

THE SONS OF NORWAY VIKING RESOURCE

Important December Dates

Virtual Pilgrimage

2014 marked the 200th anniversary of the birth of Norway's Constitution. In honor of this momentous occasion Sons of Norway offered its members an opportunity to take part in a 'virtual' pilgrimage in Norway. Members who complete the Virtual Pilgrimage by January, 15th 2016 (postmarked) qualify to receive special recognition for their accomplishment. Sports Directors, please send the names of those who completed the pilgrimage by year end to **Jana Velo** by email jvelo@sofn.com or phone (800) 945-8851 ext 642.

While the pilgrimage will still be online, the opportunity to receive recognition for participation will not be available after December 31, 2015. The final leg, I, is now available on the Sons of Norway website.

Recruitment Contest

December 15th is the deadline to submit new members in order to qualify for the 2015 Recruitment Challenge. Keep in mind the top small and large lodges in each district will receive a \$250 prize. You can find more information about the contest at www.sonsofnorway.com/challenge. Keep your eyes open for the January Recruitment & Retention newsletter, where we'll announce the winner.

Convention Representation

Membership on December 31, 2015 is used to determine delegate entitlement for the upcoming district and international conventions. To make certain that your lodge is allocated the appropriate number of delegates based on your membership count, please mail applications by December 15th to allow sufficient time for processing.

Tubfrim Cards

Cards to be entered in the drawing to win a ticket to Norway must be postmarked by December 31st.

Lodge Officer Updates

Lodge officer updates should be entered online or sent to Sons of Norway Headquarters by mail, fax or email by December 15th.

MEMBERSHIP RECRUITMENT AND RETENTION

IMPORTANT DECEMBER DATES 1

LODGE ADMINISTRATION

MEDIA LENDING LIBRARY DISCONTINUED... 2

FRATERNALS.GIVE.ORG UPDATE 2

LODGE OFFICER DUTIES..... 3

GOVERNANCE UPDATE:
NOMINATING COMMITTEES 4

LODGE ACHIEVEMENT:
YOUR LODGE COULD BE A STAR..... 18

LODGE OFFICER UPDATES: A REMINDER ... 19

CELEBRATE LODGE ANNIVERSARIES 20

PROTECTING MEMBERS' PRIVACY 21

REPORTING THE PASSING OF A MEMBER... 22

SONS OF NORWAY HEADQUARTERS
ANNOUNCES NEW TEAM MEMBERS 23

FINANCIAL MATTERS 24

FOUNDATION

THANK YOU FROM THE SONS OF NORWAY
FOUNDATION..... 25

MARK YOUR CALENDARS ... 26

CONTACT US 27

Lodge Administration

Media Lending Library Discontinued

At the 2015 Fall Board meeting the International Board voted and decided to discontinue the Media Lending Library immediately due to the restrictions under state and federal law.

We regret any disruption that may arise from this change, but it was unavoidable. Moving forward, we will continue to search out new programs and opportunities for our members and their lodges. In the meantime, we appreciate your understanding on this matter.

Lodge Administration

FraternalGive.org Update

Throughout 2015, Sons of Norway lodges and districts have been tracking activities, volunteer hours and monies by signing on to the website, www.FraternalGives.org. Sons of Norway is compiling this data to quantify the fantastic work our lodges do in support of their members and communities. Submissions made using the paper form will be combined with totals submitted on the website and will be published in the Sons of Norway Annual Report in the spring of 2016. Sons of Norway also provides totals to the American Fraternal Alliance (AFA), who sponsor the site. They find these reports essential when defending the right of fraternal benefit societies to operate as tax-exempt businesses.

Sons of Norway launched this website for its lodges to use in the fall of 2014. A series of webinars were held for lodge and district officers, new paper forms were designed and mailed out to lodges, and articles about fraternalsgive.org and the new paper forms were featured in several issues of the Viking Resource.

As of October 2015, a total of 53 lodges, 14% of our lodge count, have entered activities on the site, with the average lodge reporting a total of 24 activities. These lodges have reported a total of 1,300 events and 39,680 volunteer hours in 2015.

Want to learn more about using FraternalGive.org? The AFA and Sons of Norway are planning to host a webinar in January 2016 to introduce the new officers to the website.

Please contact **Sherry Gorse** at (800) 945-8851 ext 643 or fraternal@sofn.com with any questions or concerns.

Special Note

Lodges who tracked all their activities and hours using FraternalGive.org in 2015 will not need to fill out the AFA portion of the Lodge Achievement form (page2).

Membership Recruitment and Retention Lodge Officer Duties

Have you just been elected to a new officer position within your lodge? The following brief summary of duties for the top six local lodge officers may prove helpful:

President: The president is the highest-ranking officer and has general supervision over the lodge. He or she serves as the ‘team leader’ who appoints committees, presides over meetings, encourages the activities of fellow lodge officers and helps plan lodge programming.

Vice President: The vice president serves as the driving force behind membership recruitment and retention strategies, usually serving as chair of the membership committee. He or she should also be prepared to replace the president if the need arises.

Secretary: The secretary’s primary function is to keep accurate and impartial records of all meetings of the lodge and of the board of directors. He or she also serves as the primary communicator between the lodge and its members.

Financial Secretary and Membership Secretary: Each lodge gets to choose whether they wish to have a financial secretary or a membership secretary. Both of these officers collect new membership applications, process requests to transfer membership and inform Sons of Norway Headquarters of membership cancellations and deaths. The financial or membership secretary is the primary communicator between the lodge and Sons of Norway Headquarters. In addition to the duties described above, the financial secretary also collects monies from lodge members and presents them to the treasurer as well as assisting the treasurer in the filing of financial reports. The membership secretary does not have these financial duties but focuses on the administration of membership as described in the first paragraph. In a lodge that has chosen the membership secretary structure, all financial duties are relegated to the lodge treasurer.

Treasurer: The responsibilities of the lodge treasurer include handling all incoming and outgoing funds, keeping accurate accounting records and preparing fiscal reports. He or she should also be present when the financial books are audited.

Social Director: The social director plans and supervises the social activities of the lodge. He or she works closely with any other officers who have a programming focus, such as the Cultural Director, Sports and Recreation Director, and Youth Director.

Looking for more information? Check out the Guide for Leadership!

Do you have more questions about the duties and responsibilities of lodge officers? Answers can be found in the Guides for Leadership: a series of handbooks for each lodge office. Copies can be downloaded from the membership area of www.sonsofnorway.com.

To download Guides for Leadership sections:

- Go to www.sonsofnorway.com
- Click on the ‘Log In’ button near the upper right hand corner of the page.
- Enter your user name and password.
- Click on the ‘Member Resources’ button in the upper right hand corner.
- Click on ‘Lodge Leadership Resources’.
- Click on ‘Administrative Resources’.
- Click on ‘View PDFS’ under Leadership Roles and Guidelines.
- Click on the office title to download the section.

If you don’t have computer access, or have any other questions or concerns, contact **Sherry Gorse** at Membership Services at (800) 945-8851 x643 or fraternal@sofn.com.

Governance Update: Nominating Committees

As you might recall in February you were informed concerning the formation of Nominating Committees as required by section 3.7.7 of the Charter and Constitution of Sons of Norway and the revision of section 3.11.5. The District Boards of Directors from each District are to elect a Nominating Committee to identify candidates for election to District and International office. To aid the District Boards in carrying out this mandate the Governance Committee developed the document "Guideline for Nominating Committees". The Governance Committee would like to express our thanks to the District Presidents for their valuable input and significant collaboration in the development of these guidelines. At the Spring 2015 International Board Meeting the International Board approved the guidelines, and the District Presidents recommended at their Spring District Presidents Council that all Districts use them for the next election cycle.

The District Presidents and their Boards are now in the process of electing their Nominating Committees. Once the nominating committees are in place they have the task of recruiting candidates by publicizing the position(s) to all members of the organization seeking a proper match between the skills needed to round out the International Board and the District Boards. In short they are to find qualified, interested persons that are willing and able to serve as board members and must agree to meet the time commitments and any other requirements necessary to serve on the respective boards.

The Nominating Committees will not endorse one candidate over another but rather review the candidates' credentials, and present all candidates eligible as they compare to the position requirements.

Respectfully,

The Governance Committee:

Dan Rude, Chair	Ray Knutson
Marit Kristiansen	Gloria Benazic
Jon Tehven	Odd Harald Olson
Mark Agerter	Jon Grinde
Mary Andersen	Eivind Heiberg
Erlene Stevenson	Dave Ness

Governance Update: Nominating Committees

Sons of Norway

Guidelines for Nominating Committees

*“Leadership Begins with the Nominating
Committee”*

*An organization can be no more effective than its leadership. The
Nominating Committee is a special committee and holds the key to a
successful leadership team. Its responsibility is to present qualified
nominees for office.*

May 2015

Governance Update: Nominating Committees

Nominating Committees for International Officers and District Officers

Background

At the 2014 International Convention in Jacksonville, Florida the following resolutions concerning Nominating Committees for International Officers and District Officers were adopted:

3.7.7 "Nominating Committee for International Director" to the Charter and Constitutions of Sons of Norway reads as follows:

The District Board of Directors shall elect a Nominating Committee of no fewer than three (3) and no more than five (5) members of the District Lodge. The purpose of the Nominating Committee is to identify, review and recommend eligible candidates for the election of the International Director. The Nominating Committee shall elect the Committee Chair from the elected committee members. No member of the Nominating Committee shall be a candidate for election as International Director. Candidates for nomination to the International Board of Directors shall be benefit members and must meet all eligibility criteria as set forth by the International Board. The Nominating Committee shall review the qualifications of the candidates and present them to the Lodge and place the candidates on the ballot.

Other procedures and deadlines of the nomination of candidates for International Director shall be determined by the district Lodge or District Board.

2.11.4.1 Officer Nominations and Director Nominations. All nominations for the International President, Vice President, Secretary, Treasurer or Director shall be submitted to the Nominating Committee no later than 45 days prior to the International Convention. All nominations shall cease at that time.

3.11.5.1 "Nominating Committee and Elections" reads as follows

Nominating Committee. The District Nominating Committee, as established by 3.7.7., shall identify, review, and submit eligible candidates for the election of District Lodge Officers and Directors. No member of the Nominating Committee shall be a candidate for election as a District Lodge officer or Director. Members of the District Lodge may submit candidates to the Nominating Committee as determined by the District Lodge. Candidates for nomination to the District Board shall be benefit members and must meet all eligibility criteria as set forth by the District Lodge.

The benefit member provision for District Board officers and directors shall not be required for countries, provinces, or states where Sons of Norway is not authorized to sell

Governance Update: Nominating Committees

insurance. Other procedures and deadlines for the nomination of candidates for District Lodge officers or Directors shall be determined by the District Lodge or District Board.

Main Goal

The Main Goal is to seek a proper match between the skills needed to round out the International Board and the District Boards with interested persons who may have those requisite skills.

Strategy: To use any and all means at our disposal to find qualified, interested persons that are willing and able to serve as board members. Those persons must meet or exceed the established eligibility requirements as set forth by the Governance Committee of Sons of Norway. They must agree to meet the time commitments and any other requirements necessary to serve on the respective board.

Selecting the Nominating Committee

District Nominating Committee

- Consist of no fewer than 3 or more than 5 Members
- Elected by District Board (3.7.7)
- Committee may include current District Board Members and past District Board Members who are not candidates for election
- Only 1 member per Zone
- Nominating Committee election to be held by June 1st of non-election year..

International Officer Nominating Committee

- Consist of no fewer than 3 or more than 5 Members
- Elected by International Board of Directors
- Committee may include current International Board Members and past International Board Members who are not candidates for election
- Only 1 member per District
- Nominating Committee election to be held by June 1st of non-election year

Securing Candidate Names

How candidates are identified/recruited:

- Publicize the position(s) available to all members of the organization and explain the application process and any established deadlines
- List the required qualifications for the position(s), as well as any desired attributes established by the Board.

Governance Update: Nominating Committees

- Explain the time commitment required for the available position(s), as well as any other special requirements determined by the Board.
- Seek out and encourage members who have previously demonstrated their leadership skills and commitment to the mission and goals of the organization.

The following chart identifies the various methods of communication that should be employed to publicize the positions available, to explain the application process and to identify and encourage members that might be a suitable match for leadership positions within Sons of Norway.

TOOL	WHAT ACTION	RESPONSIBLE	TIMELINE
Viking Magazine	Short Story - general information based on Nominating Committees & regulation compliance – pared down press release with links to job descriptions, application process	Governance Committee Chair and SONS Staff	September 2015
District Newsletters	Provide similar piece from Viking story and District Board can add items such as job descriptions, Nominating Committee contact information, where to get additional information, etc	District President, with contributions from District Board and Nominating Committee, Editor	Fall 2015 Newsletter
E-mail – personal contact	Identify candidates, contact potential candidates Ongoing leadership development and mentorship	District Board, Nominating Committee	3 rd & 4 th quarters plus ongoing one-on-one work (Could start as early as 2 nd quarter)
Word of Mouth – personal calls	Identify candidates, contact potential candidates Ongoing leadership development and mentorship	District Board, Nominating Committee	3 rd & 4 th quarters plus ongoing one-on-one work (Could start as early as 2 nd quarter)
Websites – District & International	Section on International website for nominations/elections Written piece on District websites on where information is and how to access International links	SONS Staff, District President & District Webmaster	By <u>August 1 2015</u>
District Board Meetings	1. Agenda item Spring 2015 to report on status of Governance Committee’s compliance with new resolution:	International Director & District President	Spring 2015 Board Meeting Fall 2015 Meeting

Governance Update: Nominating Committees

	<ul style="list-style-type: none"> a. Background - why this is happening - use news release b. Job descriptions and time commitments c. District Nominating Committee's criteria 2. Agenda for Fall 2015 to review progress report from Nominating Committee 3. Agenda for Spring Board Meeting in election year – to report on vetted candidates and plans for executing next steps		Spring Board Meeting in election year
Local Lodge Officers, Boards	Search for candidates and submit recommendations to District Board/Nominating Committee, development of leadership and mentoring potential leaders	Local Lodge Officers	Ongoing
Visitations	Utilize opportunities to ask members of past leadership roles and workplace experiences Similar to Local Lodge Officers, Boards	Local Lodge, District, International Officers	Ongoing
Facebook, SONS Blog	Blog to report on improved Governance and Nominating Committees as approved by members at last convention with links to the SONS website for details on nominations and elections, (Will confirm if Facebook is viable venue)	Governance Chair, SONS Staff	Potential Blog for September 2015

Board Member Criteria and Desired Skill Sets

Because of recent legislative and regulatory changes and in accordance with best practices standards of good governance for fraternal benefit societies, it is important that Sons of Norway establish criteria guidelines for those seeking election as officers and directors to the International Board of Directors and to the District Boards of Directors. A primary consideration for any potential candidate is whether or not he or she is able to commit to the amount of time and flexibility required to fulfill the responsibilities of service on the International Board. The time commitment could be up to 20 hours a week especially in a convention year.

Governance Update: Nominating Committees

General Attributes for Board Members

- Regulatory requirements, as applicable (Illinois Senate Bill 646, and NAIC Corporate Governance Annual Filing Model Regulation (Draft))
- Benefit member
- No felony convictions
- Flexibility
- Dedicated, disciplined
- Understands the mission
- Ethical
- Honest
- Competent
- Demonstrates wisdom
- Fair and impartial
- Accepts majority-ruled decisions
- Analytical
- Inquiring mind
- Decision maker
- Good communicator and listener
- Participatory, responsive
- Motivator
- Visionary - Creative thinker

Time Commitment for the Following

- Board Meetings
- Committees
- Lodge visitations/travel – ceremonies, education
- Legal facilitation and follow through
- Prep time
- Conventions
- Personal development – education regarding SON business/policies/procedures – time required for meeting prep
- Length of term of service
- Other duties

Education and Experience

- Personal development and education
- Professional background and experience (Education & Training)
- Fraternal experience
- Business experience - Insurance, Finance, Investments, Real Estate
- Accounting

Governance Update: Nominating Committees

- Legal
- Information technology - computer knowledge and skills
- Marketing/Advertising
- Management skills
- Leadership skills
- Project management experience (chair and ad hoc positions for teams/groups)
- Teamwork experience
- Interpersonal skills
- Strategic planning experience

Selecting Candidates By Nominating Committee

The Nominating Committee should:

- Evaluate the needs of the whole Board; identify weak spots or particular needs and find the best candidate to fill those needs
 - Seek a balanced representation of relevant experience and skill sets
 - Seek diversity in the skills and abilities of the whole Board
 - Seek board composition that would represent a broad spectrum of thoughtful members with a wide range of experience and diverse problem-solving abilities
- Evaluate candidates in view of expected vacancies in the Board committees and in committee chairperson positions - identify candidates who have the necessary qualifications to fill the expected vacancies

Evaluating the Candidates The Nominating Committee is not to endorse a candidate but rather to review the candidates' credential as they compare to the position requirements.

- The Nominating Committee should review the International Board Member Criteria and Desired Skill Sets.
- The required skill set of the International Board will be fluid due to International Board member turnover. As such it is imperative that the necessary skill sets be evaluated and weighed vs the available skill sets wherever possible.
- The Nominating Committee should meet periodically (in person, by phone, Skype etc.) to review the list of candidates. If there are no candidates for a particular position recruiting efforts should be intensified.
- Identify those members of the Nominating committee who have experience with exploratory conversations. Such person(s) will provide additional training to all committee members if necessary.
- This process should be factual (e.g., experience) and behavioral (e.g., is the person a "fit" for the position and the Order). If possible, the conversation should include two members of the Nominating Committee.
- An evaluation matrix should be used during the conversation.

Governance Update: Nominating Committees

Nominating committee members on the call should regroup immediately after the conversation to compare their impressions.

Interview Questions

The following are some sample questions that the Nominating Committee may draw upon while conducting interviews. The questions are optional and merely a guide to help generate and maintain conversation where necessary.

Initial Questions – **Note:** Review the candidates Application and note responses related to why the candidate is applying and why he/she thinks they have the experience necessary for the position, in other words, what do they bring to the table?

1. Why are you applying for this position?
2. Tell us about your leadership roles in the Sons of Norway as well as other organization, e.g., church, work, other interests.
3. Can you tell us about an occasion where you needed to work with a group to get a job done? What was the outcome?
4. Tell us about any new ideas you have made at the lodge/District or other organization. What was the outcome?
5. Tell us about your community service/volunteer work and describe the outcomes for which you feel most gratified?
6. Now that you know the position requirements, is there any reason you could not fulfill the responsibilities?

Governance Update: Nominating Committees

**MINUTES OF THE 2014 SONS OF NORWAY
INTERNATIONAL LODGE MEETING AND CONVENTION
AUGUST 21 – AUGUST 23, 2014**

LAW CHANGE #4 (SUBSTITUTE FOR LAW CHANGES #4, #6, #12, #14, #16 AND #18) – INTERNATIONAL DIRECTOR NOMINATING COMMITTEE

WHEREAS it is in the best interest of the society to provide for the most reasoned and informed selection process of candidates and the purpose of a Nominating Committee is to identify, review, and recommend qualified candidates to serve in leadership positions;

WHEREAS a Nominating Committee is a well-established approach to the candidate selection process and is not unique to the fraternal world. Fraternal organizations such as Royal Neighbors, Baptist Life Association, Loyal Christian Benefit Association, Degree of Honor Protective Association, Catholic United Financial, and Thrivent (to name a few) all utilize Nominating Committees to select candidates for their highest boards.

WHEREAS the Sons of Norway Charter and Constitution (4.11.4.) currently requires a Nominating Committee structure at the local lodge level. If required at the local lodge level, then it should be at the District and International levels as well. There is inherent value in consistency at all levels of the organization related to the evaluation and election of leadership.

WHEREAS state insurance regulators may soon introduce legislation mandating new corporate governance requirements for fraternal. Some of the proposed requirements relate specifically to the election of qualified officers and directors.

WHEREAS it is in the best interest of the Society to elect the most qualified candidates to lead.

WHEREAS the eligibility criteria includes being a Sons of Norway member, being a benefit member, being an International Lodge member, and also includes proper vetting and background checks.

WHEREAS qualifications include knowledge of accounting or finance, business judgment, industry knowledge, management, leadership, and vision and strategy, it also includes knowledge of Norwegian and Scandinavian heritage, history, crafts, arts and language.

THEREFORE BE IT RESOLVED that the following Nominating Committee for International Director be adopted and added to the Sons of Norway Charter and Constitutions as 3.7.7.

Governance Update: Nominating Committees

3.7.7. NOMINATING COMMITTEE FOR INTERNATIONAL DIRECTOR

The District Board of Directors shall elect a Nominating Committee of no fewer than three (3) and no more than five (5) members of the District Lodge. The purpose of the Nominating Committee is to identify, review, and recommend eligible candidates for the election of International Director. The Nominating Committee shall elect the Committee Chair from the elected committee members. No member of the Nominating Committee shall be a candidate for election as International Director. Candidates for nomination to the International Board of Directors shall be benefit members and must meet all eligibility criteria as set forth by the International Board. The Nominating Committee shall review the qualifications of the candidates and present them to the Lodge and place the candidates on the ballot.

Other procedures and deadlines for the nomination of candidates for International Director shall be determined by the District Lodge or District Board.

COMMITTEE RECOMMENDATION

The Law Committee recommends approval of the substitution to replace Law Changes #4, #6, #12, #14, #16 and #18.

DISCUSSION

MOTION to amend to strike “No member of the Nominating Committee shall be a candidate for election as International Director.”

DISCUSSION

FAILED

MOTION to include “nominations may also be made from the floor at the time of election. The candidates nominated from the floor must show they meet the published qualification for such candidate may be slated to the ballot for election.”

DISCUSSION

DEFEATED

MOTION to amend that “Members of the District Lodge may submit candidates to the Nominating Committee.”

DISCUSSION

Governance Update: Nominating Committees

**MINUTES OF THE 2014 SONS OF NORWAY
INTERNATIONAL LODGE MEETING AND CONVENTION
AUGUST 21 – AUGUST 23, 2014**

DEFEATED

MOTION to amend to change criteria be set by the District Lodge.

DISCUSSION

Second withdrawn

FAILED

VOTE TO SUBSTITUTE RESOLUTION #4

DISCUSSION

CARRIED

VOTE ON SUBSTITUTED RESOLUTION

DISCUSSION

CARRIED

**LAW CHANGE #5 (SUBSTITUTES #5, #7, #13, #15, #17 AND #19) –
DISTRICT OFFICERS NOMINATING COMMITTEE**

WHEREAS it is in the best interest of the society to provide for the most reasoned and informed selection process of candidates and the purpose of a Nominating Committee is to identify, review, and recommend qualified candidates to serve in leadership positions.

WHEREAS a Nominating Committee in a well-established approach to the candidate selection process and is not unique to the fraternal world. Fraternal Organizations such as Royal neighbors, Baptist Life Association, Loyal Christian Benefit Association, Degree of Honor, Protective Association, Catholic United, and Thrivent (to name just a few) all utilize Nominating Committees to select candidates for the highest boards.

WHEREAS the Sons of Norway Charter and Constitution (4.11.4.) currently requires a Nominating Committee structure at the local level. If required at the local level, then it should be at the District and International levels as well. There is inherent value in consistency at all levels of the organization related to the evaluation and election of leadership.

Governance Update: Nominating Committees

WHEREAS insurance regulators may soon introduce legislation mandating new corporate governance requirements for fraternalists. Some of the proposed requirements relate specifically to the selection of qualified officers and directors.

WHEREAS it is in the best interest of the society to elect the most qualified candidates as leaders.

WHEREAS the eligibility criteria includes being a Sons of Norway member, being a benefit member, being an International Lodge member, and also includes proper vetting and background checks, if required by the District Lodge or Board.

WHEREAS qualifications include knowledge of accounting or finance, business judgment, industry knowledge, management, leadership, vision and strategy. It also includes knowledge of Norwegian and Scandinavian heritage, history, crafts and arts and language.

THEREFORE BE IT RESOLVED that the following Nominating Committee for District Lodge Officers and Directors be adopted by each District for their respective bylaws and added to the Sons of Norway Charter and Constitution by replacing 3.11.5. in its entirety with the following:

3.11.5. NOMINATING COMMITTEE AND ELECTIONS

3.11.5.1. Nominating Committee. The District Nominating Committee, as established by 3.7.7., shall identify, review, and submit eligible candidates for the election of District Lodge Officers and Directors. No member of the Nominating Committee shall be a candidate for election as District Lodge Officer or Director. Members of the District Lodge may submit candidates to the Nominating Committee as determined by the District Lodge. Candidates for nomination to the District Board shall be benefit members and must meet all eligibility criteria as set forth by the District Lodge.

The benefit member provision for District Board officers and directors shall not be required for countries, provinces or states where Sons of Norway is not authorized to sell insurance. . Other procedures and deadlines for the nomination of candidates for District Lodge Officers or Directors shall be determined by the District Lodge or District Board.

3.11.5.2. Elections

3.11.5.2.1. Time of Elections. The Officers are elected at the regular meetings of the District Lodge by the International Officers, International Directors, District Officers, District Directors and District Delegates present, all being the current members of the District

Governance Update: Nominating Committees

**MINUTES OF THE 2014 SONS OF NORWAY
INTERNATIONAL LODGE MEETING AND CONVENTION
AUGUST 21 – AUGUST 23, 2014**

- Lodge.
- 3.11.5.2.2. Ballots. Ballots shall be used in all cases where there are two (2) or more candidates for any office. A majority of the votes cast is necessary for election; otherwise election shall be by acclamation.
- 3.11.5.2.3. Candidates. If more than two (2) candidates have been nominated for an office and none receives a majority on the first ballot, the candidate receiving the least number of votes shall withdraw, and so on until one (1) candidate gets a majority. When there is only one (1) candidate for any office, vote by acclamation is permissible.

COMMITTEE RECOMMENDATION

The Law Committee recommends approval of the substitution to replace Law Changes #5, #7, #13, #15, #17 and #19.

VOTE TO ACCEPT SUBSTITUTION

DISCUSSION

CARRIED

VOTE ON SUBSTITUTION

DISCUSSION

CARRIED

Membership Recruitment and Retention

Lodge Achievement: Your Lodge Could Be A Star

Celebrate the accomplishments of your lodge by participating in the Lodge Achievement, Family Lodge of the Year and Merit Award programs!

Lodges who complete the appropriate forms are eligible for:

1. Gold, Silver or Bronze Merit Awards
2. District Family Lodge of the Year
3. District Lodge of the Year
4. International Lodge of the Year

New Online Version

On November 15, 2015, a completely online version of the Lodge Achievement Form was made available on www.sonsofnorway.com. Lodge secretaries will be able to complete the form and submit it electronically, along with any attachments. No need to print out and mail or email the new electronic version to your zone director. Paper versions of the Lodge Achievement and Family Lodge of the Year forms were also mailed out to all lodge secretaries in November.

Activity and Volunteer Hours Data

Lodges who tracked all their activities and hours using FraternalGives.org in 2015 will not need to fill out the AFA portion of the Lodge Achievement form (page 2), but should still complete the rest of the form.

Deadline: March 1, 2016

Lodge Achievement forms should be filled out by the lodge secretary with the help of fellow officers and submitted online. If your lodge is completing the paper form, it should be sent to your zone director no later than March 1, 2016.

Scoring

The highest scoring lodges will be awarded Gold Merit Award certificates and will be eligible to win Lodge of the Year for their district. They are also eligible for Sons of Norway International Lodge of the Year. Lodges which score in the middle range will receive Silver or Bronze Merit Award certificates. The winners of District Lodge of the Year for 2014 and 2015 will be announced at the 2016 district conventions. International Lodges of the Year for 2014 and 2015 will be announced at the 2016 International Convention.

Family Lodge of the Year

There will also be one Family Lodge of the Year awarded in each district for 2014 and 2015. These awards will be presented at the 2016 district conventions.

Questions?**Need more information?**

Contact **Sherry Gorse**, Membership Services, by phone at (800) 945-8851 ext. 643 or (612) 821-4643, or by email at fraternal@sofn.com.

Membership Recruitment and Retention

Lodge Officer Updates: A Reminder

Most lodges held their election for new officers in November. Please remember to report your new slate of officers to Sons of Norway Headquarters by December 15, 2015. Timely reporting is needed to ensure accurate information for the upcoming District and International Lodge Directories. There are two ways to update your officers for 2016.

Option A: Online

Change your officer line-up quickly and easily by signing on to the member area of www.sonsofnorway.com and go to your member profile screen. You can do this by clicking on the word 'profile' which is to the left of the Member Resources button in the top right hand corner, then clicking on 'Member Profile'. Lodge Officer Updates is the second option on the left hand side of the screen. Click on that link and then click on the 'Officers' button under the Select heading.

No changes for 2016?

Click the 'No Changes For Upcoming Year" button at the top of the screen.

Adding a new office title to your list? (Begin with this step.)

Do you have an office title on your roster that is new for your lodge, such as Volunteer Coordinator? Perhaps you have an extra Social Director this year. Here is how you add an office:

- At the bottom of the officer list, click the button for 'Add a New Position.'
- Select a Title from the drop down
- Enter the member number for the person assuming the office.
- Click 'Submit' and agree to the change.

Replacing a 2015 officer?

- Click into the field containing the member number of the member who held the office in 2015. Highlight that number and delete it.
- Type in the member number of the member who is taking over the position.
- Note: the name of the new member will not appear on the line until after you have submitted your changes.

If an officer from 2015 is continuing in the same capacity in 2016, you do not need to make any changes to that line.

If a position will not be filled in 2016, click the 'Remove this position' box. You can add it later if the position gets filled.

After you have typed in all the new numbers and/or marked the titles to be deleted for 2016, click the 'Submit Changes' button under the officer list.

(Continued next page)

Lodge Administration

Lodge Officer Updates: A Reminder

Change in Meeting Location and Time

These changes can also be made online by selecting “Change Meeting Information” on the left side of the Lodge Officer Updates intro screen.

- Click on the ‘Change Meeting Information’ button.
- Make changes as needed and hit ‘Save’.

Officer’s Contact Information

Lodge officers cannot make changes to another person’s contact information via the Sons of Norway website. Individuals can sign on themselves and make these changes. If you are aware of an address, phone number or email change for an officer, you can email the change(s) to **Sherry Gorse** at fraternal@sofn.com or by calling (800) 945-8851 ext. 643.

Option B: On Paper

The 2016 Lodge Officer Update D63 form was mailed to lodge secretaries at the end of October. This form lists your 2015 officers on the left hand side of the page. Any changes in office holders can be recorded on the corresponding blanks running down the right hand side. Member numbers, names and contact information for new officers will be needed to complete the form. Changes to the addresses and to contact information of continuing officers, as well as the lodge’s meeting place and time, can also be recorded.

No Changes for 2016? If your officers are staying the same for 2016, you can make note of this online or on the D63 form. Just follow the directions included with the mailing. You can also notify Sons of Norway Headquarters by contacting Sherry Gorse.

Elections Not Completed by Dec 15? Please send in the information you have and/or contact Membership Services (Sherry Gorse) to explain the situation. Updates made after December 15 should still be reported. There is a possibility that updates reported after the deadline may not be reflected in your district’s 2016 Lodge Directory.

Lodge Administration

Celebrate Lodge Anniversaries October/November/December

6-150	Solskinn	Palm Desert	CA	10/27/1990	25
1-167	Glitne-Sioux Viking	Sioux City	IA	12/2/1915	100
5-168	Valhall	Rockford	IL	12/19/1915	100

Protecting Members' Privacy

Sons of Norway Headquarters receives a lot of questions about the issue of privacy. Many lodges want to know how best to protect member information, while still making it available for Sons of Norway use. Here are some tips on how to protect member information:

- Have your lodge discuss and implement a privacy policy. You can look at the one Sons of Norway publishes at <http://www.sonsofnorway.com/PrivacyPolicy.html> for an example.
- Whether you are printing a District/Lodge member directory or posting information online, placing verbiage on the page similar to the following is recommended: "This information is for official Sons of Norway business use only. Use of this information for solicitation or commercial purposes is a violation of the Sons of Norway privacy policy and is strictly prohibited."
- If you are publishing member information (member's name, birthdate, address, phone number or e-mail address) on a webpage or in a directory, alert the member of this ahead of time and give them the option to withdraw all or part of the information from publication. If the member has additional concerns about the availability of their information, have them contact Sons of Norway Headquarters.
- If you must list birthdate, publish only month and day. Never include a member's year of birth.
- When dealing with the privacy of information related to minors (anyone under the age of 18, regardless of their membership type or status) it is important to obtain permission from the minor's parents or guardians before sharing it. Also, as with adult members, include only day and month, and not year, when printing birthdates.

The issue of privacy is complex. These five tips should help get the discussion started in your lodge and provide you with a basic framework for protecting the privacy of your officers and members.

Lodge Administration

Reporting the Passing of a Member

Informing Sons of Norway Headquarters about the passing of a member in a timely manner is extremely important. Not only does this knowledge mean that the member's name will appear in *Viking* magazine, but it also means that their families are spared the receipt of unwanted mail (dues renewal reminders) and, if they owned a financial product, any insurance claim can be processed quickly.

Your assistance is needed.

Please notify Sons of Norway Headquarters when a member passes away. To make certain that the information is received, the financial or membership secretary should notify Sons of Norway Headquarters as soon as possible by using one of these methods:

- Filling out and mailing in a Death Notice card
- Emailing the member's name, member number and date of death to fraternal@sofn.com
- Calling (800) 945-8851 ext. 643 with the information
- Faxing the information to (612) 827-0658.

Insured Members

If the member who has passed away has a Sons of Norway financial product, then a completed death notice card, a hard copy obituary or a link to an online obituary is required.

Accuracy is Important

When reporting a death, please:

- Avoid embarrassment by verifying that the member being reported as deceased has actually passed away—mistakes have been made.
- Provide accurate information on the notice, including correct spelling of the name and a correct member number.

When Mistakes Happen

Occasionally, mistakes are made and a member is reported as dead or coded as dead in error. How will you know if there has been a mistake? Check your Monthly Lodge Activity Report, which is sent to the lodge vice president and financial or membership secretary on the second of every month. This report has a category where people who have been coded deceased in the previous month are listed. If there is a mistake, please contact **Sherry Gorse**, fraternal@sofn.com or (800) 945-8851 ext 643 immediately.

In Loving Memory

Once a member's death has been reported, their name will be listed in a future issue of *Viking* in the "In Loving Memory" section. Currently a deceased member's name will appear three to four months after the death is reported.

Need Death Notice cards?

Download cards from Lodge Leadership Resources: Administrative Resources in the Members Resources section of www.sonsofnorway.com or contact **Mary Henkels, Supply Department**, supply@sofn.com or (800) 945-8851 ext 645 to receive a supply of cards.

Lodge Administration

Sons of Norway Headquarters Announces New Team Members

Faye Gibson



Tawanda Faye Gibson, joined Sons of Norway in August, 2016 as a Customer Service representative in Insurance Services, replacing Katie Baratto. With over 10 years of customer service experience in the insurance industry, during which time she developed strong communication and listening skills, Faye is a great addition to Sons of Norway. Outside of work, Faye is completing her Human Service Associates degree. Active in her community, Faye has also served on the Board of Directors of a local non-profit organization that provides affordable housing and supportive services for families experiencing, or at risk, for homelessness.

Recently married to Antiwone Gibson, Faye has three children, Cierra, CeAnn, & Aaron, along with a stepdaughter, Latwanda, and grandson, Keiwone. She enjoys reading, bowling, taking walks, spending time with her family and friends, and serving her community.

Dave Glennen



Dave Glennen joined our Insurance Services Department in March of 2015 as a New Business representative.

Dave has a Bachelor of Business Administration from the University of North Dakota in Grand Forks and holds

Life, Health and Property and Casualty licenses, as well as his LUTCF designation. In addition, he brings experience as an insurance agent and property/casualty manager to the position.

Outside of work, Dave is the current Vice president of Vennekretsen Lodge 1-559 in Anoka MN and the Membership Director for the Twin Cities Viking Chapter of the Antique Motorcycle Club of America. He is also involved with Boy Scout Troop 413 in Coon Rapids MN and has been a Scoutmaster for the Viking Council's BSA National Youth Leadership Training Camp. In addition, Dave collects vintage cast iron pans and vintage Coleman Lanterns.

Dave and his wife, Anita, have 2 sons: Sam, age 25, and Jack, age 20.

Corrie Maki Knudson



Corrie Maki Knudson has joined Sons of Norway as Foundation Director, following in the footsteps of Cindy Olson who is retiring. Corrie has over ten years of experience in philanthropy, mostly in the areas of major gifts and grant writing. As the 50th anniversary

for the Foundation is in 2016, she will be focusing her efforts on celebrating this milestone. In addition to raising support for the Sons of Norway Foundation, Corrie will also be responsible for the awarding of financial support through the Foundation grants and scholarships.

Born and raised on Minnesota's Iron Range, Corrie has been a life-long member of the Croatian Fraternal Union's lodge in Gilbert. While she is Croatian and Finnish by heritage she is Norwegian by marriage. Corrie is excited to join a lodge and learn more about the culture along with her husband of 15 years, Kyle, and their two children, Maija and Finn.

Ashley Perron



Ashley Perron joined the Fraternal Department in October of this year as the new Program Coordinator. A graduate of St. Cloud State University with a Bachelor's degree in Mass Communications and German, Ashley joins us after previously working for a

local marketing agency. Though German may have been a main focus of her studies, Ashley is looking forward to learning more about Norwegian culture and heritage through her coordination of the Baneløpet and Sports Medal programs.

Originally from Madison, Wisconsin, she now resides in the Twin Cities area. In her free time she enjoys practicing yoga, reading, traveling and spending time with family and friends.

**Please join us in welcoming Faye,
Dave, Corrie and Ashley to Sons of
Norway**

Sons of Norway

Utilizing Your Financial Benefits Counselor

Has your lodge established goals for 2016? In addition to goals for recruitment, retention and volunteer involvement, why not include goals related to better utilizing your lodge's Financial Benefits Counselor (FBC)? With your FBC's help, your other goals may be easier to achieve.

Here are some tips on how to utilize your FBC:

- The FBC assigned to your lodge is a great resource. Take advantage of them by asking them to volunteer for an upcoming lodge event.
- Work with them to conduct a New Member Recruitment Dinner. Your lodge can receive up to \$400 to reimburse for expenses.
- Invite them to make a short presentation at a monthly lodge meeting.
- Arrange for them to conduct a question and answer program or seminar for the lodge.
- Encourage members to contact them for a private, one-on-one complimentary financial review.

Looking for more ideas on how the FBC assigned to your lodge can help out?

Invite them to a board meeting for a brainstorming session. Or, contact **Len Carlson, Director of Agencies**, at (800) 925-8851 ext 609 or lcarlson@sofn.com.

Sons of Norway

Thank You From The Sons of Norway Foundation

Thank you for 50 years of philanthropic partnership with the Sons of Norway Foundation!

Throughout this coming year, as we celebrate our 50th anniversary, we will be sharing stories about the difference the Sons of Norway foundation has made in the lives of our members. Did you know that because of YOUR financial support the Foundation has:

- Given over \$0.5M to help fellow Sons of Norway members through our Humanitarian Fund when natural disasters strike and leave their victims displaced?
- Granted over 4,000 awards to send our youth to our unique language and culture camps, where they enrich their lives while learning about their roots?
- Awarded \$1.425M in college scholarships, opening opportunities to our young members for their future?
- Provided 377 grants to lodges across the order to share our culture across their communities?

In 2016, as the Foundation celebrates its 50th year, we will surpass over \$2M in giving! We look forward to celebrating this amazing milestone with you.

These opportunities are only made possible because of YOUR support. THANK YOU!

Foundation Scholarship Announcement

Scholarship and grant season is upon us! Please remind the college students in your life to begin the scholarship application process over winter break. They may view all scholarship applications by going to www.sonsofnorway.com/foundation and click on "Scholarships." There are several categories to choose from for support. Application deadlines start as early as March 1.

Foundation Grant Announcement

What is your lodge planning in 2016 where additional funding through a Foundation grant would help? Deadlines for applications are:

- Local Lodge Partnership Grant – Due January 15
- Helping Hands to Children Grant – Due February 1
- General Heritage and Culture Grant – Due February 15

This process is completed online at www.sonsofnorway.com/foundation and click on "Grants."

Please direct your questions to Corrie Maki Knudson at foundation@sonsofnorway.com.

Mark Your Calendars

By October 1, 2015

Lodge liability insurance premium should have been sent to Sons of Norway Headquarters by October 1. If your lodge has not yet paid its premium, please send it in as soon as possible.

In October 2015

Lodge Officer Update/D63 Forms were mailed to lodge secretaries.

In November 2015

Lodge Achievement and Family Lodge of the Year forms were mailed to lodge secretaries. The form can be printed out as a static form and completed, done as an editable PDF or done entirely online.

By December 15, 2015

Lodge Officer Update/D63 information is due to Membership Services at Sons of Norway Headquarters.

Your new slate of officers should be submitted:

- via our website (www.sonsofnorway.com), preferred,
- by mail (Sons of Norway, 1455 W Lake St, Minneapolis, MN 55408, Attn: Membership Services),
- by e-mail (fraternal@sofn.com) or
- by fax (612) 827-0658.

Please contact **Sherry Gorse, Membership Services**, fraternal@sofn.com or (800) 945-8851 ext. 643 with any questions.

By December 15, 2015

Membership applications must be received at Sons of Norway Headquarters in order to qualify for the recruitment contest.

December 31, 2015

In honor of the 200th anniversary of Norway's constitution, Sons of Norway offered its members an opportunity to take part in a 'virtual' pilgrimage in Norway. Members who complete the Virtual Pilgrimage by December 31, 2015 qualify to receive special recognition for their accomplishment. Sports Directors, please send the names of those who completed the pilgrimage to **Jana Velo** by email jvelo@sofn.com or phone (800) 945-8851 ext 642 postmarked by January 15, 2016. While the pilgrimage will still be online, the opportunity to receive recognition for participation will not be available after

December 31, 2015.

December 31, 2015

Active members listed for each lodge will be used to determine delegate count for district and international conventions. Please submit any membership applications as early as possible (recommended mail by date is December 15, 2015) to make certain that they are entered into the database prior to the end of the year.

December 31, 2015 (postmark date)

Tubfrim cards must be postmarked by December 31, 2015 to be entered into a drawing to receive a plane ticket to Norway (the cost of a ticket, up to \$1,000).

In January 2016

Form 990 filing information will be sent to lodge presidents and treasurers, along with the D17 Financial Statements.

In February 2016

Community Event and Fraternal Event Worksheets for 2016 will be mailed to lodge secretaries.

By March 1, 2016

Lodge Achievement and Family Lodge of the Year forms are due to zone directors.

D17 Financial Statements are due to the Accounting Department at Sons of Norway.

In April, 2016

2015 Recruitment pins and certificates are mailed to lodge vice presidents with accompanying paperwork.

By May 15, 2016

Deadline for filing Form 990.

Contact Us

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