

Lodge Officer Election Roundtable Handout

Sunday, October 26, 2025

Review what's in our CCPP on officer elections and minimum officers needed

Charter and Bylaws:

Local lodge

14.5 Officers and directors

14.5.1 Board of directors

The elected officers of a local lodge shall be president, vice president, secretary, treasurer, and/or such additional officers as the local lodge may deem necessary. Additional officers shall either be elected or appointed as specified in the bylaws of the local lodge. The offices of president, secretary, financial secretary or membership secretary, treasurer and trustees shall be held by separate individuals.

14.5.2 It is strongly recommended that these officers have an e-mail, Sons of Norway website access, and be able to submit required documents electronically as requested by the IBOD and the district BODs.

14.5.3 Responsibilities

The local lodge BOD shall be responsible to the lodge for all its actions and shall make a complete report to the lodge at regular lodge meetings. The local lodge BOD may consider and act upon such matters as are referred to it by the lodge or in accordance with the lodge's bylaws.

How do you recruit and use your nominating committee?

General provisions

16.1 Nominating committees

16.1.1 Nominating committees (NCs) have been established and are required at all levels of SON. The NCs shall identify, review, and recommend eligible candidates for election as officers and/or directors throughout the organization. Other requirements and procedures for international and district NCs are as set forth below and in the SON Policies and Procedures.

16.1.2 NCs at all levels shall identify, review, and recommend eligible candidates for the election of the officers and/or directors. No member of a NC shall be a candidate for election as an officer or director within the entity that they are representing. Members may submit candidates to the NCs as determined by the IBOD. Candidates for nomination to both the IBOD and district BODs shall be adult benefit members and must meet all eligibility criteria as set forth by the IBOD.

16.2 Nominating committee objectives

16.2.1 To ensure that only persons who meet the eligibility requirements for board election are presented to the members for election.

16.2.2 To assist members in electing officers and directors who are best able to assist the IBOD and district BODs in achieving business and fraternal purposes and objectives.

16.2.3 To obtain and review all completed applications for board election and other information provided by applicants to the secretary as needed to determine whether an applicant satisfies the eligibility requirements, to certify all applicants who do, and provide members with a summary of pertinent information about each of the certified applicants. The NC shall also review and consider each candidate's qualifications relative to any desired attributes that the IBOD and districts identify. To help in this process, the NC may interview each candidate and seek additional information to evaluate candidates. The NC shall recommend to the membership the election of those candidates who the NC believes are best suited to meet the current needs of the IBOD or district. Any such candidate who is unqualified, in the sole judgement of the IBOD, may not serve as an officer or director and shall not be slated on the ballot of candidates.

14.17 Nominating committee for officers and directors

At a regular meeting, not later than September of each year that precedes an election, a nominating committee of three (3) or five (5) members shall be elected by the local lodge. The local lodge nominating committee shall identify, review, and submit eligible candidates for the election of the local lodge officers and directors. Members may submit candidates to the nominating committee as determined by the local lodge. Candidates for nomination to the local lodge board must be current lodge members and meet all eligibility criteria as set forth by the local lodge.

- 14.17.1** The lodge nominating committee as established above shall convene to develop a slate of candidates to run for the offices of the local lodge. This slate shall be ready to present to lodge members no later than the lodge's first regular meeting in October of each year that precedes an election.

When are elections held and when are officers installed?

- 14.17.2** Any nominations to be made in addition to those of the nominating committee shall be submitted to the committee no later than October 1 for inclusion in the balloting process. Nominations made after October 1 and before the deadline shall be the responsibility of the candidate or the nominator.
- 14.17.3** At the first regular meeting in October, the committee shall present to the lodge its slate of candidates recommended for office. Nominations may also be made from the floor at the time of election.

14.18 Election of officers

The election of officers shall take place not later than the first meeting in November of each year. In circumstances in which in-person meetings are not possible due to circumstances beyond the control of the local lodge such as during a time of national emergency, the local lodge may hold elections via mail, electronic communications, other methods of electronic or internet-based communication or any combination thereof.

- 14.18.1** The lodge members will be notified of the field of candidates by mail, newsletter, or any acceptable means of electronic communication no later than October 31. All voting members of the lodge shall receive this information. A ballot shall be provided with each such notification sent out.
- 14.18.2** Ballots may be returned by mail, email or other means of electronic communication that is mutually acceptable to the lodge such as an online survey tool. The deadline to return ballots shall be set by the lodge board. In any case the balloting should be completed no later than November 30.
- 14.18.3** Non-lodge members that may be on a lodge mailing list or email distribution list may not vote. The lodge board shall appoint tellers to verify membership and count the incoming ballots. The tellers may not be candidates for any of the lodge offices or directorships.

One or two year officer terms?

14.19 Term of office

The officers shall be elected for a term of one (1) or two (2) years, as set out by the local lodge bylaws. Officers may be elected alternately in the order that is determined by the lodge. Lodges which elect their officers for two (2) years may, if they so desire, elect their trustees, who are elected the first time – one (1) each for two (2), four (4) and six (6) years respectively, and thereafter one (1) at each election for a term of six (6) years or until their successors have been elected and installed.

14.20 Vacancies

Whenever a vacancy occurs in the office of the local lodge president, the vice president shall succeed to the office of president for the unexpired term. In such event the local lodge board of directors shall appoint, from the members of its lodge, a vice president to fill the unexpired term. When a vacancy occurs in any other office of the local lodge, caused by death, resignation or removal from office, the vacancy shall be filled by the local lodge board of directors from the members of the local lodge.

Training and transition- what happens at your lodge

- Lodge Training Series-
https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/leader-training-series/

How do your officer meetings work?

International website-

- District website- <https://sonsofnorway5.com/library/original/docman/SampleofOfficerdescriptions.pdf>
- Guide to Leadership-
https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/leadership_roles_guidelines/

President

The highest ranking lodge office, responsible for ensuring lodge compliance with the Sons of Norway Charter and Constitution while overseeing and guiding all lodge activities.

Vice President

Leads lodge recruitment efforts and strategies while helping develop programming that encourages member retention.

Secretary

Manages daily operations of the lodge.

Financial Secretary

Handles membership records and many of the business matters for the lodge.

Membership Secretary

Handles membership records and many of the business matters for the lodge.

Treasurer

Oversees all lodge finances.

Social Director

Plans social activities and quality programs to enhance the sense of enjoyment, excitement, commitment and community within the lodge.

Cultural Director

Plans activities to help members and community develop a lasting appreciation for the culture of Norway.

Social/Cultural Reference

Helps Social/Cultural Directors plan the lodge's annual schedule of social and cultural activities.

Sports & Recreation Director

Plans and supervises a well-rounded activity program that interests all members and enhances their well-being.

Publicity Director

Publicizes interesting lodge events and promotes Sons of Norway within the immediate community.

Foundation Director

Increase members' awareness of the Foundation and its value while promoting the Foundation to members and the community and helping it grow financially.

Editor

Keeps lodge members informed of lodge news and events via a lodge newsletter.

Support Officers

Guidelines for the lodge counselor, marshal, assistant marshall, greeter, trustees, historian, librarian and musician.

Youth Director

Leads the mission to engage young people in the activities of the lodge.

Webmaster

Manages the online presence of the lodge.

Order of Ceremonies

A guide to enhance the dignity and pageantry of lodge and business meetings.

District Guide

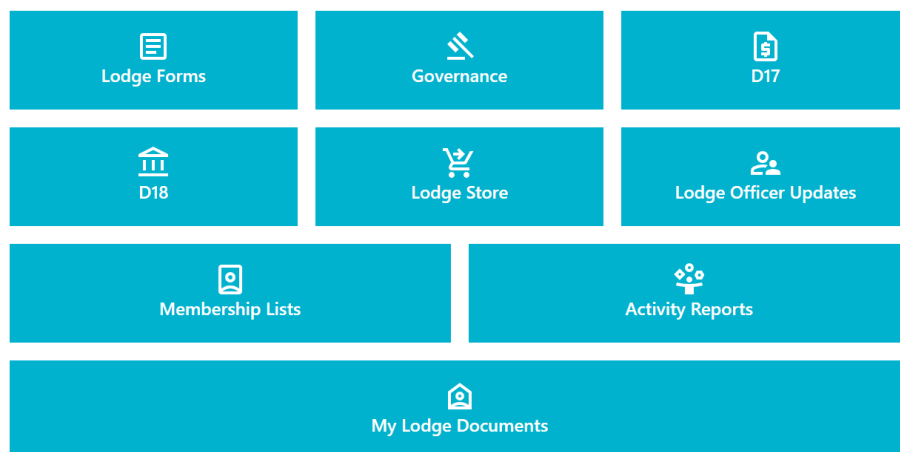
Guidelines for individual Sons of Norway districts, as defined by geographical areas.

Auditing Guidelines

Comprehensive guideline to conducting a periodic audit of the financial condition of the lodge.

Where to find information, run reports, download lists

Officer:



Installation of officers – how we can assist!

<https://sonsofnorway5.com/library/original/docman/OfficerInstallationCeremony-MasterDoc.pdf>

How to complete the D63 Officer Election process

[https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/lodge forms/](https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/lodge_forms/)

Annual Updates

+ Compliance Requirements

+ D-17 Lodge Financial Statement

+ D-18 Building Association Financial Statement

– D-63 Officer Update

We are no longer offering a PDF version of the D-63. You must complete it via the link on your [profile page](#). If you do not know how to access your profile page, please see this [video](#). (4:27 mark)

[D63 Officer Update Instructions 2025](#)

Other discussion and questions