

Traveling expenses of the local lodge delegates to the District Lodge Convention shall be the sole responsibility of the individual lodges and their respective delegates.

Each delegate to a District No. 7 Convention will be furnished with a Convention information brochure prior to the Convention.

Par. 2 Every Lodge within the District Shall be entitled to **two (2) delegates** for the Lodge and one (1) delegate for each fifty (50) members or major fraction thereof, based on the last Membership Report prior to the election of delegates.

All members in good standing are eligible for election and the Lodge President should be one of the delegates. All shall be elected ninety (90) days prior to the Convention. At the same time as the delegates to the District Convention are elected, an adequate number of alternates shall be elected to fill the places of duly elected delegates prevented from attending the meeting, the first duly elected alternate filling the first vacancy, the second the next vacancy, etc.

- Par. 3 **Past District Presidents Seating:** *At any District # 7 Lodge Meeting, a District # 7 Past President, who is in attendance and is not a current member of the District # 7 Lodge, shall have the privilege of being seated at a delegate table, providing he or she is a member of a Local Lodge of Sons of Norway. He or she shall be granted the privilege of the floor, but shall have no vote, nor is the individual entitled to any expense reimbursement from the District # 7 Treasury for this seating privilege.*
- Par. 4 **International Representation:** *District Lodge # 7 shall be entitled to two (2) “delegates at large” for the District, to the International Lodge Meeting, which shall be the newly-elected President and Secretary; and one (1) delegate for each four hundred (400) members or major fraction thereof, based on the last Membership Report prior to the District Lodge Meeting, all of whom shall carry a valid insurance/benefit policy at the time of the International Lodge Meeting. Members who had and retain valid policies with Faith Life that had previously been Sons of Norway policies are also eligible.*
- Par. 5 **International Director Nominations:** *If the District Lodge Meeting occurs in a year in which the International Director for District # 7 is to be nominated, the election of that Director Nominee and the Alternate Director Nominee must occur prior to the general delegate election. If either or both members are not already “delegates at large” as stated in Par. 4, these nominees will each become representatives from their respective Zones and will sit as regular delegates in the International Lodge Meeting.*
- Par. 6 **Delegate Elections:** *The delegates to the International Lodge Meeting, as stated in Par. 4 above, shall be elected in a first round on the basis of one delegate per Zone. If no representative is available from one Zone, that delegate allocation will be moved to the Zone with the largest membership number. If the membership number is such that permits more than one delegate per Zone, additional delegate(s) may be elected from the Zone(s) with the largest membership number(s). Conversely, if the membership number in the District falls below the level of entitling one delegate per Zone, the Zones with the least number of members will combine to elect one delegate to represent those Zones.*
- Par. 7 **Alternate Delegate Pool:** *An appropriate number of alternate delegates shall be elected and be placed in an Alternate Delegate Pool. If any delegate is unable to attend the International Lodge Meeting, the District President will select the Alternate Delegate to replace the elected Delegate.*

#### **ARTICLE IV – COMMITTEES**

- Par. 1 The District President shall appoint committees for the Convention in accordance with the Constitution of Sons of Norway.

#### **ARTICLE V – RESOLUTIONS**

- Par. 1 All resolutions from local lodges are to be submitted to the District Secretary at least sixty (60)\* days prior to the District Convention.
- Par. 2 Resolution to District No. 7 Lodges meeting shall be submitted with appropriate rationale explained in “WHEREAS’s: preceding the resolve or resolves.”

**ARTICLE VI – LOSS OF RIGHTS**

Par. 1 Members of the District Board who leave the Convention without valid excuse or permission before the Convention is over, shall forfeit all claims to traveling expenses.

**ARTICLE VII – BONDING**

Par. 1 The District Board shall see to it the President; Vice-president & Treasurer are bonded for the sum of Fifty Thousand Dollars (\$50,000.00) with a Two Hundred and Fifty Dollar (\$250.00) deductible for each claim. Said bond to cover both the District and International Funds and must be approved by the District Board.

**ARTICLE VIII – SALARY & TRAVELING EXPENSES FOR DISTRICT OFFICERS**

Par. 1. All District Officers shall, when attending District Board meetings, District Conventions and other functions as dictated by the District By-laws or as directed by the District President, be paid a per diem, to cover expenses for meals and accommodation based on the following:  
**ACCOMMODATION** – actual motel/hotel room expenses not to exceed One hundred and fifteen Dollars (\$115.00) per night;  
**MEALS** – actual expenses not to exceed – Breakfast - \$8.00, Lunch - \$12.00, Dinner- \$18.00 for a total of not more than thirty-eight (\$38.00) per day. That receipts of actual expenditures be submitted for reimbursement.

They shall also be compensated for traveling expenses when using public transportation or compensation at the rate of twenty-five cents (\$.25) per km, for the use of private vehicles. These same rates shall also apply to members of the Sons of Norway when required to travel on behalf of District Lodge No. 7, Sons of Norway.

Par. 2 The Secretary shall be paid a yearly remuneration of eight cents (\$.08) per member based on the membership reports. This is to be paid semi-annually.

Par. 3 The District Lodge shall pay the registration fee for members of the District Board of Directors attending a District Convention.

Par. 4 The members of District Convention Committees, appointed by the District President shall be paid per diem allowance to cover meals and accommodation equal to that stipulated for the District Officers.

**ARTICLE IX - ZONES**

Par. 1 For the purpose of electing District Officers, the District shall be divided into four (4) geographical zones.

- Zone No. 1 ----- Vancouver Island
- Zone No. 2 ----- Lower Mainland
- Zone No. 3 ----- Northern B.C.
- Zone No. 4 ----- Eastern B.C.

The District President shall be elected at large.

Each zone shall be represented by at least one (1) District Officer (not counting the District President) on the Board of Directors. Whenever a zone does not have a nomination to the Board, a nomination from the remaining zones is in order.

Par. 2 An alternate shall be elected for the Director on the District Board from any Zone having only one (1) Director on the Board.

## ARTICLE X - DISTRICT BOARD OF DIRECTORS

Par. 1 There shall be seven (7) elected District Officers which shall be:

- |                   |                                |
|-------------------|--------------------------------|
| 1) President      | 5) Cultural Director           |
| 2) Vice-President | 6) Recreational/Youth Director |
| 3) Secretary      | 7) Publicity Director          |
| 4) Treasurer      |                                |

The District Board of Directors shall consist of these seven (7) elected District Officers and the immediate Past-President who, during the first biennium following his/her term in office as District President, shall be provided for this office and if a vacancy in it should occur, it shall not be filled. The District President, District Vice-President, District Secretary and District Treasurer shall be elected first. These four (4) and one (1) other Director, if desired, shall constitute the Executive Board.

Par. 2 **1. Nominating Committee**

The District Nominating Committee, (**District #7 – ARTICLE XIV**) shall identify, review and recommend all qualified candidates for the election of District Lodge Officers and Directors.

No member of the Nominating Committee shall be a candidate for election as District Lodge Officer or Director.

Members of the District Lodge may submit candidates to the Nominating Committee as determined by the District Lodge.

Candidates for nomination to the District Board shall be insured members and must meet all qualifications as set forth by the District Lodge.

The insured member provision for District Board officers and directors shall not be required for countries, provinces or states where Sons of Norway is not authorized to sell insurance.

Should a District allow nominations from the floor, the Nominating Committee must approve the qualifications of the candidate nominated from the floor before such candidate may be slated to the ballot for election.

Other procedures and deadlines for the nomination of candidates for District Lodge Officers or Directors shall be determined by the District Board.

## 2. Election Procedures

### a) Time of Election

The Officers are elected at the regular meetings of the District Lodge by the International Officers, International Directors, District Officers, District Directors and District Delegates present, all being current members of the District Lodge.

### b) Ballots

Ballots shall be used in all cases where there are two (2) or more candidates for any office. A majority of the votes cast is necessary for election; otherwise election shall be by acclamation.

### c) Candidates

If more than two (2) candidates have been nominated for an office and none receives a majority on the first ballot, the candidate receiving the least number of votes shall withdraw, and so on until one (1) candidate gets a majority. When there is only one (1) candidate for any office, vote by acclamation is permissible.

## **ARTICLE XI - BIENNIAL REPORT**

*Par. 1 District Officers and other reporting members shall submit their report of activities to the District Secretary at least sixty (60) days prior to the District Convention and a copy of the Biennial Convention Reports Booklet shall be printed and circulated to the Convention delegates thirty (30) days prior to the start of the Convention.*

*Par. 2 A Board Audit Committee made up of the three Executive Board members, excluding the Treasurer, will conduct a review of the prior year-ended financial statements, including a Balance Sheet and Profit and Loss Budget vs. Actual, and apply reasonable judgment of accuracy following a review of all documentation to be made available by the Treasurer with regard to bank and investment statements, expense reports with back up receipts, invoices, deposit books and all other materials which support the Treasurer's reports. In the year that completes the biennium term, the audit committee will also review the externally prepared financial statements.*

*Par. 3 The District Board shall, every two (2) years, issue a printed report of the previous two years' activities and a financial statement. The District Board shall engage an external accountant to prepare financial statements for the two-year period ending December 31. Following the spring meeting, the District Secretary shall in ample time before the District Convention, send one (1) copy of this two (2) year financial report to each member of the District Board. He/she shall also send one (1) copy to each Local Lodge in the District and to the office of the International Lodge. The District Secretary shall have the names of the elected representatives printed on this report and shall mail a copy to each delegate.*

*At the Biennial Convention and District Lodge # 7 Meeting, a delegates' financial committee of three (3) persons, with at least one (1) member with some financial background, will be appointed by the District President to do a review of the externally prepared Financial Statements, and the prior years' Balance Sheet & Profit and Loss Budget vs. Actual, and apply reasonable judgment of accuracy. All supporting documentation to be made available by the Treasurer with regard to bank and investment statements, expense reports with back up receipts, invoices, deposit books and all other materials which support the Treasurer's reports, if requested by the District # 7 Lodge Meeting Delegates Financial Committee.*

*This delegates' audit committee shall report their assessment and recommended approval of the externally prepared financial statements to the delegates of the Biennial Convention and District Lodge # 7 Meeting*

*Par. 4 A summary report of the Convention shall be sent to the Official magazine of the order and to the Leiflette by the District Secretary by August 15 of that year.*

### **ARTICLE XIII - LODGE VISITS**

Par. 1 The District President shall visit all the lodges within the District, or delegate another member of the District Board to do so. It shall also be the duty of the members of the District Board to instruct local lodges in their ritualistic work.

### **ARTICLE XIII - VACANCIES**

Par. 1 Whenever vacancies occur on the District Board due to resignation, death, or removal from office, the vacancy shall be filled by the District Board.

Par. 2 The District Board shall, by majority vote of all the members, have power to remove from office any member of the Board for reason of incompetence, moral or physical disqualification, embezzlement or neglect of duty, provided that the accused has been given a chance to defend him or herself.

### **ARTICLE XIV - INTERNATIONAL DIRECTOR**

Par. 1 The District Board of Directors shall elect a Nominating Committee of no fewer than three (3) and no more than 5 members of the District Lodge.

The purpose of the Nominating Committee is to identify, review and recommend all qualified candidates for the election of International Director.

The Nominating Committee shall elect the Committee Chair from the elected committee members.

No member of the Nominating Committee shall be a candidate for election as International Director.

Members of the District Lodge may submit candidates to the Nominating Committee as determined by the District Lodge.

Candidates for nomination to the International Board of Directors shall be insured members and must meet all qualifications as set forth by the International Lodge.

The Nominating Committee shall review the qualifications of the candidates and approve the slate of one or more candidates for election.

Should a District allow nominations from the floor, the Nominating Committee must approve the qualifications of the candidate nominated from the floor before such candidate may be slated to the ballot for election.

Other procedures and deadlines for the nomination of candidates for International Director shall be determined by the District Board.

#### **ARTICLE XV - BY-LAW CHANGES**

Par. 1            These By-laws may be amended or repealed at any regular or special District Lodge meeting, by two thirds (2/3) majority vote of all ballots cast by qualified voters.

#### **ARTICLE XVI - DISTRICT FUNDS**

Par. 1            The Investment of District Lodge No. 7 funds shall be restricted to Chartered banks, Credit Unions and Sons of Norway endeavors.

#### **COPIED FROM THE 1982 CONVENTION MINUTES**

#### **ARTICLE XVII – DISTRICT DUES**

Par. 1            *District dues total \$ 7.50 per year, per dues paying member.*

These By-laws were adopted at the District Convention held at EIDSVOLD #53 in Victoria, B.C. on the 21<sup>st</sup> of June, 1968, and altered and amended at the District Conventions held in:

RONDANE #71 - Prince George	June 11 & 12, 1970
NORDIC #7 - Castlegar	June 8 & 9, 1972
SLEIPNER #8 - Vancouver	June 7 & 8, 1974
DOVRE #99 - Penticton	June 4 & 5, 1976
NORDLYS #20 – Port Alberni	June 2 & 3, 1978
RONDANE #71 – Prince George	June 6 & 7, 1980
VARDEN #19 – Burnaby	June 4 & 5, 1982
LEIF ERIKSON #93 – Kamloops	June 1 & 2, 1984
NORTH STAR #63 - Nanaimo	June 6 & 7, 1986
HARDANGER #109 – Kelowna	June 3 & 4, 1988
RONDANE #71 – Prince George	June 1 & 2, 1990
EIDSVOLD #53 – Victoria	June 5 & 6, 1992
SKJONNE DAL #142 – Bella Cooola	June 24 & 25, 1994
VARDEN #19 – New Westminster	June 7 & 8, 1996
HEIMDAL #141 – Kamloops	June 5 & 6, 1998
SLEIPNER #8 – Burnaby	June 9 & 10, 2000
EIDSVOLD #53 - Victoria	June 7 & 8, 2002
VARDEN #19]	
VIKING #81]	
SAGA #104]	
GOLDEN EARS #137] – Mission	May 29 & 30, 2004
NORDIC #76 – Castlegar	May 26 & 27, 2006
NORDLYS #20 – Port Alberni	May 30 & 31, 2008
SLEIPNER #8 – Vancouver	May 28 & 29, 2010
RONDANE #71 – Prince George	May 4 & 5, 2012
VARDEN #19 – New Westminster	May 30 & 31, 2014

***By-law changes at the 2014 Biennial Convention.***