



SONS of NORWAY

Name: _____

**2017
Board Member
Disclosure Questionnaire**

**[LIST LODGE]
Sons of Norway**

Pursuant to lodge policy and fraternal organizational practices, you are asked to provide certain information each year regarding your internal business practices and outside business interests as they could related to the lodge. What follows is our lodge Policy Statement and Questionnaire. A version of this Policy Statement is applied throughout the organization and sets forth various best practices related to financial assets and our membership organization. Please read and complete.

POLICY STATEMENT OF SONS OF NORWAY

- a. No funds or assets of Sons of Norway shall be used for any purpose, which would be in violation of any applicable law or regulation.
- b. No contributions shall be made by or on behalf of the Sons of Norway to any political candidate party, or campaign either within or without the United States, except those contributions as approved by Sons of Norway policy.
- c. No funds or assets of Sons of Norway shall be used or applied for personal benefit.
- d. No fund or asset of the Sons of Norway shall be established or maintained that is not reflected on the books and records of the Sons of Norway.
- e. No false, artificial, or misleading entries in the books and records of the Sons of Norway shall be made.
- f. No transaction shall be effected and no payment shall be made by or on behalf of the Sons of Norway with the intention or understanding that the transaction or payment is other than as described in the documentation evidencing the transaction or supporting the payment.
- g. In any dealings with a supplier, customer, government official, or other person or entity, no officer or employee or agent of the Sons of Norway shall request, accept, or offer to give any significant thing of value, the purpose or result of which could be to influence the bona fide business relationships between the Sons of Norway and such persons or entities.
- h. A version of this Policy Statement is applicable throughout Sons of Norway.

Those in leadership roles in Sons of Norway are responsible for the enforcement of the policies set forth in this Policy Statement. Any person having information or knowledge regarding any transaction or activity prohibited by this Policy Statement shall promptly report the same to

_____. Should it become necessary to forward this

[DESIGNATED PARTY IN LODGE]

information to a party outside the local lodge structure, please notify, Eivind Heiberg, Sons of Norway CEO.

Please answer each of the following questions with respect to the period specified. **If the answer to any of the following questions is "Yes", or if you wish to make any additional comments, give full particulars on the reverse side of this page. Additional sheets may be attached if more space is needed. Please sign any attachments.**

1. During _____(to date), did you or any member of your immediate family* to
[year]
your knowledge, have any position with or any substantial interest in any other business enterprise operated for a profit which does business with our lodge? Yes No
2. During _____(to date), did you or any member of your immediate family* to
[year]
your knowledge, receive any compensation or fees for negotiating, procuring or recommending any business transaction involving the lodge? Yes No
3. During _____(to date), did you or any member of your immediate family* to
[year]
your knowledge, receive any commission or finder's fee in connection with any investment, loan, or grant by or obtained by the lodge? Yes No
4. During _____(to date), did you or any member of your immediate family* to
[year]
your knowledge, receive any gifts or gratuities in connection with the position you occupy? (Do not report any gifts of modest value, i.e., less than U. S. \$300). Yes No
5. During _____(to date), did you or any member of your immediate family* render
[year]
any managerial or consultative services to any outside concern or entity which does business with or is a competitor of the Sons of Norway, except with knowledge, consent and approval of the Board of Directors. Yes No
6. During _____(to date), did you or any member of your immediate family* use or
[year]
disclose any confidential information, including membership lists or records for personal profit or advantage. Yes No

Please print out the attached form, complete and return to:

[DESIGNATED PARTY IN LODGE]

[LODGE]

[LODGE ADDRESS]

[DUE DATE]

I acknowledge that I have read and understand the Policy Statement concerning questionable payments. Further, I hereby confirm the accuracy of the answers to the above questions, and I will promptly inform _____ of any changes that may occur in such information after the date hereof.
[DESIGNATED PARTY IN LODGE]

Name (Please print)

Work Telephone Number

Signature

Date: _____, 20____

Title or Current Position in Lodge

Please provide explanations for any "yes" answers here. Attach and sign additional sheets as necessary.

*Defined to include your spouse; parents; children; siblings; mother-in-law and father-in-law; son-in-law and daughter-in-law; brother-in-law and sister-in-law (including any person who does not bear any such relation on the date hereof but bore any such relation to you during the year indicated).