



SONS of NORWAY

Music City Vikings 5-681 | Nashville, TN

Lodge Policies and Procedures Approved 3-16-2025

1. The regular lodge meetings shall be held on the third Sunday of each month except June, July, and August when we do not meet, May when we celebrate Syttende Mai, and December when we have our Julefest.
2. The Membership Charter shall be displayed at every regular event and draped in black out of respect for deceased members.
3. The Treasurer will be the chair of the Budget Committee and will be responsible for preparing a budget to be reviewed by the board and voted on at the November lodge meeting.
4. Items submitted for reimbursement that are not included in the budget must be approved by 2/3 of the members of the Board and, if approved, submitted for a vote of the membership at a regular lodge meeting.
5. A copy of the lodge meeting minutes will be sent to each member within two weeks of the meeting. Similarly, a copy of Board meeting minutes will be sent to each member of the Board within a week of the meeting. If there are corrections, the Secretary will make those corrections and resend the minutes. There will be a notice in the newsletter to lodge members that they can request a copy of either minutes at any time.
6. The Secretary will keep any correspondences for the Chapter on file for a year and Board and lodge minutes for 5 years. The Treasurer will keep financial records for 7 years for tax purposes.
7. The Chapter will put out a newsletter to keep members informed. The Publicity Officer will make the newsletter available to all members via email and the lodge website, and will print and mail physical copies to those members without an email listed on the membership list.
8. Acknowledgment cards, including “get well,” “missed you,” “happy birthday,” etc. will be sent to members and family members when needed and as determined by the members of the Membership Committee.

9. The lodge will elect the positions of President, Vice President, Secretary, Treasurer, Membership Secretary, Cultural and/or Social Directors, and Publicity Officer to two-year terms as specified in the lodge bylaws.
10. The lodge Bylaws and Policies and Procedures documents will be reviewed every year. Any changes will be made according to the Policies and Procedures of the Sons of Norway. A copy of the approved documents should be given to the Secretary to keep and uploaded to the lodge website by the Publicity Officer.
11. The lodge will choose, from its membership, two delegates to the District 5 convention, and the Budget Committee will include money for reimbursement in its planning process.
12. The Board will meet 4 times per year, at a time separate from the general lodge meetings: January, April, August, and November. The Board may also elect to hold additional meetings as needed.

Appendix

1. Program Approval Form

These five items need to be checked off and emailed to the Vice President and Social and Cultural Directors 2-3 months before a guest or program is approved. They will then forward this information to the Board for final approval:

1. Topic

2. Date

3. Charge/cost to MCV lodge from guest/program

4. Photos/other promotional materials for publicity purposes (attached)

5. Signature of the person proposing the program

6. Approval by the MCV Board of Directors

2. Music City Vikings Expense Reimbursement/Check Request Form

Your Name: _____

Address: _____

Cell Phone Number: _____

Email Address: _____

Date expense incurred (if reimbursement): _____

Purpose/Description of Expense or Check: _____

Check made payable to (if other than person above): _____

Have you attached the receipt for Expense or Check (required)? _____

Approval by two officers (may be by email):

Officer Signature: _____

Print Officer Name: _____

Office Held: _____

Date of Approval: _____

Officer Signature: _____

Print Officer Name: _____

Office Held: _____

Date of Approval: _____

Return by mail or email (PDF) to:

Barbara B. Fletcher
Treasurer
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MCVTreasurer2010@gmail.com
Cell: 615-347-0601