

APPENDIX “A” TO POLICY BOOK

BIENNIAL NEWSLETTER CONTEST

Points to be awarded by Newsletter Contest Judges:

NEWSLETTER INTRODUCTION:

Masthead: Is it clear, attractive, innovative?

- _____ 2 points – Lodge name and number prominently displayed
- _____ 2 points – Newsletter name displayed
- _____ 2 points – Newsletter publication date displayed
- _____ 2 points – Innovative appearance

Format and Layout: Is there clarity and style?

- _____ 5 points – Articles appear to be complete and easily understood
- _____ 5 points – Good utilization of graphics and photos
- _____ 5 points – Each page numbered

Contact Information: Is leadership and lodge information easily identified?

- _____ 2 points – Lodge President’s name
- _____ 3 points – Lodge President or Vice President’s contact addresses
- _____ 3 points – Editor’s name and phone/email address displayed
- _____ 2 points – Editor or Lodge address easy to locate
- _____ 5 points – Lodge meeting date, time and location easily located

Membership: Member Recognition

- _____ 5 points – A column to recognize each member during the year (birthday, etc.)
- _____ 2 points – Member recruitment and/or retention efforts, including welcome of new members and guests
- _____ 3 points – Publicizing a member’s achievements, awards, and years of membership

Activities: Publication of lodge events and programs

- _____ 2 points – Monthly calendar of this lodge (need not be in calendar format)
- _____ 3 points – Upcoming events with all pertinent details
- _____ 5 points – Events planned by neighbor, district or international lodge(s)
- _____ 5 points – Participation in community programs such as Adopt-a-School and other

Sons of Norway Information: Promotion opportunities

- _____ 5 points – Cultural, fraternal and/or heritage articles from a source outside the lodge
- _____ 5 points – Information taken from the district, and/or international lodges
- _____ 5 points – Financial Benefits Counselor information in newsletter
- _____ 5 points – Special local lodge involvement with Camp Norge, Foundation, Zone, etc.

Overall Appearance: Professional appearance for a non-profit organization’s publication

- _____ 20 points – Appeal and readability quotient

Points Awarded by Public Relations Officer (based on all newsletters for the year):

- _____ 10 points – Awarded for reporting on member recruitment and retention efforts
- _____ 10 points – Awarded for clarity in reporting with new and non-member readership in mind
- _____ 10 points – Awarded for articles and programs of interest that leave the reader wanting to attend your lodge

APPENDIX “B” TO POLICY BOOK

FOLK ART EXHIBITION/COMPETITION ENTRY RULES

ELIGIBILITY

Any Sons of Norway member of the District Six is eligible to enter the Folk Art Competition and Folk Art Exhibition to be held during the District Lodge meeting. (Corrected to match International Rules 12/97.)

I. There are twelve categories of entry:

- Handcrafting Skills
- 1) Rosemaling
- 2) Weaving (Norwegian design)
- 3) Hardanger embroidery
- 4) Needlework (e.g. traditional needlework with a Norwegian theme)
- 5) Hand knitting (Norwegian theme)
- 6) Crocheting and tatting
- Woodworking (with hand tools)
- 7) Relief carving (Norwegian motif)
- 8) Chip carving
- 9) Bentwood
- 10) Other (Norwegian motif)
- 11) Other media, including photography, which has a Norwegian motif or theme

II. There are four classes for each category of exhibition and/or competition.

- 1) Children – children and grandchildren of District Six members, 15 years old and under, are eligible for exhibition only. (They all receive a certificate of participation.)
- 2) Youth – ages 16-20
- 3) Adult Amateurs – persons who engage in a given craft activity as a pastime
- 4) Adult Professionals – includes teachers of the crafts and persons who engage in the activity for gainful reasons; i.e., sales

PLEASE NOTE:

- III. All items submitted must have been made by the person who enters, and must have been finished within the past two years.
- IV. An entrant is allowed to enter a maximum of two articles in each category.
- V. All items must be delivered to the Convention Folk Art Committee by the opening of the convention. Since the entrants may not be at the convention, the most practical approach may be to have the delegates from the lodges bring the entries of fellow lodge artists to the convention. An identification tag containing the following information must be on each item:
 - 1) Category; e.g., rosemaling, wood carving, etc.
 - 2) Class; e.g., youth, adult professional, etc.
 - 3) Description; e.g., 20-inch plate, 12 x 12 doily, etc.
 - 4) Value (for insurance reasons)
 - 5) Name and complete address of entrant
 - 6) Telephone number of entrant
 - 7) Lodge name and number
 - 8) “For Sale” (include price) or “Not for Sale”
- VI. It is very important that all entries be registered in advance. The Convention Folk Art Committee and designated District Director need to know in advance for planning the exhibit.

JUDGES

There shall be a committee of three judges.

The judges retain the right to disqualify items which are soiled, stained, damaged or inappropriate in any way.

Prior to judging, a designated person not serving on the Judging Committee will separate the identification tag from the object. In order to secure anonymous judging, the only visible identification on the object during judging will be hidden. Rosemalers and wood carvers may sign their objects on the backside; these signatures will be covered by tape during the judging.

SALES

Entries should be marked with a sale price or NFS (not for sale). If an object is sold, 80% of the marked price will be sent to the craftsman. The 20% commission will be used to defray expenses related to the Exhibition/Competition.

RETURN OF ITEMS

Items not picked up by the owner or designated person by the specified time at the convention will be returned COD surface rate.

PRIZES

Each category in the Folk Art Competition will have a 1st, 2nd, and 3rd place ribbon awarded. All entries will receive a Tusen Takk award or similar certificate.

APPENDIX "C" TO POLICY BOOK

FOLK ART COMPETITION ENTRY FORM/WAIVER OF RESPONSIBILITY

CHECK ONE:

I will bring my item(s) to the convention

_____ will bring my item(s) to the convention

Exhibitor Name _____

Address _____

Telephone (include Area Code) (Work) _____ (Home) _____

Lodge Name and Number _____

ITEM I:

Category (e.g., Rosemaling, Knitting, etc.) _____

Class (e.g., Children, Youth, etc.) _____

Description of item (e.g., bowl, red, 7" diameter) _____

Values of Item \$ _____ For Sale \$ _____ Not for Sale _____

For Exhibit Only _____ For Competition _____

ITEM II:

Category (e.g., Rosemaling, Knitting, etc.) _____

Class (e.g., Children, Youth, etc.) _____

Description of item (e.g., bowl, red, 7" diameter) _____

Values of Item \$ _____ For Sale \$ _____ Not for Sale _____

For Exhibit Only _____ For Competition _____

NOTE: Please sign and attach Waiver of Responsibility

APPENDIX “D” TO POLICY BOOK

AIR MILES FROM DISTRICT SIX RECREATION CENTER

(Tier A) Lodges 0 to 250 Air Miles (\$3.00)

Henrik Ibsen #7
Fram #13
Bjornson #14
Victory #43
Roald Amundsen #48
Andrew Furuseth #49
Nordahl Grieg #52
Garborg #56
Snorre #61
Freya #62
Solheim #69
Scandia #75
Snowshoe Thompson #78
Olav #82
Viking #89
Aasgaarden #112
Stordalen #115
Shastafjell #108
Gulldalen #128
Hvite Fjell #151
Vigeland #155
Centennial #161
Vikings of Lake #166

(Tier B) Lodges 251 to 500 Air Miles (\$2.00)

Fridtjof Nansen #9
Peer Gynt #22
Ulabrand #24
Ivar Aasen #45
Norrøna #50
Solbakken #64
Sundfjord #65
Soldalen #67
Edvard Grieg #74
Norseman #91
Stillehavet #116
Ramondalen #126 (disbanded 01/07)
Song of Norway #132 (disband 07/08)
Solskinn #150
Vegas Viking #152
Vinland #159
Desert Troll #165

(Tier C) Lodges over 500 Air Miles (\$1.00)

Vallhal #25
Norge #60
Leif Eriksen #83
Odin #101
Fjellheim #107
Trollheim #110
SteinFjell #114
Vesterheim #118
Desert Fjord #133
Sol Byer #134
Trolldalen #139
Vestafjell #146
Overtro Fjell #153
Fjelldalen #162
Nordic Pines #167
Sola #168
Storfjell #169

(Tier D) Central Lodges (\$3.00)

6-000

6-999

APPENDIX “E” TO POLICY BOOK

CONVENTION HOST GUIDELINES

DISTRICT SIX SONS OF NORWAY

PRELIMINARY PLANS

1. Decide if your lodge wants to host a convention. This should be a decision put before a) the board members, then b) the lodge members. Inform the lodge membership of the work involvement and commitment. There should be a majority commitment by the lodge to undertake a project of this magnitude.
2. Bid for the convention at the next District Lodge Meeting. Notify the District Six Secretary as soon as possible of your intention to bid. You will be bidding to host the convention four years from the time of your bid. Prepare an excellent presentation in order to win over any competing bids. If possible, a hotel should have been picked, or choices narrowed, so that delegates know what they may expect to pay in room rates (which generally excludes the mention of various bed taxes).
3. If you are the successful bidder, you must decide where you are going to hold the convention. You should have done your homework and contacted several hotels in the area for best prices at a guaranteed room rate.
4. Select a Convention Chairperson. Elect the Chairperson with the understanding that the responsibility is primarily to the district, not to a lodge president who will probably not be in office when convention time comes. It is important that if at all possible, the chairperson elected should have been a past delegate to a Sons of Norway Convention so as to know what to expect. The Chair should work closely with the District President and Zone Director on any needs. Any replacement of the District Lodge Chairperson must be approved by the Executive Board of the Sixth District.
5. Rather than have a Co-chair, the Chairperson could choose strong Convention Committee Chairpersons for the major responsibilities. They, in turn, may select individual lodge members to serve on their committees.
 - Secretary (in addition, individual committees may wish to record minutes of their meetings)
 - Treasurer
 - Publishing (convention book, including ads)
 - Gifts for delegates
 - Refreshments (homemade pastries, etc.)
 - Registration (a most important position, requiring a knowledgeable person in charge, capable of handling problems and complaints)
 - Folk Art (registration, display, judging, and ribbons)
 - Arrangements and logistics
6. Choose a theme
7. Choose convention outfits (shirts, vests, etc.) and paddle designs

FINANCING

Twenty-four months prior to convention, write to the District Six Treasurer requesting funds of no more than \$3,000 in order to pay necessary expenses. This sum will be paid back with the lodges sending in money for their convention assessment.

CONTRACT WITH HOTEL

1. The hotel chosen should be large enough for a Sons of Norway convention, with rooms adequate for delegates to stay for up to one week. This implies that there is adequate closet space, if possible with doors, keeping in mind that sometimes these rooms will be used for entertainment.
2. Room rate (this may start with a flat rate and have yearly escalators).
3. You will need to know approximately how many rooms you will need. This information can be obtained from past convention history. The number of delegates, including the Board, could be in the range of 170-180. Visitors (non-delegates) must be added to this number. Your leverage in negotiating a contract will depend upon the number of room nights you can bring to the hotel. An example of room nights from the year 2000 Convention follows:

Sunday

Monday

Tuesday

after

Note: Suggested nights total will be determined by the new Board

Wednesday

meeting.

Thursday

Friday

Saturday

Total

the 2010 District Lodge

04/10/10

4. A certain number of free rooms are a necessity. The number granted depends on the number of room nights that are guaranteed by the Convention Committee to the hotel.
 - a. Complimentary suite for District President and for the International President, if attending
 - b. Breakout rooms for committees, generally on Tuesday and during convention, and later for Zone caucuses on Saturday
 1. Board Meeting Room (needed for one or two days prior to convention start and for the Sunday morning following)
 2. Finance Committee
 3. Resolutions Committee
 4. Fraternal/Reports Committee
 5. Law Committee
 6. Folk Art Display including an area for Public Relations Officer to display lodge history books
 7. Pastry (cookie) Room It is important to negotiate way ahead with the hotel about the importance of being able to bring in your own homemade Norwegian pastries. These can be made by neighboring lodges to the Host Lodge. Keep this right of bringing in ethnic cookies in front of your contact person at the hotel.
5. Large meeting room for convention delegates and guests.
6. Dining room for meals, lunches and some dinners, separate from meeting room
7. Office for District Six Secretary (try to get this as a complimentary room)
 - a. Secretary, assisted by staff provided by Host Committee
 - b. Computer(s)
 - c. Printer(s) and extra printer cartridges
 - e. High speed copy machine
 - f. Staplers, staples, other office supplies

- g. Ample copy paper. For each change in a resolution, sufficient copies are needed for the delegates and guests
- 8. Room or area for vendors

RESPONSIBILITIES OF THE HOST COMMITTEE

- 1. Memorial Service – generally on the first afternoon of the District Lodge meeting
 - a. Obtain flowers and basket
 - 1. White carnations – one for each lodge in the district
 - 2. Red carnations (one for each International or Past District President dying in the past biennium) – check with District President
- 2. Copy machine (borrow if at all possible to reduce costs)
- 3. Computer
- 4. Computerized editing is strongly recommended. Borrow video projection equipment if possible. Have understanding with hotel that you can bring certain specialized equipment into hotel without renting theirs. (With good planning and financial control, it may be possible for lodge to buy specialized equipment needed and then pay themselves back if sufficient convention profits are realized.)
- 5. Coffee, tea, punch for coffee breaks (arranged with the hotel at a cost per gallon)
- 6. Flags (American, Norwegian, Canadian, Sons of Norway, State)
- 7. Piano and musician – give names of possible musicians to President.
- 8. Dance floor
- 9. Color Guard – obtain from local military or service organization
- 10. Taping equipment for recording each convention session
- 11. Drill team and marshals for installation (bunader preferred)
- 12. Reporting periodically to the District President/Board on progress and or problems with or of the Convention Committee(s)
- 13. Schedule a tour by District Six Board at the convention facility in connection with the Fall Board meeting preceding the convention. Negotiate with hotel for same room rates as will be in effect at convention time. Arrange with hotel for coffee, cookies, and soft drinks to be provided for morning and afternoon sessions of the Board, at Board expense.
- 14. Per the District Policy Book, maintain an open line of communication with the District Public Relations Officer
- 15. A daily newsletter is a nice touch, but not a necessity
- 16. Provide a financial report to District Board at its first full meeting after convention (generally in October)
- 17. Provide copies of minutes of the Convention Committees to the next District Convention Host Lodge
- 18. Provide a minister, priest, rabbi, or chaplain for invocation
- 19. Solicit Governor, Mayor, local Consul General, and other dignitaries to provide short welcoming speeches
- 20. Get a copy of the President’s agenda as soon as possible
- 21. President should contact those who will participate in “Open Forum” as soon as possible regarding their needs for any audio/visual equipment. Convention Chairperson will have to make arrangements.

CONVENTION COMMITTEE CORRESPONDENCE**

- 1. Solicit ads for the convention program book from all District Six lodges.
- 2. Solicit vendor participation from local vendors of Norwegian or Scandinavian goods as well as from past District Six Convention vendors. Start 6 months to a year in advance so they may schedule their time. Know how much you are going to charge for a 6- or 8-foot table for all three days. Vendors will

generally have to be gone by Saturday noon. See if hotel can provide tables for this use at no charge to Host Committee.

3. Solicit neighboring lodges for help in preparing Norwegian cookies or krumkaker and also to serve as hosts during coffee breaks. There will probably be five coffee breaks with up to 20-25 dozen cookies needed for each break. Start 6 months to one year in advance to allow some organization time. Plan on three cookies per delegate or guest with (x) number of breaks scheduled for the convention, all divided by dozens.
4. By early January of convention year, send a letter to each lodge advising them of the approximate costs of the convention packet for delegates and the projected hotel cost (which should be locked in). Lodges need this for purposes of knowing cost of sending delegates to convention.
5. Have delegate information ready to send to the delegates as soon as District Secretary has names of delegates available (generally by April). Information should include:
 - a. Registration form (use past forms for guide)
 - b. Welcome letter
 - c. Hotel information
 1. Room rate
 2. Airport transportation (shuttle) information
 3. Envelope addressed to hotel so delegates and non-delegates can register directly with hotel. Obtain these by September prior to convention so as to have available for letters to the District Board and to the delegates.
 4. Information about any planned tours or about attractions in the area. Include brochures if available. Times, prices, and directions (maps) are helpful. One tour should be sufficient.
 5. Entry form for Folk Art competition/exhibition (in Policy Book)
 6. Allow no more than two months for return of registration forms. Set a deadline.
 - d. Have convention budget made out for presentation to the District Board at the fall Board meeting prior to the convention.

** Sample letters and program available from District Six Board.

CONVENTION PACKET

1. Tote bags⁺⁺ may be available from Sons of Norway International. The following material should be included for each delegate:
 - a. Paddle for delegate, locally designed, numbered with LARGE numerals for ease in reading from the podium
 - b. Convention program – sell ads to lodges and International as well as to individuals or companies. Price the ads so as to make a profit overall after printing costs are paid.
 - c. Song books or sheets
 - d. Nametags with ribbons optional (purchase and vary color). First name should be in as bold and large letters as possible, making them easier to read at a distance.
 1. Delegate
 2. Committee
 3. Board Member
 4. Non-Delegate
 - e. Gifts provided by Host Committee or other donors
 - f. Numbered ballots⁺⁺
 - g. International By-laws (Charter and Constitution)⁺⁺
 - h. Parliamentary Procedure (*Roberts' Rules of Order*)⁺⁺
 - i. Note pads and pen

⁺⁺Order from International well in advance, stating how many needed.

CONVENTION HALL

The convention hall must have the following provisions:

1. Adequate seating for all of the delegates, plus the District Board and guests
 - a. Use classroom seating (chairs and tables) with adequate width for each delegate

- b. Provide for adequately wide center aisle and two side aisles if possible. This provides for ceremonial ease
- c. Use risers of adequate width for safe seating and passage behind chairs
 - 1. Have podium in center on highest risers, with seats for Executive Board (President, VP, Secretary, Treasurer, and Public Relations Officer) and Parliamentarian on either side of podium. Seats for International Officers must also be provided on this level. Need podium microphone and one microphone on each side.
 - 2. Have second lower tier of seats for Zone Directors. Need two microphones.
 - 3. Have lowest tier with five seats for Committee reporting. Need two microphones.
- d. Have water and glasses provided for each session for all delegates and officers
- e. Provide chairs for about 100 guests at rear of hall
- 2. Arrange for hotel to hang convention banner, which Host Committee should design and provide. There will generally be a fee for this. It should have SON logo and convention theme.
- 3. Arrange for hotel to allow for hanging of individual lodge banners on side walls. Arrange this well in advance so that lodges may be invited to bring their banners.
- 4. Need one or more overhead (elevated) screens
- 5. Provision for computerized editing (video projector, VCR/DVD player, and computer)
- 6. Adequate sound mixer for microphones
- 7. Know where light controls are for main hall. Have contact with hotel and designated Committee Floor Manager standing by.

MEALS FOR CONVENTION

Meet early with the hotel about meals, type and price, that you would like to have. However, you will probably not get a firm commitment from the hotel until after the first of January of the convention year. Price of meals will be based on food, tax and gratuity.

Decide on table decorations. Usually the following meals are scheduled. Hotels need at least two hours to set up for dinners or to make the changeover. Convention must stay on schedule.

- 1. Coffee Breaks — request hotel have the coffee and tea ready in a hospitality room, hall or foyer one-half hour prior to scheduled break time. President may excuse delegates earlier than scheduled break if number of resolutions is not great, or if convention is ahead of schedule.
 - a. Tuesday and Wednesday morning—coffee and cookies for District Six Board and committees paid for by District
 - b. Tuesday and Wednesday afternoon – sodas and cookies paid for by the District
 - c. Thursday morning and afternoon
 - d. Friday morning and afternoon
 - e. Saturday morning
- 2. Wednesday evening — President’s Reception. Host Committee choice of meal or snacks depending on facility and expense
- 3. Thursday — lunch (keep it on the light side)
- 4. Thursday evening – meal and cultural program (the Convention Committee can decide on what the program will be for the evening)
- 5. Friday — lunch (keep it on the light side)
- 6. Friday evening – generally a free night. (Convention Committee may wish to schedule a meal and program)
- 7. Saturday — lunch (plan on a working lunch or something light that can be ready to eat when seated)
- 8. Saturday evening – Grand Banquet with dancing. It is best to schedule the installation of officers just ahead of the banquet. Program is at option of Convention Committee and Incoming President.
- 9. For the Grand Banquet only, seating should be assigned. This can be accomplished by having the Host Committee assign them, or by making a table layout available in the registration area, from which the guests can pick the table of their choice. An assigned table, or a head table, should be provided for the incoming board and spouses. All of this will provide for a more relaxed atmosphere during the social hour. Guests will then not have to be concerned about finding a table or standing in line to do so.

NO HOST BAR(S)

1. Have bar(s) set up outside of the dining room at least one hour before the scheduled dinner time.

APPENDIX “F” TO POLICY BOOK LODGES OF THE YEAR

1962	Nordahl Grieg	#52	
1964	Roald Amundsen	#48	Supreme Lodge of the Year
1966	Nordahl Grieg	#52	Supreme Lodge of the Year
1968	Norrna	#50	Supreme Lodge of the Year
1970	Nortuna	#55	
1972	Solbakken	#64	Supreme Lodge of the Year
1974	Andrew Furuseth	#49	
1976	Ulabrand	#24	
1978	Norrna	#50	
1980	Valhall	#25	Supreme Lodge of the Year
1982	Victory	#43	
1984	Fjellheim	#107	
1986	Solbakken	#64	International Lodge of the Year
1988	Norrna	#50	
1989	Nordahl Grieg	#52	
1990	Gulldalen	#128	
1991	Trollheim	#110	
1992	Gulldalen	#128	International Lodge of the Year
1993	Valhall	#25	
1994	Trollheim	#110	
1995	Solbakken	#64	
1996	Snorre	#61	
1997	Stein Fjell	#114	
1998	Peer Gynt	#22	
1999	Trollheim	#110	
2000	Norseman	#91	Small Lodge of the Year
2000	Roald Amundsen	#48	Large Lodge of the Year
2001	Vestafjell	#146	Small Lodge of the Year
2001	Vegas Viking	#152	Large Lodge and International Lodge of the Year
2002	Soldalen	#67	Small Lodge of the Year
2002	Solbakken	#64	Large Lodge of the Year
2003	Vestafjell	#146	Small Lodge of the Year
2003	Valhall	#25	Large Lodge of the Year
2004	Vestafjell	#146	Small Lodge of the Year
2004	Norseman	#91	Large Lodge of the Year
2005	Garborg	#56	Small Lodge of the Year
2005	Solbakken	#64	Large Lodge of the Year
2005	Henrik Ibsen	#7	Family Lodge of the Year
2006	Garborg	#56	Small Lodge of the Year
2006	Fjellheim	#107	Large Lodge of the Year
2006	Overtro Fjell	#153	Family Lodge of the Year
2007	Vikings of Lake	#166	Small Lodge and International Lodge of the Year
2007	Norrna	#50	Large Lodge of the Year
2007	Edvard Grieg	#74	Family Lodge of the Year
2008	Snowshoe Thompson	#78	Small Lodge and International Lodge of the Year
2008	Valhall	#25	Large Lodge of the Year
2008	Edvard Grieg	#74	Family Lodge of the Year
2009	Vesterheim	#118	Small Lodge of the Year
2009	Stein Fjell	#114	Large Lodge of the Year
2009	Vikings of Lake	#166	Family Lodge of the Year

APPENDIX “G” TO POLICY BOOK
DISTRICT SIX CONVENTION SITES

Santa Barbara, CA	1952
Santa Cruz , CA	1954
Eureka, CA	1956
Van Nuys, CA	1958
Sacramento, CA	1960
Anaheim, CA	1962
Oakland, CA	1964
Los Angeles, CA	1966
San Francisco, CA	1968
Pasadena, CA	1970
Santa Rosa, CA	1972
San Diego, CA	1974
Concord, CA	1976
North Hollywood, CA	1978
Colorado Springs, CO	1980
Santa Clara, CA	1982
Long Beach, CA	1984
Visalia, CA	1986
Napa, CA	1988
Golden, CO	1990
Eureka, CA	1992
San Diego, CA	1994
Sacramento, CA	1996
Sparks, NV	1998
Tempe, AZ	2000
Westminster, CO	2002
Sacramento, CA	2004
Ventura, CA	2006
San Ramon, CA	2008
Modesto, CA	2010
Mesa, AZ	2012

APPENDIX “H” TO POLICY BOOK

HISTORY OF DISTRICT SIX*

Sons of Norway District Six was organized on October 18, 1952 in Santa Barbara, California with the initial meeting hosted by Ivar Aasen Lodge #45. These twenty-one lodges of 3,631 members had previously been part of District Two. The lodges had petitioned the Supreme International Lodge, and permission to form a new district was granted at the 1952 Supreme International Convention.

Fifty-six delegates from these California lodges made, seconded, and carried the motion “to establish a new district to be known as District No. Six, comprising the states of California, Utah, Nevada, Colorado, Arizona, and New Mexico.” (From the 1970 Convention Report Book.) Supreme President E. B. Hauke installed the following duly elected officers: President Paul Knudsen; Vice President Marcus Karlstad; Secretary Henry G. Iverson; Treasurer Ole Moen; Counselor Albert Mandle; Social Director Ingrid Harris; Directors Laura Johnson, Ludvig Yttergaard, Cecilie Gimle; and Sports Director Chris Sannum, who was appointed. The first International Director elected was Harold Hansen; he had been the initial Temporary Chairman.

Lodges were instituted outside California with Utah on 11/05/66, Colorado on 09/08/73, Arizona on 09/22/84, and Nevada on 12/19/92. There are fifty-five active lodges as of January 1, 2008, with three others in preliminary formation stages. The total membership in lodges is 6,624, plus those not belonging to a specific lodge who are members in 6-000 and 6-999, which equal 779, for a total of 7,403 on January 1, 2008.

*A more complete “History of District Six”
Compiled by Sherrill “Swede” Swenson for the 50th Anniversary observance in 2002

APPENDIX “I” TO POLICY BOOK

HISTORY OF DISTRICT SIX RECREATION CENTER (CAMP NORGE)

The District Six Recreation Center was established in 1958 as a Corporation. Henry T. Gunderson, Walter Lee and Mel Nore advanced \$8,200.00 in loans to purchase the property because the District had only a bank balance of \$5,000. Total sales price was \$13,500 for 29.5 acres. This wooded property, at Alta, CA, consisted of the main house and a barn. These representatives were also assured of water rights to the spring, which supplies water to the camp. Acreage was increased to 46 acres when the State of California needed to trade property for the new Interstate 80.

Delegates had begun talking about having a camp for its members during the 1954 convention in Santa Cruz. A resolution to proceed with the acquisition of a camp facility for our members and their families was passed during the 1958 Van Nuys convention. The District Committee of the above three men wanted to locate a site to be situated so that all members of District Six might be able to use it. They also considered other designated states beyond the California border.

“The transformation from private retreat to District Recreation Center was a tremendous job for the District Officers; these were overseeing our new District which was growing at a very rapid rate.... It was then decided that there should be a Recreation Center Board of Directors to oversee the conversion and to administer the camp. The Articles of Incorporation of the District Six Recreation Center were filed with the State of California on June 1, 1959.”**

The governing body was established at the 1960 convention in Sacramento. There were nine members elected, with Walter Lee as the first President of this Board. The conversion to an operating camp took awhile as there were many projects to complete. The buildings were very old, the septic tank was too small and the County issued specific requirements. Work parties, utilizing lodge members, began with converting a swimming pool into a septic tank, constructing a stairway, bathhouse, sidewalks, putting in a lawn and building a social hall for dining and meeting. The barn was converted into a dormitory and other dorms were also built. In 1970, a water reservoir was constructed to assist the Dutch Flat Fire Department. At Camp Norge, this is used as the swimming pool. The spring for the water supply for Camp use was rebuilt during this era.

The annual Language/Heritage Camp for children was first held in the 1960's. Kretsstevner were first held at Camp Norge in the early 1970's, as were three-day weekends to celebrate Memorial Day and America's Independence Day. The rosemaling seminars began in 1984; Norwegian folkdance classes followed in 1985.

Construction of the first two Cozy-cabins for our multi-use Camp has been completed. Additionally, the completion of the Heritage Hall with kitchen, handicap bathroom facilities and seating for approximately one hundred was completed in 2010. Special thanks to much hard work by members of the Board of Directors, and the overwhelming generosity of our District 6 lodges and members. This beautiful, modern, air conditioned social hall will accommodate seminars, dinners, language camp students and socials for many years to come. When District 6 puts its heart and efforts into a project, it is successful.

The current Board of Directors has been able to function much easier with a working budget, which includes the Fraternal Fee from District members, plus the cell phone tower agreement and the ongoing use by members and specific groups.

** The complete “History of Camp Norge” compiled by Penny Joseph Knudsen
for the September 3, 2001 Kretsstevne

APPENDIX “J” TO POLICY BOOK

DUTIES OF DISTRICT OFFICERS AND DIRECTORS

PRESIDENT

1. The President shall preside at all meetings of the District Lodge and the District Board.
2. The President shall be the executive officer of the District and supervise proper observance of its constitution, laws, rules and ceremonies.
3. The President shall submit to the District Lodge a summary of all his/her official acts as well as a report on the condition of the District Lodge and its further needs. This report shall be included in the Report Book of the District Lodge Meeting.
4. The President shall appoint all District Committees, with the exception of the Membership Committee.
5. The President shall approve all District Officer/Director expense reports prior to payment by the Treasurer.
6. The President or his/her appointee shall be a member of the District Six Recreation Center Board of Directors and shall attend all meetings of said Board.
7. The President shall attend the bi-annual meetings of the District Presidents’ Council in conjunction with the International Board Meetings in Minneapolis, MN.
8. The President shall report goals, initiatives and other pertinent District programs to the International Board.
9. The President shall represent the District at important Lodge events whenever possible.

VICE PRESIDENT

1. The Vice President shall, in the absence of the President, preside at all meetings and in cases where the President is prevented from acting, perform all his/her duties.
2. The Vice President shall be chairperson of the District Membership and Retention Committee.
3. The Vice President shall be the supervisor of the Zone Directors
4. The Vice President shall submit a written report of membership activities at each District Board meeting.
5. The Vice President shall have the responsibility of keeping the District Six Policy Book updated and distribute all changes to members of the District Board and lodges.
6. The Vice President will meet with the Zone Directors prior to each District Board Meeting weekend to exchange ideas and/or discuss long-range goals, problems, etc. The Vice President will report about this meeting to the District Board.
7. The Vice President shall participate in the Vice Presidents’ network, led by the International Vice President.

SECRETARY

1. The Secretary shall keep a correct record of all meetings of the District Lodge, the District Board and carry on official correspondence which has not been expressly delegated to others.
2. The Secretary shall, within 45 days after a District Lodge Meeting, send the Sons of Norway Headquarters a complete copy of the minutes of the meeting.
3. Within 5 days after a District Lodge Meeting, send to the Sons of Norway Headquarters the names of the International delegates and their alternates and copies of the proposed resolutions and constitution and by-law changes that must be considered by the International Lodge.
4. The Secretary shall prepare and send to the Sons of Norway Headquarters reports required from time to time.
5. The Secretary shall annually prepare a directory of the Lodges and their officers.
6. The Secretary shall prepare the minutes of each District Board and District Lodge meeting and shall forward a copy to the District Board and lodges within 30 days of such meetings. Minutes of District Lodge Meetings shall also be sent to Convention Delegates
7. The Secretary shall issue a letter to each lodge in November preceding each Convention. The letter shall serve as a reminder to lodges of timelines and procedures for electing delegates.

TREASURER

1. The Treasurer shall be the custodian of all monies belonging to the District Lodge.
2. The Treasurer shall receive money belonging to the District Lodge and shall promptly deposit it in a financial institution approved by the Executive Committee.
3. The Treasurer shall make all payments by check, issued by the Treasurer and countersigned by the President, Vice President or Secretary as may be determined by the District Board.
4. The Treasurer shall give a written financial report at the District Board and District Lodge meetings.
5. The Treasurer shall see that the books are audited annually.
6. The Treasurer shall be authorized, with the approval of the District Board, to invest in interest bearing accounts such as CD's, treasury bills and insured by the FDIC, or Sons of Norway Investment.
7. Records held by the Treasurer shall be retained as follows:

Permanent

Receipts and Disbursement Journal (cash book)

General Ledger (as required)

General Journal (as required)

Audit Reports

Seven Years:

Cash Book

Bank Statements

Investment Statements

Paid Bills, Expense

Tax Returns

PUBLIC RELATIONS OFFICER

1. The Public Relations Officer shall publish a District Newsletter three times per year, to be mailed in February, June and October.
2. The Public Relations Officer shall prepare pages of District news for the *Viking* Magazine, from news sent from the Local Lodges of the District.
3. The Public Relations Officer shall send guidelines to the Local Lodges on submitting news items, publicity, photographs, etc., for the *Viking* Magazine each January.
4. The Public Relations Officer shall assist Local Lodges with their publicity needs by assisting in the development of lodge brochures, news releases, lodge activity promotions, newsletter, or any other publication they may wish to make for the benefit of their members.
5. The Public Relations Officer will conduct a newsletter contest at each District Lodge Meeting. The Public Relations Officer will announce in advance a range of months to be considered for the Newsletter Contest. All months should be within the same calendar year. The Public Relations Officer will announce which two issues are to be submitted for judging

ZONE DIRECTORS

1. The Zone Director will act as the liaison between the Lodges of their Zone and the District Board.
2. Immediately after their election, Zone Directors will inform Lodges of the responsibilities of their position and of their availability for help in lodge matters and/or to answer any questions about the Order.
3. Zone Directors will communicate with all lodges in their zone; i.e. visits, phone calls, zone newsletters or other methods of communication. At the Membership Workshop, correlate a zone calendar of activities for Lodge, Zone and District. Keep lodges updated via newsletters.
4. Visit each Lodge in the Zone at least once a year at a business meeting or a social activity. In cases where distance is a factor in zone coverage, an assistant who is approved by the District Board can be selected.
5. Organize social, cultural, sports or youth activities in the Zone as needed or as directed by the District President/Board. Schedule and conduct Membership Workshops when appointed by the District President; work with other District Officers in the zone/area.
6. The Zone Director shall serve as the Youth Director in his/her Zone when needed.
7. The local Zone Director shall supervise the publicity and organization of the Folk Art Competition/Exhibition for each District Convention.
8. The local Zone Director shall serve as the liaison between the convention committee and the District Board.
9. Work with the area Kretsstevne organizing committee and/or hosting lodge.
10. A Zone Director should be available upon a Lodge's request to do the installation of officers or to assist a District Executive Officer in the installation of officers
11. Zone Directors shall review, assess and forward to the District President, the annual Lodge of the Year forms received from their zone lodges.
12. An annual budget will be submitted to the District Treasurer.
13. Zone Directors shall meet, as directed by the Vice President, in a meeting preceding that of the full district board.

14. Well in advance of the next District Six Board Meeting, the Zone Director should contact the local lodge closest to where the meeting is to be held. The local lodge is responsible for making the lodging and meeting arrangements with a reputable local hotel. Room size requirements and the need for coffee/soft drinks and snacks should also be conveyed to the hotel. The local lodge should be invited to attend the District Board meeting.
15. Zone Directors shall be the Tubfrim coordinator in their respective zones.
16. Zone Directors will be reimbursed for travel and other expenses as stated in the paragraphs on "Reimbursement of Expenses and Compensation". Recompense for their required lodge visitations shall be limited to one roundtrip each year of their elected term.
17. The Zone Director's Lodge Visitation Report shall be sent to the President and Vice President following a lodge visit.