

## Friendly Fifth Friday News January 7, 2022

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

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### **Creative Leadership Class**

The Sons of Norway District 5 newest Zoom course, **Creative Leadership** will start with sessions offered on Saturday, February 5 (9:00-10:30 AM CT/10:00-11:30 ET) and Tuesday, February 8 (6:30-8:00 PM CT/7:30-9:00 PM ET). The course will be eight weeks long.

Weeks 1-2 will give you ideas on how to analyze your lodge's strengths and weaknesses, and to consider opportunities for growth, but also pitfalls along the way. You will learn to think about lodges comparable to you, and your similarities and differences, and the all-important need to rely on lodges volunteers.

Week 3 will focus on new ways to envision your current and potential volunteers. You will gain insight into how to develop hesitant on-the-sideline members into more engaged volunteers.

Week 4 will be show you how to accelerate your lodge's volunteerism program by matching needed the tasks you need getting done with your lodge volunteer's skills, and rewarding volunteers in meaningful ways. Ideas for developing lodge officers and succession planning will be discussed.

Week 5 will be cover developing a strong leadership team, by coaching, planning, communicating, using diversity and inclusion, and how to managing conflict resolution.

Week 6 will give you ideas for developing a strategic plan for your lodge, including knowing your member's opinions, making all lodge members "stakeholders," establishing attainable goals, using good communication, and being flexible.

Weeks 7-8 will allow participants who choose to do a project an opportunity to make a presentation on their work.

Faculty: Mike Palecek, leadership trainer, (Nordlyset-Racine WI, president); Dana Kelly, executive director of the Norwegian-American Genealogy Center (Mandt-Stoughton WI, member); Jim Herman, medical school dean (Edvard Grieg-Cincinnati OH, president); Corey Olson, project manager (Norsk Valley-Appleton WI, treasurer).

The recordings of this course will also be made available online for anyone to access at the D5 website, usually about two weeks after the end of each week's session.

## CREATIVE LEADERSHIP ENROLLMENT FORM

\_\_\_ \$ 25 - Course fee (D5 member) - Saturday (8 week) course, beginning on Feb. 5

\_\_\_ \$ 25 - Course fee (D5 member) - Saturday (8 week) course, beginning on Feb. 8

\_\_\_ \$100 - Course fee (others) - Monday (8 week) course, beginning on Feb. 5

\_\_\_ \$100 - Course fee (others) - Monday (8 week) course, beginning on Feb. 8

\_\_\_\_\_ TOTAL enclosed

\_\_\_ I understand that the Zoom course, including my participation in the Zoom session will be recorded. A session from each week will be posted to the D5 website, for anyone to access.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Email (required): \_\_\_\_\_

Phone: \_\_\_\_\_ Lodge: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Send completed form to:

Mike Palecek

Nordic Legacy Foundation

5747 Sandy Lane, Racine WI 53406

Questions? Contact: [mikep@sonsofnorwayracine.com](mailto:mikep@sonsofnorwayracine.com)

## Procedure for Writing Resolutions and Bylaw Proposals for your District

We are using the same resolution and bylaw submission forms in all 8 Districts so this is the information that the International has provided.

You can download the forms directly from:

[https://www.sofn.com/member\\_resources/lodge\\_leadership\\_resources/governance/](https://www.sofn.com/member_resources/lodge_leadership_resources/governance/)

**Deadline- The proposed bylaw and resolution proposals are due to Darlene Arneson, District Secretary by email by April 1. Please email the MS Word document so that I can combine them into the Reports Book!**

We've tried to make the form as simple as possible. Just follow the instructions in the gray boxes on the left-hand side of the form, and fill in your answers in the white boxes on the right-hand side. If you fill in every box, you should end up with a complete resolution!

- If you are proposing to change our written charter, constitution, bylaws or policies and procedures, use **Form A**.
- If your resolution addresses just a single concern for a limited time period (*no change needed to the bylaws*), then use **Form B**.

### Guidelines for Sons of Norway Resolutions

#### Overview

One of the real benefits of participating in the democratic process is the opportunity to have a voice regarding the public policy issues that affect our lives. Since Sons of Norway formalizes its business policies and decisions using the resolution process, it is important that members and lodge, and district committees and boards follow a consistent format or template in preparing, presenting and adopting resolutions.

#### What is a resolution?

- A resolution is a main motion, phrased formally. It addresses a specific topic or issue, using concise language, and presenting an identifiable action.
- Resolutions consist of two essential elements:
  1. The “**whereas**” clauses, which contain the rationale for the resolution and any additional pertinent information.
  2. The “**resolves**” or the action thus recommended.
- Each resolution addresses a single issue.
- A resolution must be implementable.
- If a resolution calls for a program with a timetable, the timetable shall be clear and achievable.
- The intent, objective or goal of the resolution should be clear and purposeful so that upon passage it will accurately represent the will of the assembly.

#### How to write a “whereas” clause

The **whereas** clause is the first half of the resolution that sets up the problem to be solved. It explains why the action in the **resolved** clause should be taken. Every issue brought up in a **whereas** clause should be dealt with in a **resolved** clause.

*Example:*

**WHEREAS** we have only been serving cake, jellied and glazed donuts at our lodge meetings; and

**WHEREAS** some members also like chocolate donuts; and

**WHEREAS** the price for chocolate donuts is the same price as cake, jellied and glazed donuts;

**THEREFORE, be it resolved** that chocolate donuts shall be added to the list of acceptable donuts to be served at lodge meetings.

### **Think before you submit**

Some issues may be resolved without sending resolutions to district lodge meetings. Attempt a first route of resolution – ask someone at Headquarters, inquire about the history or status of a program, ask your International Director, District President, District or International Secretary, etc., before submitting a resolution.

### **Know the financial impact**

If a resolution involves a financial impact, either by reduced revenue or by additional or new expenses, include such information in a *whereas* clause if it furthers your rationale for the resolution, i.e. the implementation of the proposed resolution would have minimal costs. If such financial impacts do not fit within a *whereas* clause, add a separate explanatory note. Try to help your financial committee by providing specific data projecting future financial impact.

### Sons of Norway Resolutions Worksheet

<b>Title of Resolution:</b>	
<b>Submitted by:</b>	<input type="checkbox"/> Lodge (name _____)
<b>Date approved by the above entity:</b> <i>(If from a lodge, need 2 lodge officer signatures – Pres, VP, Secretary, Treasurer)</i>	Date: _____  Lodge Officer Signatures: _____ _____
<b>Resolution falls into this category</b> <i>(document you wish to change)</i> :	<input type="checkbox"/> District Bylaws <input type="checkbox"/> District Policies & Procedures
<b>CURRENT STATE:</b> State specific chapter, sub-chapter and paragraph numbers as applicable. Write out current language of the law or policy.  <i>Example:</i> <b>1.2.3. DONUT POLICY</b> <b>1.2.3.1.</b> The only donuts to be served at lodge meetings shall be cake, glazed, or jellied.	

### Sons of Norway Resolutions Worksheet

<p><b>State reasons for making a change</b> from present policies and written directives, or for creating a new policy or procedure, in one or more “WHEREAS” statements.</p> <p><i>Example:</i></p> <ul style="list-style-type: none"> <li>• WHEREAS chocolate donuts are also delicious; and</li> <li>• WHEREAS chocolate donuts are the same price as the other donuts; and</li> <li>• WHEREAS younger members prefer chocolate donuts;</li> </ul>	
<p><b>Follow the request for change as a “THEREFORE” statement.</b> This is a statement of the action you wish to happen.</p> <p><i>Example:</i></p> <p>THEREFORE, be it resolved that chocolate donuts shall be added to the list of acceptable donuts at lodge meetings.</p>	
<p><b>DESIRED STATE:</b> Follow with the actual proposed change:</p> <p><i>Example:</i></p> <p><b>1.2.3. DONUT POLICY</b></p> <p><b>1.2.3.1.</b> The only donuts to be served at lodge meetings shall be cake, glazed, <del>or</del> <u>jellied, or chocolate.</u></p> <p>Use a <del>strikeout</del> font to indicate suggested deletions, and <u>underline</u> proposed new additions.</p>	
<p>If there is a known, quantifiable <b>financial impact</b>, state it here:</p>	

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<b>Submitted by:</b>	<input type="checkbox"/> Lodge (name _____)
<b>Date approved by the above entity:</b> <i>(If from a lodge, need 2 lodge officer signatures – Pres, VP, Secretary, Treasurer)</i>	Date: _____  Lodge Officer Signatures: _____ _____
<b>State reasons for making a change</b> from present policies and written directives, or for creating a new policy or procedure, in one or more <b>“WHEREAS”</b> statements	
<b>Follow the request for change as a “THEREFORE” statement.</b> This is a statement of the action you wish to happen.	
If there is a known, quantifiable <b>financial impact</b> , state here:	

## District 5 Convention Bidding Guidelines for 2024

Due April 1 for review at April Board Meeting of Convention Year

### Information from the District Policies and Practices Book on Convention Bids

**Convention Site:** The convention site and facilities are of the utmost importance for the smooth operation of the District Lodge Meeting. The following shall aid in the site selection:

1. **Convention Bids:** Bids to host a District Lodge Meeting two years hence shall be submitted in writing to the District Five Board of Directors prior to the **Spring** Board of Directors meeting of a convention year.
2. **Site Review:** The site review should be completed prior to the District Board of Directors meeting, which precedes the District Lodge Meeting and a report prepared for delivery at that time to the District Lodge.
3. **Site Criteria:** The following shall be inspected to provide for the needs of a comfortable and efficient District Lodge Meeting:
  - a. **Dining Facilities:** They should be separate from the main dining room.
  - b. **District Lodge Meeting Room:** The District Lodge meeting room should be isolated from noise, have proper lighting, ample seating for delegates and guests, and an adequate sound system.
  - c. **Caucus/Committee Rooms:** Zones should have private caucus rooms, doubling as committee rooms.
  - d. **Sleeping Rooms:** A sufficient number of sleeping rooms for delegates and guests should be available.
  - e. **Parking:** Ample free parking is necessary.
  - f. **Exhibit Space:** Spacious comfortable areas are needed to exhibit the crafts of Sons of Norway members and guests demonstrating our culture and heritage.
  - g. **Air Conditioning:** Air conditioning is required for an efficient meeting and relaxing rest for delegates and guests.
  - h. **Public Transportation:** Consideration should be given to the availability of public transportation. Air, rail, bus, taxi and limousine services should all be reviewed
4. **Host Lodge Activities:** The host lodge Committee is responsible for arranging cultural, educational, recreational, shopping, dining, and entertainment opportunities that are available and accessible.
5. **Set Costs:** The Host Lodge Committee shall make available to the District Five Board of Directors a list of the set costs which those who attend the District Lodge meeting shall be responsible for paying. This shall be done by the Fall Board Meeting preceding the District Lodge Meeting.
6. **Registration Fee:** The assessment of a registration fee by the Host Lodge Committee must be approved by the District Five Board of Directors at the fall board meeting preceding the convention.
7. **Credentials:** The Host Lodge Committee shall verify the identity of delegates. A delegate packet shall be issued only upon presentation of a legal form of identification.
8. **Host Lodge Committee Funding:** During the month of January of the convention year; District Five will distribute to the host lodge monies collected and held in escrow the previous biennium.

**Other criteria a bidding lodge should consider:**

Hotel needs (also refer to previous year's convention numbers)

- Wednesday- 25 rooms
- Thursday- 100 rooms
- Friday- 100 rooms
- Saturday- 75 rooms

Sufficient break out rooms - Need for 5 committees on Thursday. Normally 2-3 workshops offered at one time.

Thursday noon luncheon- 60 people (committee and spouses, board and spouses, convention committee and spouses)

Friday noon luncheon- 150 people

Saturday noon- box lunches - can be up to 150 people

Room for business sessions:

- Classroom seating for delegates- up to 135 delegates
- Seating in back of room for 30-40 guests and visitors
- Tables around room for Silent Auction
- Head table for board, Parliamentarian, and International Director
- Microphones for delegates, front table, podium

Hallway space and rooms for:

- Displays and exhibits
- Convention registration
- Vendors

**Bids should include the following information plus any supporting information:**

- Price of rooms: \$\_\_\_\_\_
- Hotel name, location and features:
- Contact person (from bidding lodge/committee)

Bids need to be sent to Darlene Arneson, District Secretary, 2056 Skaalen Rd., Stoughton, WI 53589 by April 1. For more information, contact Darlene at arnesonfamily5@gmail.com or 608-873-7209

## Delegate Numbers- Information coming this week!

I just received the numbers from Sherry Gorse that we use to calculate the number of delegates that lodges qualify for. The email came in last night so I haven't had time to work with it. My hope is that I'll be emailing the Lodge Presidents and Lodge Secretaries with their information by the weekend. I will also send a hard copy to the Lodge President. I am using the 2021 Lodge officers as we don't have the updated list of lodges from Sherry yet as we had some hard copies sent in and they are still processing everything! Delegate election reports will be due March 5.

Thanks- Darlene

## Deadlines and Dates! Changes in red!

### December 31, 2021

- Lodge Officer Update/D63 information is due to Membership Services at Sons of Norway Headquarters.
- Application deadline for:
  - Lodge Helping Hands to Children Grant\*
  - Lodge Culture and Heritage Grant\*
  - Lodge Vitality Grant\*
- Deadline to order Barneløpet supplies.

### January 8, 2022

- Zone 3 Meeting hosted by Mandt Lodge in Stoughton

### January 15, 2022

- Deadline — International travel scholarship applications due to Sons of Norway Foundation:
  - Douglas Warne – Rolf & Wenche Eng Scholarship
  - Helen Tronvold Adult Learner Scholarship\*
  - Helen Tronvold Folk High School Scholarship\*\*
  - King Olav V Norwegian-American Heritage Scholarship
  - Lund Fund Scholarship\*\*
  - Oslo International Summer School Scholarship\*\*

### March 15, 2022

- Deadlines for Lodge Achievement, Family Lodge of the Year and AFA Reporting have been extended to 03/15/2021.

### March 1, 2022

- Deadline — Domestic scholarship applications due to Sons of Norway Foundation:
  - Astrid G. Cates Scholarship\*\*

- Bernt Anker Scholarship
- Dan and Betty Rude Scholarship
- Myrtle Beinhauer Scholarship\*\*
- Nancy Lorraine Jensen Memorial Scholarship\*\*
- Orel and Marie Winjum Memorial Scholarship
- Elaine Nelson Scholarship

### **March 5, 2022**

- **Delegate Election Form due to Darlene Arneson**

### **March 15, 2022**

- D17 financial form is due from the lodges to Sons of Norway Headquarters.
- Lodge Achievement and Family Lodge of the Year forms are due to Membership Services at Sons of Norway Headquarters.
- Community and Fraternal activities and hour totals, using AFA Year-end report form or online reporting at Fraternalsgive.org, are due to Membership Services at Sons of Norway Headquarters.
- Fraternal Funds packet is sent to the district treasurers.

### **April 1, 2022**

- **Proposed District Bylaw and Resolution Proposals due to Darlene Arneson**
- **Bids to host 2024 District Convention due to Darlene Arneson**

### **May 15, 2022**

- D18 property association financial form is due from the lodges to Sons of Norway Headquarters.
- Fraternal Funds Report due to Sons of Norway Headquarters
- IRS filing deadline for tax form 990. Lodge treasurer needs to notify Sons of Norway Headquarters when 990 has been submitted.

\*Insurance membership with Sons of Norway required

\*\*Membership with Sons of Norway required (social or insurance)

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#### **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 31<sup>st</sup> to Sept 1<sup>st</sup> 2022, with first time delegates arriving on the 30<sup>th</sup> of August for the First Timers Training. Delegates will depart the 2<sup>nd</sup> of September. Here is the information about the venue, be sure and watch the virtual tour of the site!

**(<https://youtu.be/S7TIjcinVCU>)-** 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](http://www.sofn.com)) and District ([www.sonsofnorway5.com](http://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](mailto:arnesonfamily5@gmail.com) or 608-873-7209)

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**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](mailto: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](mailto: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](mailto:arnesonfamily5@gmail.com)