

Friendly Fifth Friday News August 27, 2021

Send all web posting info and calendar dates/events directly to our webmaster at inputd5@sonsofnorway5.com. Feel free to share this with your lodge members!

District 5 Lodge Officer Election Roundtable- Tuesday, August 31 at 7 PM Central via ZOOM

Darlene Arneson will host a ZOOM meeting to discuss the officer election process for any lodge officer or anyone else interested on Tuesday, August 31, at 7 PM CST.

To prepare for the call, you may want to watch this short video- <https://youtu.be/G1zUTRpGtGc>

Our agenda:

- Officer election and Nominating Committee process
 - Where to find resources
 - How to fill out D63s
 - Who can be an officer?
 - How nominating committees work
 - Prep work to do
 - What offices have to be filled?
- Where do you find candidates?
 - Sharing of ideas of what the various lodges do
 - How do you get people to take an office?
 - Ways to encourage people to consider an office
 - Sharing officer positions and other ways to achieve a full slate of officers
- Everyone
 - Sharing what works and what doesn't
 - What questions do you have?
 - How do you need help or assistance?
 - What works for you?
 - What are your challenges?

Darlene Arneson

District 5 Secretary

Darlene Arneson is inviting you to a scheduled Zoom meeting.

Topic: Sons of Norway District 5 Officer Election Roundtable
Time: Aug 31, 2021 07:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82241168120?pwd=NHdaR2VJZzBvc0syWVdKcWFWN0txZz09>

Meeting ID: 822 4116 8120

Passcode: 587363

One tap mobile

+13126266799,,82241168120#,,,,*587363# US (Chicago)

+16465588656,,82241168120#,,,,*587363# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 822 4116 8120

Passcode: 587363

Find your local number: <https://us02web.zoom.us/j/82241168120>

Where to find Officer Election Information and Handouts!

Leadership Roles and Guidelines

Downloadable pdfs for the leadership roles and responsibilities within your Sons of Norway lodge.

https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/

The screenshot displays the Sons of Norway website's 'Administrative Resources' page. The header includes the Sons of Norway logo and navigation links: About Us, Financial Products, Member Benefits, Norwegian Culture, Foundation, Blog, and My Account. A left sidebar lists various resource categories: Administrative Resources (selected), Lodge Forms, Communications Tool Kit, Important Deadlines, Training and Presentation Resources, Tubfrim, Viking Resource, Governance, Cultural Programming, Events and Community, Genealogy, Recruitment and Retention Archive, and Resource Blog. The main content area features three sections: 'Lodge Forms' (with a link to 'View Lodge Forms'), 'Leadership Roles and Guidelines' (with a link to 'View Pdfs'), and 'Communications Tool Kit' (with a link to 'View Resources'). A 'Viking Resource' section is also visible at the bottom. The browser's address bar shows the URL: https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/. The Windows taskbar at the bottom shows the time as 7:04 AM on 8/26/2021.

Leadership Roles and Guidelines

Discover the roles, responsibilities and guidelines for achieving success for each leadership position in your Sons of Norway lodge. Click each title to download the full description and details.

Home > Member Resources > Lodge Leadership Resources > Administrative Resources > Leadership Roles and Guidelines

MEMBER RESOURCES

- Sons of Norway 2021 Member Recruitment Campaign
- Lodge Leadership Resources >
- Governance >
- Leadership Roles and Guidelines**
- Cultural Programming >
- Events and Community >

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.

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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.

Charter, Constitutions, Policies and Procedures



https://www.sofn.com/wp-content/uploads/2019/05/charter_constitution_policy_procedures_2018_WEB.pdf

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PROCEDURES - Table of Contents

Who can be an officer and what officers have to be elected?

4.11. OFFICERS AND DIRECTORS

4.11.1. ELIGIBILITY

Only voting members, who have been members of Sons of Norway for at least three (3) months, are eligible for an office or as a delegate to a district or International Lodge Meeting, provided, however, if a person has been a member of a junior lodge for a period of at least three (3) months, then, in that event, the waiting period for eligibility to hold office in a lodge or as a delegate to a district or International Lodge meeting shall be waived. For lodges not in existence for three (3) months at time of election, all voting members are eligible regardless of length of membership. (8/86)

4.11.2. TITLES AND NUMBER

The elected officers of a local lodge shall be president, vice president, secretary, treasurer and 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. (8/18)

4.11.2.1. Restriction of Office. The offices of president, secretary, financial secretary or membership secretary, treasurer and trustees shall be held by separate individuals. (8/94)

4.11.3. Reserved

4.11.4. NOMINATING COMMITTEE

At a regular meeting, not later than September of each year, a Nominating Committee of three (3) or five (5) members shall be elected. 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. (9/80)

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Time of Elections and how to vote

Constitution

Section 4 - Local Lodge

4.11.5. ELECTIONS

4.11.5.1. Time of Election. The election of officers shall take place not later than the first meeting in November of each year no later than November of each election year no later than November of each election year. (8/16) Delete underlined, duplicate wording. See pg. 120 of 2016 Int'l Convention Report Book, under 4.11.5.1. Time of Election. (States, "...shall take place no later than November of each election year." It passed.

4.11.5.2. Voting

4.11.5.2.1. One (1) Nominee – When there is only one (1) candidate for any office, election shall be by acclamation. (8/16)

4.11.5.2.2. Two (2) Nominees – When there are two (2) candidates for any office, election shall be by ballot. (8/16)

4.11.5.2.3. More than Two (2) Nominees – When there are more than two (2) candidates for any office, election shall be by ballot. If one (1) of the candidates receives a majority of the votes, the candidate is declared the winner and is elected to the office; otherwise, the candidate receiving the least number of votes shall be removed from the running and the process repeated with the remaining candidates until one (1) candidate receives a majority. In all cases where there are two (2) or more candidates for any office, ballots shall be used, otherwise election shall be by acclamation. A majority of the votes cast is necessary for election. (8/16)

Terms and vacancies

4.11.6. TERM

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. (8/04)

4.11.7. 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.

Duties of officers (from International) – Pages 88-92

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What does YOUR Local Bylaws Have?

Your local bylaws should have some information about how your lodge elects officers? Can't find your local bylaws? Contact Sherry Gorse at membership@sofn.com to get the most recent copy they have on file!

Installation of your officers

The lodge often will ask their Zone Director, a current District 5 Board member, a former District Board member, a current or International Board member to install their officers. In the case that none are available, a lodge counselor is an option. Darlene Arneson does have a MS Word template for the installation that you can use and edit to your lodge's needs. It is also on the District Website under the Document section: https://sonsofnorway5.com/about/district_five_documents.php

Deadlines and Dates!

Changes in red!

August 28, 2021

- Zone 2 Meeting at Norskedalen, outside of Coon Valley WI

August 31, 2021

- ZOOM Officer Election Roundtable call- 7 PM Central Time

September 10, 2021

- Photos due for The Viking – send to Karen Eberhardt, District 5 Publicity and Zone 3 Director at eber01dj@gmail.com

Weekend of October 8-10, 2021

- District Board Meeting – location TBD

October 10, 2021

- Photos due for The Viking – send to Karen Eberhardt, District 5 Publicity and Zone 3 Director at eber01dj@gmail.com

November 10, 2021

- Photos due for The Viking – send to Karen Eberhardt, District 5 Publicity and Zone 3 Director at eber01dj@gmail.com

December 10, 2021

- Photos due for The Viking – send to Karen Eberhardt, District 5 Publicity and Zone 3 Director at eber01dj@gmail.com

DISTRICT FIVE LODGE MEETING

Idun Lodge will host the meeting on June 15-19, 2022 at the Madison Marriott West in Middleton, Wisconsin.

INTERNATIONAL LODGE MEETING

The International Lodge Meeting will be held in 2022 in Minneapolis, MN. The convention will be held August 31th to Sept 1st 2022, with first time delegates arriving on the 30th of August for the First Timers Training. Delegates will depart the 2nd of September. Here is the information about the venue, be sure and watch the virtual tour of the site!

(<https://youtu.be/S7TljcinVCU-> Omni Hotels and Resorts, Omni Viking lakes Hotel, 2611 Nordic Way, Eagan, MN 55121

Note:

- Check correspondence from the International and District and the International (www.sofn.com) and District (www.sonsofnorway5.com) websites for any updates and changes.
- Additional deadlines for the District 5 and International Conventions/Lodge Meetings will be added as those dates are established. Watch for future mailings and the District 5 website.

Compiled by Darlene Arneson, SN District 5 Secretary (arnesonfamily5@gmail.com or 608-873-7209)

FFFN Basics

In an attempt to help our lodge leaders become more familiar with resources, changes, deadlines and other information, I will compile a weekly “Friendly Fifth Friday News” email to our leadership. Some of the information you might already have, but hopefully it will be a good reminder for all of us (me included) of all the great resources that Sons of Norway has to offer. **Please feel free to cut and paste any of this information for your lodge’s use!**

Send all web posting info and calendar dates/events directly to our webmaster at inputd5@sonsofnorway5.com With our new arrangement, I actually send the FFFN pdf to our webmaster on Thursday morning before I go to work. So if you have anything you’d like me to consider putting in, please send it by 4 am on Thursday morning. Please do not send pdf’s as I have a hard time cutting and pasting them. The Word Document works best for me. Don’t forget that lodge events should be submitted to inputd5@sonsofnorway5.com as I have a hard time keeping track of all lodge activities. I’ll put some in but that is more the role of the website event calendar.

If you would like to get the MS Word document, just shoot me an email and I’ll add you to the list. I send it out right after I send the email to the large group.

Darlene Arneson – arnesonfamily5@gmail.com