

September 2020

Bylaws of the House of Norway
Balboa Park, San Diego, California

ARTICLE I
NAME AND NATURE

Section 1 **Name**

The name of this organization shall be *The House of Norway*. This educational and cultural association shall be patriotic to the ideals of the United States and Norway. It is a non-sectarian association politically, socially, and religiously. It is a non-profit 501(c)(3) as described in the Federal Internal Revenue Code.

Section 2 **I.R.C. Section 501(c)(3) Purposes**

The House of Norway is organized exclusively for purposes as specified in Section 501(c)(3) of the Internal Revenue Code.

Section 3 **Limitations on Activities**

No part of the activities of this association shall be any propaganda or otherwise attempts to influence legislation (except as provided by I.R.C. 501(h)), this association shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4 **Prohibition against Private Inurement**

No net part of the net earnings of this association shall inure to the benefit of or be distributable to its members, directors, or trustees, officers, or other private persons. The association is authorized and empowered to pay reasonable compensation for service rendered, and to make payments and distributions in furtherance of the purpose of the association.

Section 5 **Distribution of Assets**

On the dissolution of the association, its assets remaining after payment of, or provision for payment of, all debts and liabilities of the association shall be distributed to a non-profit fund, foundation, or corporation, which is organized and operated exclusively for charitable and educational purposes meeting the requirements of Section 214 of the California Revenue and Taxation Code and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

September 2020

**ARTICLE II
OBJECTIVES**

Section 1 Purpose

The objectives of the House of Norway are to promote:

1. liberty, peace, and better understanding among peoples of all nationalities, races, and ethnic groups,
2. the development of our Norwegian-American culture,
3. social activities among its members,
4. a general knowledge of Norway and Norwegian culture, and
5. share Norwegian culture to Balboa Park members and its visitors from across the world.

The House of Norway shall provide a place of meeting for persons of Norwegian birth and descent and their partners as well as anyone else who is interested in Norway.

**ARTICLE III
MEMBERS AND MEMBERSHIP**

Section 1 Eligibility

Any person of Norwegian heritage (or other) who demonstrate positive moral and ethical integrity; any person of ancestral lineage who believes in the principles of liberty and equality among all races, nations, and ethnic groups; any person who is in mutual agreement and understanding with the objectives and goals of the House of Norway, may become a member.

A person is encouraged to have a minimum of three consecutive months as an attending and involved member of the House of Norway, and/or be officially introduced at a regular monthly meeting prior to voting on any issue.

Section 2 Membership Conditions

1. Members shall promise allegiance and/or show respect to the Constitution and Government of the United States of America.
2. Each member shall be loyal, show active interest, and positively support the House of Norway.
3. Each member shall abide by the current Bylaws, and HPR by-laws and standing rules, the rules of the current Preferential, Nonexclusive Use and occupancy Permit of the City of San Diego, and all local, State, and Federal laws.
4. Dues are to be determined by the Board, payable by the February meeting and will normally cover the calendar year of January through December. Members that join within the last Quarter of the calendar year may start payments the following year in January. Memberships that are unpaid by April 1 of any calendar year shall be submitted to the Board by the Treasurer at its next meeting, after which the Membership Chair shall contact members concerning their unpaid dues and inquire if they wish to continue their membership. If there is no affirmative response and payment of dues within thirty days of

September 2020

said contact, or if a member cannot be contacted, the Board at its next regularly scheduled meeting may resolve to terminate the Membership and shall notify the member of the termination. A member of the House may terminate at any time by written notification to any Board member. Under either procedure, voting rights as well as all other rights and duties of membership are relinquished upon the termination of Membership.

5. The Board may confer the title of Honorary Member to an individual who has made a special contribution to the House of Norway. Honorary Members may be exempt from serving at Sunday Open Houses.

Section 3 Membership Levels

The House of Norway may have three levels of members, defined as follows:

1. Active Voting Members: Dues paying members, at least 18 years of age who participate in the House of Norway and its functions on a regular basis, including extracurricular activities. There is no limit to the number of times a member may volunteer (host a minimum of 2-3 times per year and attend key events).
2. Associate Members: Dues paying members are eligible to vote, make motions, and participate in discussions and activities, yet cannot serve as House officers.
3. Honorary Members: If the Honorary Member is an active member, they can be a voting member. The membership may also give recognition in the form of an honorary membership based on unique situations. They may not be elected as officers.

Section 4 Termination of Membership

Membership may be terminated by majority vote at a meeting, in cases of

1. Voluntary resignation,
2. Non-payment of membership dues, or
3. Unacceptable behavior.

ARTICLE IV OFFICERS

Section 1

The House Board must, at a minimum, be comprised of the following officers:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Quartermaster/Sergeant at Arms
6. Trustees (minimum of 2)

All elected active members who are committee chairs are members of the House Board.

September 2020

Section 2

All officers shall be elected for a term of two (2) calendar years and serve until their respective successors take the oath of office. When an officer has been appointed to replace an officer who has resigned or otherwise been unable to fulfill their term, the appointed officer shall serve for the remainder of the term. There shall be a limitation of three (3) consecutive terms for any office unless an extension is approved by the majority of the membership. The Treasurer cannot hold any other Board position during their term.

Section 3

A member must be a full or an active member for at least 6 months before they can be elected as an officer. One year of House membership is recommended.

ARTICLE V

DUTIES OF OFFICERS

Section 1

Duties of the President

The President must

1. Perform all duties incident to the office;
2. Preside at all meetings of the House of Norway and its Board;
3. Nominate all non-elected ad-hoc special committee chairpersons (committee chairpersons must also be approved by the Board and membership);
4. Oversee all financials; and
5. Call a Board Meeting once a quarter.

Section 2

Duties of the Vice President

The Vice-President must

1. Be vested with all of the prerogatives of the office of the President, and
2. Perform all of the duties of the President in the absence / disability of the President.

Section 3

Duties of the Secretary

The Secretary must

1. Keep a record in the form of Minutes of all the proceedings of the House of Norway and of the Board,
2. Conduct the correspondence of the House of Norway,
3. Notify all members of the times and places of the meetings through email, and
4. Be able to access and edit the current on-line membership roster.

September 2020

Section 4 **Duties of the Treasurer**

The Treasurer must

1. Be the custodian of all the monies and assets of the House of Norway;
2. Disburse the House funds pursuant to the authorization of the Board;
3. Maintain a record of all income, disbursements, and receipts;
4. Comply with any and all tax requirements;
5. Give an accounting of all financial transactions, including discretionary funds or disbursements at the monthly voting membership business meetings. This accounting must be included in the monthly minutes and provided at the Monthly business meetings.

Section 5 **Duties of the Quartermaster/Sergeant at Arms**

The Sergeant of Arms must

1. Be the custodian of all maintenance needs of the House of Norway and surrounding area, including
 - a. Keys & ownership,
 - b. Storage areas,
 - c. IT equipment, and
 - d. Stock supplies as needed;
2. Maintain order and discipline; and
3. Set-up and tear-down at events.

Section 6 **Duties of the Trustees**

The President shall select 2 - 4 members to act as this committee.

The Trustees must

1. Keep an inventory of the House property, which will be presented to the Board in the first quarter of every calendar year and in the third quarter as needed;
2. Recommend improvements to the House;
3. Be responsible for the cleaning and maintenance of the House, and may contract with a cleaning crew to accomplish this end; and
4. Ensure nothing is removed from the House without the consent of the majority of the House membership by vote.

September 2020

ARTICLE VI
ELECTION OF OFFICERS

Section 1 **Calendar Procedure**

The calendar procedure is as follows:

1. The nominating committee shall be appointed by the President or elected by the voting membership at either the August or September monthly meeting in the year of the election;
2. The slate of officers shall be presented at the September or October meeting in the year of the election. Each nominee shall state their qualifications and willingness to run for a particular office. The election of officers shall take place at the November or December meeting of the year before the new two-year term begins.
3. The installation ceremony of officers shall be held at the December or January monthly meeting of the year before the new two-year term begins. The new Executive Board shall officially begin their Administration on January 1 of the calendar year in which the new two-year term begins.

Section 2 **Floor Nominations**

Candidates may be nominated from the floor at the meeting and must be present (or on phone live) to accept such a nomination.

Section 3 **Eligibility for Office**

A candidate must have been an active member for 6 months, and be at least 18 years of age.

Section 4 **Ballot Issues**

A ballot with all board members, including any standing Committee Chairpersons shall be listed with the name and office. Only members who have paid dues are authorized to vote.

Section 5 **Election Process**

In the actual election process, the nomination chairperson shall conduct the voting via a show of hands during the Membership Meeting. The one with the most votes is elected. Only if requested by a Member shall the vote occur individually by a secret ballot.

September 2020

ARTICLE VII VACANCIES

Section 1

In the event that any officer dies, resigns, or moves from the region, or is unable to act, or is derelict in the performance of duties, or for cause be removed from office, the vacancy created shall be declared and filled.

Vacancies shall be filled by succession or by tally of the House Voting Membership.

Section 2 Impeachment, Discipline and/or Removal for Cause

A 2/3 majority vote by the House membership is necessary for discipline relating to the actions below:

1. Repeated and consecutive absences totaling more than 3,
2. Misappropriation of funds,
3. Physical and / or sexual abuse,
4. Verbal abuse,
5. Undermining of House Operations, or
6. Persistent non-adherence to parliamentary procedures.

Section 3 Types of Discipline or Penalties

Following a 2/3 vote, penalties may take the following forms:

1. Verbal and or written reprimand,
2. Censorship and probation, or
3. Removal from office or membership.

ARTICLE VIII MEETINGS OF MEMBERS

Section 1 General Meetings

The House of Norway will hold meetings in English. If needed interpretation may be given for members lacking English proficiency. Meetings are to be held in the House or a central location accessible to all members and are to be held monthly at a set time. General meetings must be held at a minimum of nine times during a calendar year.

Section 2 Special Meetings

A Special Meeting may be called by the President, Board member, or any voting member. The President must call a special meeting upon an oral motion, or on the written request, of any voting member as presented at a regular monthly meeting or anytime in the event of a House emergency.

Section 3 Quorum

A quorum consists of a minimum of 13 voting members in order to hold a meeting or transact business.

September 2020

ARTICLE IX
MEETINGS OF THE EXECUTIVE BOARD

Section 1

The Board is required to hold quarterly meetings at an agreed to time, date, and place.

Section 2

Upon giving 3 days' notice, the President or Board members may call a special meeting.

Section 3

A simple majority of the Board shall constitute a quorum authorized to transact business.

Section 4

The Board has both performance and advisory powers. Any decision made by the Board must have the final approval of the House voting membership on the following issues:

1. Membership and Elections
2. Finances
3. Grievances
4. Affiliate Groups
5. Tangible House inventory or property
6. House Bylaws
7. Issues relating to the City of San Diego occupancy permit
8. Fund Raisers
9. Election of Standing Committees
10. Election of Queen, Princesses and Junior Princesses

Section 5

Any officer or committee member who is unable to perform their duties due to illness or other absence shall notify the President who will then appoint an interim officer from among the membership. The appointee shall serve for the balance of the current term.

September 2020

ARTICLE X
STANDING AND SPECIAL COMMITTEES

Section 1 **Membership**

The Membership Committee shall solicit and invite new prospective members, shall pass on all applications for membership, and submit its recommendations to the membership and Membership Chair. Applications mailed directly to any other officer should be forwarded to the Membership Chair so a welcome letter including an activities calendar, hosting schedule, and guidelines as well as food handler information requirements are incorporated. Dues may be accepted by the Membership Chair, who will keep a record of payment and forward the funds to the Treasurer. Dues may also go directly to the Treasurer who will also keep track and share this information with the Membership Chair. Once per year the Membership Chair will send a membership list to HPR.

Section 2 **Finance and Auditing**

The Finance and Auditing Committee shall audit the books and records of the House. At the end of the year, they shall review and summarize the materials, and report in January of the next calendar year. They are selected by the President.

Section 3 **Social Activities**

The Social Activities Director shall provide planning and recommendations of House events throughout the year, including special / last-minute requests. The Social Director shall also be responsible for promoting programs pertaining to the cultivation of Norwegian culture.

Section 4 **Historical**

The Committee shall be responsible for the research, development, and display of the historical and cultural records, events, and exhibits at the House.

Section 5 **Nominating**

At the August or September meeting in the year before the next two-year term begins, the membership shall elect, or the President shall select, a committee of at least three (3) members. The committee shall meet and call on active voting members in order to prepare a new slate for the Board at the October or November meeting. They will present the slate to the House at the House election.

Section 6 **Cultural Outreach Committee**

The Cultural Outreach Committee shall be selected by the President. The Committee will recommend cultural events for the House to participate in.

September 2020

Section 7 **Grievance Committee**

1. A Grievance Committee shall consist of 3 or more voting members of the House of Norway and shall be elected by the total House voting membership during a membership meeting.
2. Any disagreement within the House should be limited and resolved through the House Grievance Committee by a 2/3 confirmation tally via show of hands. Voting can also be done via phone.
3. The House Grievance Committee shall act as mediator following due process in accordance with local, state, and federal entities that follow the law.

Section 7 **Other Committees**

The President may form other committees as he/she sees fit.

ARTICLE XI

FINANCES

Section 1 **Fiscal Year**

The fiscal year of the House shall be January 1st to December 31st.

Section 2 **Depository of Funds**

All assets are to be in the name of the House. All monies are to be on deposit with a federally warranted financial institution approved by the voting membership. All transactions of business including withdrawals are to be done through House approval and bank authorized signatures. Authorized signatures must be at least 2 of the officers.

Section 3 **Co-mingling of Funds**

There is to be no co-mingling of House assets or funds with any outside affiliate organization.

ARTICLE XII

AFFILIATE GROUPS

All affiliate subgroups are subordinate to the House. They must be dues-paying members of the House. Affiliate groups shall have a director, assistant director, secretary, and standing rules. Their operating funds shall not be co-mingled with the House's funds. All funds donated by the House will be fully disclosed and voted upon by the House.

September 2020

ARTICLE XIV
BYLAWS CHANGES

Any member of the House of Norway may propose House Bylaws changes for consideration by the House Bylaws committee. The Committee or Executive Committee must review them and present their recommendations to the membership for its approval or rejection. The proposed Bylaws amendment will be presented at a regular membership meeting for discussion and will be voted on at the subsequent monthly meeting. The attending membership must provisionally approve or disapprove the amendments by a majority vote of the quorum present.

Any changes will be submitted in writing to the HPR Bylaws committee for review and evaluation or approval or otherwise. The HPR Bylaws committee shall follow the guidelines outlined in the HPR Bylaws. The HPR Bylaws committee shall provisionally initiate changes if needed, examine, and report the appropriateness of the changes with its recommendations to the House of Norway when meeting personally with it. If any additional amendments or corrections are needed the House shall bring the Bylaws again before the membership for a vote by a majority of the quorum present.

Last, the HPR Bylaws committee shall meet and come to agreement with the House of Norway concerning the final, authorized document. The House will also keep a copy on file.

ARTICLE XV
PARLIMENTARY AUTHORITY

Robert 's Rules of Order (Latest Edition) or the most current edition shall be the authority where applicable, and where there is no conflict with the rules, the HPR Bylaws, the standing rules of order that the House of Delegates may establish for itself, and the Articles of Incorporation for the State of California.

September 2020

ARTICLE XVI**DISSOLUTION/LIQUIDATION/RE-ADMISSION**


In the event of dissolution or liquidation, the assets of the House must be distributed consistent with the principles set forth in Article One, Section Five. If the House wishes to be reinstated, they must follow the HPR Bylaws, Section One through Twelve.

We, the undersigned representing the House of Norway authorize these Bylaws as our basic rules of operation.


DocuSigned by:

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Jeanne Scott, President 9/23/2020

Date

DocuSigned by:

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Anne-Lise Mogstad, Vice President 9/23/2020

Date

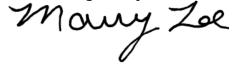
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Sarah Opal Twamley, Secretary 9/30/2020

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Ashild Peters, Treasurer 9/23/2020


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Maury Lee, Quartermaster/Sergeant at Arms 9/23/2020

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Janet Coulon, Trustee 9/29/2020

Date

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Myla Coleman, Trustee 9/23/2020

Date

September 2020

HOUSE OF NORWAY STANDING RULES

1. The Activities Committee Chair and all other members of the House of Norway must submit receipts for supplies and/or purchases for reimbursement of expenses.
2. Dues are to be determined by the Board, payable by the February meeting and will normally cover the calendar year of January through December. Members that join within the last Quarter of the calendar year may start payments the following year in January. Memberships that are unpaid by April 1 of any calendar year shall be submitted to the Board by the Treasurer at its next meeting, after which the Membership Chair shall contact members concerning their unpaid dues and inquire if they wish to continue their membership. If there is no affirmative response and payment of dues within thirty days of said contact, or if a member cannot be contacted, the Board at its next regularly scheduled meeting may resolve to terminate the Membership and shall notify the member of the termination. A member of the House may terminate at any time by written notification to any Board member. Under either procedure, voting rights as well as all other rights and duties of membership are relinquished upon the termination of Membership.
3. The Queen will be given \$200 per year by January 31st of the new year to cover expenses during her reign. Each princess will be given \$150 for the year of her reign.
4. The Queen and her escort will be given 2 tickets to attend the House of Pacific Relations (HPR) social events, such as the Queen's Coronation Dinner and the HPR President's Installation Dinner. Each princess will be given 2 ticket to attend the HPR social events. In the event that the Queen and Princesses belong to the same family, they will be considered to only need one escort.
5. The President and his/her escort are to receive 2 tickets for the HPR social events, such as the Queens' Coronation Dinner and the HPR President's Installation Dinner. House of Norway will pay one-half the ticket price for individual members attending the HPR social events.
6. Portraits of the Queen and the Princesses will be displayed in the House of Norway during the year of their reign. The costs of the photographs are to be paid for by the House.
7. Flowers and cards are to be sent to member(s) in the event of illness and/or other events by the Sunshine Committee. The President will approve those specific expenditures.
8. Hosting:
 - a. If a member is not available for their scheduled turn as host / hostess, it shall be that member's responsibility to arrange for a substitute from among the other members.
 - b. Hosts may donate the ingredients of the waffles if not provided by the House.
 - c. Beverages are always provided by the House.
 - d. Waffles are recommended for serving on Sunday openings. Lefse is provided for hosts to serve on Saturdays. Hosts may decide if they prefer to bring another item, such as cookies, instead of serving waffles or lefse on Saturdays or provide beverages only.

September 2020

- e. Donations from the visitors must be sent as a check or via PayPal to the Treasurer within a week.
9. President, Vice President, Treasurer, Secretary, and Membership Chair will revise the roster for the House on an ongoing basis. The membership Chair will email the roster to HPR by May 1st.
10. The Board will prepare a budget during the first quarter of each year and present the budget to the membership.
11. The House of Norway shall keep all correspondence for two (2) years and shall keep all financial records for five (5) years.
12. The President of the House will appoint a trustee to be in charge of the records related to the loans and gifts to the House of Norway.
13. The President will be notified of all meetings held at the House of Norway.
14. Code lock should be used whenever possible to minimize the circulation of any keys.
15. Quarterly Board Meetings will include free food and beverages for its Board members.
16. House of Norway Scholarships are to be awarded to any member under the age of 21 who has significantly contributed to the House of Norway or Norwegian culture in the greater San Diego Area. Any award is determined per membership vote at any membership meeting. Nominations may come from any active member.
17. The Vice President shall be in charge of social activities, media sites (e.g., the website, Facebook page, and Meetup site), cultural outreach activities, advertising and promotions, and hosting schedule, only in the absence of a Social Media Chair or other appointed committee/chair.
18. The Social Director Chair shall provide a list of events for the year by end of February.
19. All active members are expected to take their turn as host on those days required by the City Permit. All associate members are welcome to host as well.
20. It is advised to formally appoint the following leads unless combined with another officer's duty. The President shall select the appointees and bring to a membership meeting vote:
 - a. Membership Chair
 - b. Social Director
 - c. Sunshine Committee
 - d. Cultural Outreach Committee (to recommend cultural events for the House to participate in)