

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 VI 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.



Local Lodge Bylaws

Article I

1. The name of this Lodge shall be Solglyt Lodge No. 4-143, Sons of Norway, Edmonton, Alberta, Canada, District IV
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 Constitution and Bylaws 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 payment of dues.
2. The Membership shall consist of insurance and non-insurance members either of whom may be Life, Golden, 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, these 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 those with insurance shall have the right to vote on matters concerning insurance.
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**

U.S. Lodges

1. The International Lodge will set dues for all Lodges in the United States. All Lodges are subject to an identical dues structure. 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.
2. In the unlikely event that a Local Lodge doesn't 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 who achieve Golden status before January 1, 2018 will pay 50 percent of International Dues and 100% of District dues. Members who achieve Golden status after December 31, 2017 will not receive a discounted dues rate.
5. Affiliate members. In addition to their primary Lodge, some members may wish to join another Local Lodge which would be considered an Affiliate membership. For each additional Lodge joined, the affiliate member will be charged only the Local Lodge portion of dues.
6. Members of U.S. Lodges will have the option to pay their dues by automatic monthly withdrawal from their U.S. bank account.
7. No fee shall be charged for issuance of a transfer card nor for membership by transfer.

Canadian and Norwegian Lodges [*These apply only through Dec. 31, 2019, after which a simplified dues structure will be implemented.*]

8. The International Lodge will set dues only for International and will do so in the Local currency (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.
9. Canadian and Norwegian Districts and Local Lodges will set their portions of the dues. This includes the Canadian Lodges in District 4.
10. Unge Venner (youth) members in Canada and Norway will be exempt from dues if they are a lineal descendent of a Sons of Norway member.
11. No fee shall be charged for issuance of a transfer card nor for membership by transfer.



***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 LODGE elects 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
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 VII Miscellaneous

1. Regular meetings shall be held at a time and place as the Lodge itself shall determine.
 - A minimum of eight (8) scheduled meetings shall be held annually and may include a cultural or heritage component. The Christmas party, Lutefisk Dinner, Syttende Mai Celebration and other special events can be included as part of those eight (8) scheduled meetings.
 - The majority of the business of the Lodge shall be transacted during at least four (4) of these regularly scheduled meetings per year.
 - Special Meetings may be called in accordance with the Charter, Constitution Policies & Procedures of the Sons of Norway.
 - Eight (8) members or more present shall constitute a quorum.
2. Official Records of Solglyt Lodge 4-143 shall be kept at a place at the discretion of the Lodge and be made available upon request to all Lodge Members in good standing.
 - Lodge minutes as approved by the membership, supplemented by the periodic reports of the Lodge Offices as required by the Charter, Constitution, and Policies & Procedures of the Sons of Norway.
 - The Official Records shall include:
 - The Treasurer's records of income and disbursement.
 - Hard copies of all financial transactions, balance sheets, income statements and bank reconciliations shall be made available to the auditors following each fiscal year end.
 - A copy of the audited financial statements shall be retained with the Lodge
 - All canceled cheques, deposit information, invoices and other financial documents shall be retained for a minimum of six years before disposal.



3. The Board of Directors of Solglyt Lodge 4-143 shall include the following elected officers: President, Vice President, Treasurer, Secretary, Membership Secretary, and Counselor.
 - It may also include among others the following positions: Sunshine & Social Director, Cultural Director, Sports & Recreation Director, Husflid Director, Youth Director, Newsletter Auditor, Historian and Trustee(s) .
 - Elections are to be held every two years. Officers shall be elected for two- year terms.
 - The positions of Marshalls shall be appointed when required for elections and similar occasions.
 - A nominating committee of at least two (2) members shall be elected at the September meeting which shall take place at the regular November meeting.
 - At the time of the lodge election, an Auditing Committee of at least two (2) persons shall be elected.
 - -The Lodge signing officers cannot be members of the Auditing Committee. This committee shall audit the Lodge accounts as soon as possible following the next two fiscal year ends and report their findings to the membership.
 - A qualified accountant maybe selected as Auditor in place of the Auditing Committee.
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4. Voting in Solglyt Lodge #4-143 will be based on one member, one vote. A simple majority will require one or more vote than half of those present and voting. An absolute majority will require a two thirds majority of those members present.
5. The Lodge President shall appoint all standing or special committees unless otherwise expressly provided in the Charter, Constitution, Polices & Procedures of the Sons of Norway.
6. The fiscal year end of Solglyt Lodge #4-143 shall be December 31st.
7. After the year end, a Finance Committee of at least three (3) members shall be formed by the President.
 - The President and the Treasurer will be ex-officio members of this committee. The President will appoint the other members to the Finance Committee.
 - The Finance Committee will prepare a Budget of anticipated income and expenditures for the year.
8. The Budget shall be presented and ratified at the regular February meeting each year.
 - An absolute majority of votes cast for adoption is required.
 - Items of expenditures contained in the approved yearly budget are automatically authorized for payment.

- 9.** All expenditures in excess of the approved budgeted amount must be presented to the Lodge members for approval of payment.
 - The Lodge members may pre-approve certain expenditures in advance of the expenditures taking place.
 - The yearly budget will be adjusted accordingly to reflect these changes.
- 10.** Approval of the operating expenses of the Lodge shall be require only a simple majority of votes for approval of payment. Capital expenditures shall require an absolute majority of votes cast for approval of payment.
- 11.** The Lodge may maintain one or more funds. The General Fund shall be used to pay the operating expenses of the Lodge.
- 12.** Signing Officers for Lodge funds shall consist of any two together of the President, Vice President, Treasurer and Counselor. To avoid any appearance of impropriety signing authority shall not be granted to two members oft he same family or household.
- 13.** General Liability Insurance shall be provided by the Sons of Norway Headquarters. Insurance for Lodge-owned real estate and liquor liability shall be provided by another Insurer to be determined by the Lodge.
- 14.** The By-Laws shall be reviewed and updated biennially. A By-Laws Committee shall be appointed by the President at the beginning of the President's two-year term for the purpose of reviewing and updating the By-Laws. A By-Law Committee shall be appointed by the President for the purpose of updated the By-Laws if deemed necessary.



15. Any proposed changes to these By-Laws shall be presented in writing and read at the prior meeting of Solglyt Lodge 4-143.

Date Adopted: _____ day of _____, 2021.

Members of Bylaw Committee:
Roger Bruce
Nordahl Flakstad
Elnora Hiebert
Cliff Norum

Signed: _____
Lodge President

Signed: _____
Lodge Secretary

Sons of Norway

Date Adopted: _____ day of _____, 2021.

These bylaws approved on: _____ day of _____, 2021

By: _____
Chief Executive Officer

By: _____
Legal Counsel