



## Local Lodge Bylaws

### Procedures for Submitting Local Lodge Bylaws for Approval

1. Local Lodges must use the attached bylaw template. Should a lodge wish to include items not specifically referenced in the template, those additional items should be added after Article VIII of the template form.
2. Please reference **Chapter 10, 4.10.1. – 4.10.4.** of the Sons of Norway Constitution for procedures and requirements for Local Lodge bylaws. Please keep in mind that Section **4.10.3.** provides that Local Lodge bylaws should be few and limited to such matters as have not already been covered by the Sons of Norway Constitution.
3. Local Lodge bylaws must be approved by a two-thirds majority vote of the lodge members present at a lodge meeting provided that such bylaw changes were **presented in writing and read at the prior meeting of the lodge.**
4. Upon proper approval by the Local Lodge, the bylaws must be submitted to Sons of Norway headquarters for approval by the CEO and Legal Counsel.
5. **A copy of the lodge meeting minutes whereby the approval of the bylaws is referenced** must accompany the properly executed bylaw template. If the above requirements are not met, the bylaws will not be approved and will be returned to the Local Lodge.
6. The proposed bylaws are not effective until approved by the CEO and Legal Counsel. Lodges will be notified within 30 days of such approval.



## **Synnove – Nordkap, 1-008 Local Lodge Bylaws**

### ***Article I***

1. The name of this lodge shall be: Synnøve-Nordkap Lodge, No. 1-008, Sons of Norway, St.Paul, Minnesota, District One.
2. Regular meetings shall be held at such time and place as the lodge itself shall determine. Special meetings may be called in accordance with the Charter, Constitution, Policies and Procedures of Sons of Norway.

### ***Article II***

#### ***Membership, Qualifications and Privileges***

1. To become a member of Sons of Norway, the applicant must possess requirements outlined in the Constitution. Membership in the lodge is effective immediately upon ONE of the following (check one):
  - payment of dues; or
  - affirmative vote of the Lodge.
2. The membership shall consist of financial benefit members and social or non-benefit members either of whom may be Life, Golden, Family, Juvenile, Heritage, Unge Venner or Honorary members in accordance with the Constitution.
3. Life membership shall be extended to all members who were 65 years of age or older, and who had been members in good standing in the Society for 30 years or more by Jan. 1, 1999. Years of membership need not be consecutive. Life membership shall be extended to any member who has served as President of the International Lodge.
4. Golden membership shall be extended to all members who attained 65 years of age after Jan. 1, 1999, and who have been members in good standing in the Society for 30 years or more. Years of membership need not be consecutive.
5. In all respects, Life or Golden members shall enjoy all rights and benefits they previously held in the lodge as full dues paying members. Those transferring to another Local Lodge shall maintain their Life or Golden membership status.



6. All members shall enjoy equal privileges, except that only financial benefit members shall have the right to vote on matters concerning financial benefits.
7. Affiliate Membership. Members possessing a current membership card of a different lodge may petition for affiliate membership. Affiliate members may not vote within the lodge for, or become, District or International convention delegates from this lodge and are not counted in the member totals for determining representation.

### **Article III Fees and Dues**

1. The International Lodge sets the dues rate for all lodges in the order. All lodges are subject to an identical dues structure within their respective countries. A member's dues will be divided into three parts – one part to International, one part to the District, and one part to the Local Lodge. Only a vote by the International Lodge can change the dues amount.

The International Lodge sets the dues rate in the local currency (US or Canadian dollars or Norwegian Kroner). Sons of Norway headquarters will not adjust dues based on the exchange rate. Dues paid by credit card from a non-US bank may be subject to an exchange rate and/or servicing fee set by the bank and/or credit card processor.

2. In the unlikely event that a Local Lodge does not need its share of the dues collected, it is allowed to refund the local dues income to its paying members.
3. Life members are exempt from all dues – International, District, and Local.
4. Members of United States lodges who achieved Golden status before January 1, 2018 pay 50 percent of International dues and 100 percent of District dues. U.S. members who achieved Golden status after December 31, 2017 will not receive a discounted dues rate.
5. Members of Canadian and Norwegian lodges who achieved Golden status before January 1, 2020 pay 50 percent of International dues and 100 percent of District dues. Canadian and Norwegian members who achieved Golden status after December 31, 2019 will not receive a discounted dues rate.
6. Affiliate members. In addition to their primary lodge, some members may wish to join another Local Lodge. Such membership is considered an affiliate membership. For each additional lodge joined, the affiliate member will be charged only the Local Lodge portion of dues.
7. Members of U.S. Lodges will have the option to pay their dues by automatic monthly withdrawal from their U.S. bank account.
8. No fee shall be charged to issue a transfer card or to transfer membership.
9. Heritage members (under age 16) will be exempt from dues.



**Article IV  
Good Standing**

1. A member who is in arrears 120 days in the payment of dues shall not be eligible for any benefits of the lodge and will be subject to suspension in accordance with the procedures set forth in the Constitution.
2. A member who pays all back dues will be reinstated effective with their original date of membership.

**Article V  
Lodge Funds**

1. Appropriations to defray the operational expenses of the lodge require only a simple majority vote for adoption. Other appropriations from the lodge funds require a two-thirds majority of votes cast for adoption.
2. The lodge can maintain one or more funds. The general fund will be used to defray the operational expenses of the lodge.
3. The financial officers of the lodge are covered by a blanket position bond, as provided in the Constitution, with a deductible for each claim. A surety bond is maintained by International Headquarters, in accordance with the Constitution.
4. The Local Lodge elects (choose one)
  - a. to retain the positions of Financial Secretary and Treasurer with duties as described in the relevant sections of the Charter and Constitutions of Sons of Norway,
  - OR –
  - b. to have a Membership Secretary and a Treasurer with duties as described in the relevant sections of the Charter and Constitutions of Sons of Norway.
5. The lodge shall participate in the mandatory liability insurance for District and Local Lodges as secured by the International Headquarters. This insurance does not cover lodge-owned real estate or buildings, or liquor liability claims.

**Article VI  
Compliance**



1. The lodge 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.
2. The lodge must operate in full compliance with all laws, regulations and applicable requirements as outlined in the latest edition of the Charter, Constitutions, Policies and Procedures of Sons of Norway, and as otherwise communicated to the lodge by the International Headquarters of Sons of Norway. These include, but are not limited to, the timely annual filing of IRS 990 forms, the D63 and D17 reports for lodges, the D64 and D18 reports for building corporations, if applicable, and the timely payment of the Local Lodge liability insurance assessment.

## ***Article VII***

### ***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 Charter, Constitutions, Policies and Procedures.
2. In the event of dissolution of the lodge corporation(s), both lodge and building association, if applicable, it is *recommended* that the corporation's remaining assets shall be distributed to the Sons of Norway Foundation [an IRC 501(c)(3) organization], if in existence when the distribution occurs or, if not, to a like designated and purposed entity or entities.
3. Upon dissolution of the lodge, lodge assets may not be transferred to individual members for personal benefit.
4. The plan to distribute lodge 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.

## ***Article VIII***

### ***Changes in and Approval of Bylaws***

1. These bylaws may be repealed or amended by a two-thirds majority vote of the members present and voting, provided that such bylaw changes were presented in writing and read at the prior meeting of the lodge.



2. These bylaws, and any changes thereto, will become effective upon approval by the International Headquarters.
3. The bylaws of this lodge are subject to the terms and conditions contained in the Charter and Constitution of the International Lodge of Sons of Norway.

## **Article IX Board of Directors**

1. The following officers shall comprise the Board of Directors of the Lodge and shall be elected by the general membership. All elected Officers shall be voting members:
  - President
  - Vice President
  - Recording Secretary
  - Executive Secretary
  - Treasurer
  - Membership Secretary
  - Counselor
  - Social Directors (2)
  - Cultural Director
  - Sports Director
  - Junior Lodge Director
  - Scholarship Director
  - Foundation Director
  - Newsletter editor/Webmaster
  - District 1 Liaison
  - At-large Directors (3)
2. Eligibility: Individuals must have been a SoN member for at least 3 months (or has been a Junior Lodge Member) to be eligible to serve as an officer or delegate.
3. The offices of President, Secretary, financial secretary or membership secretary, treasurer and trustees shall be held by separate individuals.
4. Board Meetings: The Board of Directors must meet at least 4 times per year. Meetings are open to all members that may wish to attend.
5. Board Quorum: A Quorum of the Board is a simple majority of members, or 8 members whichever is smaller.
6. The President is the presiding officer. In the President's absence the vice-president, and in his/her absence the Counselor. If none of these 3 are present, the secretary or other member can call the meeting to order and the members in attendance can then select one member to preside.



7. Appointed Officers: Other positions may be appointed by the Board of Directors from time to time to help support the activities of the Lodge. Appointed positions are NOT members of the Board of Directors and do NOT have Board voting privileges. Examples of such positions as publicity, Social Media Coordinator, Newsletter staff, Auditors, Trustees, Marshalls, Historian, Musician, Greeters, Sunshine, Librarian, Genealogy, and Norsk Classes.

## **Article X Compensation**

1. The lodge shall determine from time to time the compensation, if any, to be paid the President, Vice-President, Secretary, Treasurer, and other officers.

## **Article XI Non-discrimination, Diversity, Equity and Inclusion**

1. Synnove-Nordkap Lodge 1-008 is an organization fully committed to diversity, equity, and inclusion in principle and in practice. Diversity, equity, and inclusion are important to the organization's current and future success. By engaging all individuals, households, and communities in our Lodge's fraternal activities we will all enjoy a better experience. Just as the Sons of Norway member nations of the United States, Canada and Norway strive for diverse and inclusive cultures, so too should our Lodge.
2. Therefore, it is the policy and commitment of Synnove-Nordkap Lodge, 1-008, that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability, sexual orientation, or religion. Any Lodge member, volunteer or guest who believes that he or she has been discriminated against is strongly encouraged to report this concern promptly to the Lodge President.
3. Harassment or intimidation of a member, volunteer or guest because of that person's race, age, color, sex, national origin, physical or mental disability, sexual orientation or religion is specifically prohibited and may be grounds for termination of Lodge membership. Harassment and intimidation includes abusive, foul or threatening language or behavior.
4. Synnove-Nordkap is committed to maintaining a welcoming and diverse environment that is free of any such harassment and will not tolerate discrimination in any form. Issues of discriminatory treatment, harassment, or intimidation on any of these bases should immediately be reported to the Lodge President and, if substantiated, prompt action will be taken.



# SONS of NORWAY

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800-945-8851 Fax:  
612-827-0658  
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om

Date Adopted: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Members of Bylaw Committee:

Signed: \_\_\_\_\_

Lodge President

Signed: \_\_\_\_\_

Lodge Secretary

Sons of Norway

Date Adopted: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

These bylaws approved on: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Chief Executive Officer

By: \_\_\_\_\_  
Legal Counsel