

**Sons of Norway District 5 - Friendly Fifth Friday News**  
**November 29, 2024**  
*A District Weekly Newsletter to Keep Us Up to Date!*

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## **Lodge Officer Election Roundtable Handout** **Sunday, November 24, 2024**

### **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?**

- Some elect committees
- Some used their officer teams to help find nominees
- Some didn't use a committee.

The International asks that Nominating committees are used on all levels to help make sure that someone is actively trying to fill officer positions!

Here is what the International says: (see page 2)

## 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/](https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/leader-training-series/)

# How do your officer meetings work?

On the call, many of have gone to handling most of their business at officer or business meetings and keeping the cultural meetings pretty “business free” except for things everyone needs to vote on. There was discussion about how bills are presented and approved. So much depends on what your local lodge bylaws say or what your operating procedures are.

# 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/](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.

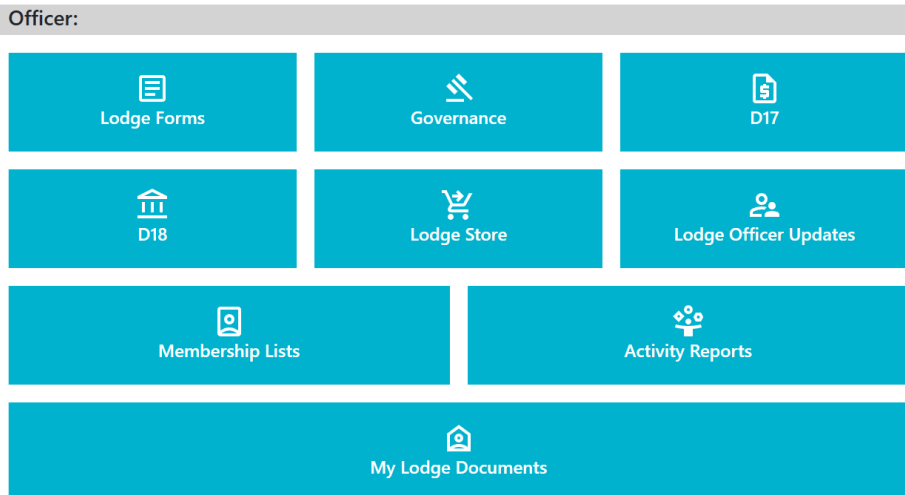
## [District Guide](#)

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**



## **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

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+ D-17 Lodge Financial Statement

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+ D-18 Building Association Financial Statement

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– 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](#)

## **Sons of Norway Foundation - Gifts that keep on Giving**

- You can give to the Son of Norway Foundation in other ways than your cash donation.
- In-memoriam gifts are the most common. They honor someone that has passed.
- In-honor gifts honor someone living. Child or grandchild; parent, grandparent, or relative. You can honor a marriage; birthday; anniversary; graduation. An individual's achievement; years of service; cancer survivor; etc.
- Stock gifts are stocks that you hold and wish to give to the foundation to help support the Foundation's mission. They continue to be invested and help grow the fund.
- Endowments provide long-term financial support for a specific purpose or cause. They are a legal structure that allows the principal to be preserved over time while only a small percentage of the assets are used to support the organization's operations. The remaining assets are invested to grow the fund and provide a steady stream of income for the Foundation.
- If you or family interested in creating an endowment, donating stock gifts, or wish to donate in-honor or in-memoriam gifts, please call Amy Tuchenhagen at 612-821-4655, Sons of Norway Foundation office for assistance.

# Retention of Lodge Paperwork-what to keep and what to toss!

Watch the video: <https://youtu.be/P10ar1h4cLw?si=FZOeTzvYGCqcLLZD>

## Lodge Record Retention Guidelines

### To be Kept in Perpetuity

Lodge Charter

Lodge Bylaws

Lodge or District Building Association's financial and original records (*such as articles of incorporation and charter*) if applicable

Lodge Seal Embosser (*if the lodge has one*)

Lodge Scrapbooks

Secretary's Minute Book \*

Membership Roster \*

Membership Record Book(s) (*3-ring binder(s) with complete, current individual membership record sheets for current members*) \*

### Seven Years

D17 Annual Financial Statement

Treasurer's Cash Book\*

Financial Secretary's Cash Book\*

Cancelled checks, bank account statements

Data filed with state/provincial taxation agencies

990 Tax Forms

### Two Years

Treasurer's Record of Bills\*

Membership Records of individuals who left the organization (suspended or cancelled) two or more years ago.\*

### One Year

Treasurer's copy of the Financial Secretary's Report to Treasurer\*

Financial Secretary's copy of above report\*

Lodge copy of Membership Applications \*

*\*In many lodges, the forms marked with an asterisk are no longer being utilized. That information may be kept in a different format, such as on a computer spreadsheet. Don't be concerned if your lodge doesn't have some of these specific forms in its collection.*

**Retention Guidelines updated in 2022 by International**



## Sons of Norway Membership Benefits you should try!

There are many membership benefits that most of us either aren't aware of, don't take advantage of, or don't know where to find them. Having time at meetings to show them **how to log-in** is a big first step as that opens up so many resources for members! Here is the video on how to do that:

<https://youtu.be/4q-7Mxuwv5Q?si=BNgdhKdlv2V687DT>

### 22. Lodge Leadership Videos

[https://www.sofn.com/member\\_resources/lodge\\_leadership\\_resources/administrative\\_resources/training\\_and\\_presentation\\_resources/leadership-resource-videos/](https://www.sofn.com/member_resources/lodge_leadership_resources/administrative_resources/training_and_presentation_resources/leadership-resource-videos/)

### Sons of Norway Foundation Update Fall 2023

Fraternal Membership Engagement Manager Kirsten Lehman sits down with Foundation Director Amy Olson Tuchenhausen to discuss the "Together We Are The Future" campaign and the opening of scholarships and grants.

[Watch video](#)

### Logging onto sof.n.com

This step-by-step video will help users log on to the Sons of Norway website and access a leader's Profile page. You can also download a [PDF](#) and [Powerpoint](#) presentation to use at your convenience.

[Watch video](#)



### Membership Materials Update

There are two parts to this video. In the first part Amy talks about February Friluftsliv, and the second part includes an important message about



membership materials.

[Watch video](#)



### **Navigating the Sons of Norway Website**

Tips and tricks for navigating the Sons of Norway website from Angie Eckel, our Digital Strategist.

[Watch video](#)

### **Sons of Norway Update Fall 2022**

Tune in for several newsworthy updates for Fall 2022 including an update on the Christmas ornament.

[Watch video](#)



### **Sons of Norway Foundation Update Fall 2022**

Emily Stark gives an update on the Foundation.

[Watch video](#)

### **FAQs with Customer Service**

A conversation with Amy Jones, one of our friendly customer service representatives. She answers some of the most-asked questions that come

to our hard-working team.

[Watch video](#)



### **Lodge Record Retention Guidelines**

The following Leadership Video intends to help you decide which documents to keep or toss, and how long each document should be kept. Video recap PDF also available [here](#).

[Watch video](#)

### **Sons of Norway Foundation Update Spring 2022**

An update about grants awarded from our Sons of Norway Foundation. These grants are a direct result of the generosity of lodges and donors that support the Foundation's mission.

[Watch video](#)



## Liability Insurance

In this video, Amy chats with Sons of Norway Chief Financial Officer Erica Oberg about Lodge Liability Insurance.

[Watch video](#)



## A Conversation With Draxten Lodge President, Linnea Henning

In the video, Linnea shares about her experience in the leadership role.

[Watch video](#)



## Amy (Olson) Tuchenhagen discusses the D17 financial statement in this 2 part video

An important message about the D17 financial statement, which is due March 15th. Note: there are two parts to this video. The first part includes general information regarding the D17, and the second part includes screenshots and descriptions on how to complete the form.

[Watch video](#)

## **Other Dates to Note (changes in red)**

December 20- Viking Photos due to LaVonne Wier

December 31- D63 Officer Election Reports Due

### **2025 Calendar**

January 20- Viking Photos due to LaVonne Wier

February 20- Viking Photos due to LaVonne Wier

February 20- Barnebirkie Race in Hayward, WI

March 20- Viking Photos due to LaVonne Wier

April 20- Viking Photos due to LaVonne Wier

May 17- Masse Moro Lodge Supporting Grants Due

May 17- Masse Moro Registrations Due

May 20- Viking Photos due to LaVonne Wier

June 20- Viking Photos due to LaVonne Wier

July 13-26- Masse Moro- Youth Heritage Camp in Fall Creek, WI

July 20- Viking Photos due to LaVonne Wier

August 20- Viking Photos due to LaVonne Wier

September 20- Viking Photos due to LaVonne Wier

October 20- Viking Photos due to LaVonne Wier

November 20- Viking Photos due to LaVonne Wier

December 20- Viking Photos due to LaVonne Wier

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### **Who to contact at the home office when you need help**

- You can email [cbs@sofn.com](mailto:cbs@sofn.com) for any member updates that need to be made.
- **Foundation, Scholarships & Grants- Amy Tuchenhagen**  
[foundation@sofn.com](mailto:foundation@sofn.com), [atuchenhagen@sofn.com](mailto:atuchenhagen@sofn.com), (612) 821-4655
- **Fraternal & Membership- Connie O'Brien and Kirsten Lehman**  
[fraternal@sofn.com](mailto:fraternal@sofn.com), (612) 821-4643
- **Culture, Viking & Language: Jana Velo**  
[jvelo@sofn.com](mailto:jvelo@sofn.com)
- **Insurance Sales: Lori Gubash**  
[sonsofnorwaysales@sofn.com](mailto:sonsofnorwaysales@sofn.com), (833) 707-0012 – option 2
- For matter like submitting a death, a change to a members address or other info please email [cbs@sofn.com](mailto:cbs@sofn.com)
- For issues with passwords or website use [ithelp@sofn.com](mailto:ithelp@sofn.com).
- The 800 number to call in for member support is 800-945-8851

#### **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 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)

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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@sonsofnorway.com](mailto:inputd5@sonsofnorway.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.