

Bylaws
Vasa Order of America
District Lodge Golden Gate No. 12
April 28, 2019

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ARTICLE 1 - NAME

This District Lodge shall be known by the name Vasa Order of America,
DISTRICT LODGE GOLDEN GATE NO. 12.

ARTICLE 2 - PURPOSE

The purpose of this District Lodge shall be:

- (a) To establish and maintain a District General Fund.
- (b) The sharing, learning and preservation of Scandinavian culture and heritage shall be the focus of our organization.
- (c) To link the Local Lodges with each other and strengthen the fraternal bonds among them.
- (d) To promote and encourage cooperation among the Local Lodges, thereby fostering a vital interest in the progress of the Vasa Order.

ARTICLE 3 - JURISDICTION

This District Lodge shall have jurisdiction over all lodges of the Vasa Order in the State of California north of San Bernardino, Kern and San Luis Obispo Counties, and Northern Nevada Counties.

ARTICLE 4 - MEMBERSHIP

- (a) The active membership of the District Lodge shall consist of its officers, the Executive Board, Trustees, Auditors, all Past District Masters, District Youth Supervisor, Vasa Star Correspondent and Publicity Director, District Membership Chairman, District Newsletter Editor, District Historian, District Scholarship Chairman, duly elected

delegates from the various Local Lodges of the District and District Lodge Honorary Life Members.

- ◆ For qualifications to hold office see Article 9.
 - ◆ For passive membership, see the V.O.A. Constitution for District Lodges, Article III.
 - ◆ For District Lodge Honorary Life Membership see Article 22.
- (b) Each lodge within the District shall be entitled to two (2) delegates for up to seventy-five (75) members and one (1) extra delegate for every fifty (50) members thereafter, on the books of the lodge at the close of the term immediately prior to the District Meeting.
- (c) Any Local Lodge instituted before the District Lodge is entitled to its delegates, but no suspended lodge shall be granted this privilege until the suspension has been lifted or completed.

ARTICLE 5 - ELECTION OF DELEGATES

- (a) Delegates and alternates to the District Meeting shall be nominated and elected by secret vote at the last meeting in January, when the secretary shall place in nomination those past chairmen present who qualify in accordance with Article 5 (b).
- (b) Qualified to be nominated as a delegate to the District Lodge is any member in good standing who has served in his or her lodge one or more terms as chairman, vice chairman, recording secretary, financial secretary, treasurer or cultural leader, and who has attended a majority of the meetings of his or her lodge during the past year or can give sufficient excuse for his or her absence. Should there be an insufficient number of such qualified candidates, then other members, qualified in accordance with the V.O.A. Constitution for Local Lodges, Article III, Section 5. C, may be nominated.
- (c) The secretary of the Local Lodge shall, within three (3) days after the election notify in writing the District Secretary of the names and addresses of the delegates and alternates.
- (d) The term of office of a delegate shall be from the time of one (1) District Meeting to that of the succeeding one (1), or until a successor be elected.

ARTICLE 6 - CREDENTIALS OF DELEGATES

Delegate and alternate credential forms shall be furnished by the District Lodge to the Local Lodges. Each delegate shall be given one (1) of these credentials, bearing the seal of the lodge and signed by the chairman and the secretary. These credentials shall be given to the Committee on Credentials for approval before the opening of the District Meeting.

ARTICLE 7 - MEETING

- (a) The District Lodge shall meet yearly, the fourth (4th) weekend in April, if possible; the day and place to be set by the host lodge and the Executive Board.
- (b) The District Master may call a special meeting of the District Lodge if a majority of the Executive Board deem it advisable or necessary. The District Secretary shall issue the call to each officer and active member of the District Lodge at least thirty (30) days before the meeting. The business and questions to be considered shall be clearly stated in the call, and they shall be exclusively acted on.

ARTICLE 8 - QUORUM

At least eleven (11) active members of the District Lodge shall constitute a quorum needed to transact business at any meeting of the District Lodge.

ARTICLE 9 - OFFICERS

The following officers shall be elected:

- (a) All elections in the District Lodge shall be by secret ballot unless running unopposed.
- (b) The following officers shall be elected by majority vote: District Master. Vice District Master, District Secretary, District Treasurer, District Cultural Leader, District Membership Chairman. Two (2) Members of the Executive Board, Vice District Secretary, the 3-year Trustee and the 3-year Auditor.
- (c) The Term of office for the district Cultural Leader shall be two (2) years, to be elected in the odd numbered years.

- (d) The term of the office for the district Membership Chairman shall be two (2) years, to be elected in the even numbered years. The 2013 elected office will be for one year.
- (e) The following officers shall be elected by plurality vote: District Chaplain, District Master of Ceremonies, Assistant District Master of Ceremonies, District Inner Guard and District Outer Guard.
- (f) The terms of office for District Chaplain, District Master of Ceremonies, Assistant District Master of Ceremonies, District Inner Guard and District Outer Guard shall be for one (1) year. The incumbent in any of these offices shall not succeed himself or herself in any consecutive year.
- (g) To qualify as a candidate for an office in the District Lodge, other than that of District Master or Vice District Master, a member must either hold an office in the District Lodge or be an elected delegate.
- (h) To qualify as a candidate for District Master or Vice District Master, a member must have served one (1) term as a chairman in a Local Lodge and one (1) term on the District Executive Board.
- (i) Any member of the District Lodge, who for any reason loses his membership in the Vasa Order and who later becomes a member of a Local Lodge within the District, shall not be entitled to hold any office in the District Lodge until he or she has again been present as a new delegate at one (1) District Meeting.

ARTICLE 10 - EXECUTIVE BOARD

- (a) The Executive Board shall consist of nine (9) members: District Master, Vice District Master, Junior Past District Master, District Secretary, District Treasurer, District Cultural Leader, District Membership Chairman and two (2) elected Members.
- (b) Both of the Executive Board members shall be individually elected in a sequence of balloting. If one candidate does not receive a majority vote in the first balloting, the candidate with the smallest number shall be automatically eliminated and another ballot shall be cast. Balloting shall continue until one candidate receives a majority vote.

- (c) Candidates not elected during initial balloting shall be eligible for election in the balloting for the remaining board positions.

ARTICLE 11 - TRUSTEES AND AUDITORS

- (a) There shall be three (3) Trustees and three (3) Auditors for the District Lodge. One Trustee and one Auditor shall be elected each year by a majority vote and each officer shall serve for a term of three (3) years.
- (b) The election of the Trustees and Auditors shall take place immediately after the election of the Vice District Secretary and District Cultural Leader. Any unfilled term within the group of the Trustees or Auditors shall be filled by election Prior to the election of the new 3-year Trustee or new 3-year Auditor.
- (c) The Trustee and Auditor who has seniority within their group shall serve as chairman of the Trustees and Auditors respectively.

ARTICLE 12 - COMMITTEES

- (a) Before the formal opening of the District Meeting, the District Master shall appoint a Credentials Committee of three (3) to examine and report to the meeting on all credentials presented by the Delegates. To serve on this Committee, the District Master shall choose members who have been Delegates to at least one (1) previous District Meeting.
- (b) The District Master shall appoint a Constitution Committee at least one (1) month before the District Meeting in order that they may thoroughly study the resolutions presented.
- (c) A Five (5) member Nominating Committee to function at the District Meeting shall be elected by the District Executive Board not less than ninety (90) days prior to convention.
- (d) The Election Committee shall include any Vasa member in good standing, but not Delegates to the Convention. They shall also be appointed from the floor at the time they are needed.
- (e) The District Master shall appoint a Charity Committee of three (3) members, one of which shall be the Vice District Master. The committee shall administer the Charity Fund and determine methods of raising funds to support the charity. Ninety (90) days prior to the

District Meeting, the District Secretary shall request the Local Lodge secretaries to submit the charity of their choice. The District Executive Board shall submit up to three (3) charities for consideration at the District Meeting, one of which shall be determined for the next term.

- (f) The District Master shall appoint two (2) members to be part of a District Membership Committee, chaired by the Executive Board District Membership Chairman. Two [2] members shall be appointed for 2008-09, one serving for one [1] year and one serving for two [2] years. Each subsequent year a new membership Committee member will be appointed for two [2] years. The Committee shall work with Local Lodge Membership Chairmen &/or Committees, and it shall develop and promote ideas that will create interest and assist the local lodge membership chairman and/or committee in their; (1) planning and execution of new membership drives/campaigns and (2) ongoing efforts to retain existing members. The committee shall encourage all local lodges to establish a membership office or committee, so there is a local contact on membership matters. The District Chairman shall provide membership status reports at each Executive Board meeting and prepare the final year-end District Membership Report for the annual District Meeting.
- (g) The District Master shall appoint a Finance Committee to be chaired by the District Treasurer. Members shall include, but are not limited to, the District Treasurer, one Auditor, and one Trustee. The Finance Committee shall be appointed for a term of two (2) years. The purpose of the Finance Committee is to ensure sound financial management and oversight of the District's finances and investment accounts, regular reporting to the Executive Board, and shall be consistent with the requirements set forth in Article 24 Scholarship Fund Investment Management, and as set forth in the Appendix under Duties of Officers – District Treasurer.
- (h) All miscellaneous committees shall be appointed by the District Master unless otherwise directed. He shall instruct the committees in their duties.

ARTICLE 13 - REPRESENTATION IN THE GRAND LODGE

- (a) Delegates to the Grand Lodge shall be chosen as Article IV, Section 4, V.O.A. Constitution for District Lodges provides, and be elected by a majority vote.
- (b) At least one (1) alternate shall be elected for each delegate.
- (c) If, for any reason, a delegate resigns or is unable to attend the Grand Lodge Convention, the credentials, rights and duties of the delegate shall be transferred to the first alternate.
- (d) Delegates to the Grand Lodge shall be elected at the District Meeting one (1) year prior to the Grand Lodge Convention.
- (e) Delegates to the Grand Lodge Convention shall be invited to attend the Executive Board meetings from the time of their election until the time of the Grand Lodge Convention.

ARTICLE 14 – REIMBURSEMENTS

This Article establishes the reimbursement policy for District Officers and Grand Lodge Delegates.

14.1 District Officer Reimbursement

- (a) The District Executive Board determines reimbursement limits for each District Office. The Executive Board will review the limits annually at the first Board Meeting of a calendar year.
- (b) Reimbursements will be made only for documented approved expenses up to the established limits.
- (c) All officers will submit invoices for expense reimbursement for approval by the Executive Board.
- (d) Requests for extraordinary expense reimbursements above a limit may be submitted to the Executive Board for consideration. The Executive Board recommends that such requests be made prior to the expenditure.
- (e) Officers may request an advance payment for usual and customary expenses of their office (i.e., postage, copying, and stationery supplies). Advances must be approved by the District Master and receipts for actual expenses submitted at the next Executive Board Meeting.

14.2 Grand Lodge Delegate Reimbursement

- (a) The District Executive Board recommends Grand Lodge Delegate reimbursement limits to be set at District Meeting closest to the Grand Lodge Meeting.
- (b) Expenditures will be supported by an expense report to be approved by the District Executive Board.
- (c) Valid expenditures will include convention registration costs and/or fees, transportation expense, reasonable meal costs, other costs may be included if justified by the GL Delegate. Transportation reimbursement will be at coach airfare levels.
- (d) The limit set by the District meeting will be advanced to each GL Delegate unless deferred by the delegate.
- (e) The delegate will refund amounts in excess of the advance not supported by their expense report.
- (f) Any expense reimbursed by the Grand Lodge would not qualify for reimbursement by the District.
- (g) If valid, documented, expenses have exceeded the established limit, a Grand Lodge Delegate may appeal the limit to the Executive Board.

ARTICLE 15 - TRAVELING EXPENSES

- (a) Traveling expenses of District Officers, Members of the Executive Board, Trustees, Auditors and Committees whose work is such that they should attend the succeeding District Meeting, shall be paid by the District Lodge to and from the place of the District Meeting.
- (b) Traveling expenses of the Delegates to the District Meeting shall be paid by their respective Local Lodge.
- (c) The District Youth Supervisor shall be reimbursed for fares when on official visits.
- (d) The traveling expense shall be computed at the rate of ten cents (10¢) per mile and figured by the District mileage chart.

ARTICLE 16 - FUNDS

The District Lodge will maintain three (3) funds, namely: the District General Fund, the District Charity Fund, and the District Scholarship Fund.

ARTICLE 17 - DISTRICT GENERAL FUND

- (a) The District General Fund shall receive its income from a per capita tax, the amount to be established by the annual District Meeting in session, plus any assessments levied by the Grand Lodge, to be paid yearly by the Local Lodges at the close of the term. All surplus funds received from festivals and other affairs under the auspices of the District Lodge shall be paid into the District General Fund unless otherwise directed.
- (b) All yearly expenses incurred by the District Lodge such as reimbursable expenses, convention assistance, scholarship, traveling expenses, etc. shall be paid out of the General Fund.
- (c) The Funds within the District General Fund shall be listed as “Accounts.”
- (d) An account within the District General Fund that has been inactive for a period of two fiscal years shall be reviewed at the District Meeting for approval either:
 - (1) to continue the account or
 - (2) to discontinue the account with the funds being made available in the General Fund.

ARTICLE 18 – LOCAL LODGE FUNDS

Each Local Lodge shall establish sound financial accounts and maintain records as follows:

- (a) General Fund: This fund is mandatory for all Local Lodges.
 - (1) Its income shall be derived from general membership fees and dues, interest and dividends earned on investments belonging to the fund, and profits from lodge-sponsored activities not specifically ear-marked for other funds or accounts of the lodge.
 - (2) This fund shall be used to pay expenses of the lodge.
- (b) Special Funds: Local Lodges may establish special funds for special purposes.

ARTICLE 19 - FISCAL YEAR

- (a) The books of the District Lodge shall be closed as of December 31st of each year.
- (b) The budget of the District Lodge shall coincide with the books of the District Lodge on the calendar year, January 1st through December 31st.
- (c) The officers in the Local Lodges shall serve the term for which they have been elected (January 1st through December 31st).

ARTICLE 20 – PROPOSITIONS AND HOW TO ACT UPON THEM

Motions to amend these Bylaws shall, in order to be considered, be sent to the District Secretary sixty (60) days prior to the date of the District Convention. A copy of such motions shall be sent to each lodge for discussion. To be valid, such motions require two-thirds (2/3) of all votes cast.

ARTICLE 21 - GENERAL RULES

- (a) A new lodge shall fulfill its financial obligations to the District immediately upon its organization, and shall close its charter thirty (30) days after the first meeting. An extension of thirty (30) days may be granted by the District Master if he deems it advisable.
- (b) Election of officers in the Local Lodges shall be held during the first meeting in October. The Local Lodges shall have the option of electing officers for a two (2) year term.
- (c) All financial officers in the Local Lodges shall hold office under bond available through the Grand Lodge secretary.
- (d) All business transactions of the District Lodge shall be made in the name of: District Lodge Golden Gate No. 12.
- (e) The full name, Lodge name, and Lodge number of the member making a motion and the one seconding the same shall be included in the minutes of the District Meeting and all the Executive Board meetings

- (f) All minutes of the District Lodge and the Executive Board shall be written in a ledger. The minutes of the Board meetings shall be signed by the District Master after their approval.
- (g) The Executive Board shall have the authority, as occasions arise, to appoint a committee to meet and entertain visiting Vasa Members.
- (h) The Local Lodge secretary shall notify the District Secretary when the VASA VISITOR is received, and when and where the lodge receiving the VASA VISITOR will take it. The lodge receiving the VASA VISITOR shall take it to another Lodge within three (3) months of its receipt.
- (i) The Convention assistance from the District Lodge shall not exceed \$2.00 per member.
- (j) The Local Lodge secretary shall be the chairman of the Program Book Committee, and all material sent to the District Program Book Chairman shall clear through the Local Lodge secretary. The Local Lodge secretary shall also be responsible for the prompt and orderly submission of all material for the Program Book by the deadline set by the Executive Board. The Program Book Chairman shall forward to the District Secretary any information regarding Local Lodge officers' listings and their addresses. Beginning in 1987 the Annual Program Book published by District #12 will include a master calendar listing Local Lodges, meeting dates, as well as local and district events, and that the separate listing of programs of Local Lodges be continued.
- (k) The District Lodge shall maintain a storehouse in which all properties of the District Lodge shall be stored when not in use by an officer or committee.
- (l) The District Lodge may sponsor an annual Vasa Youth Summer Camp.
- (m) All children's clubs shall pay a mandatory fee per member, including leaders, annually to the District Lodge to cover their insurance. The Executive Board shall determine the amount in conjunction with any change in insurance premiums.
- (n) The District Lodge "may" have an annual initiation of candidates for membership at the District Meeting for those candidates who have paid their initiation fees and one (1) year's dues.

- (o) The spouse of the District Master shall be an Honorary Member of the District Lodge during his/her term of office.
- (p) The District hold a Membership Seminar biennially on the uneven year . . . to be chaired by the District Membership Committee.
- (q) The District hold a Culture and Heritage Seminar biennially on the even years . . . to be chaired by the District Cultural Leader.
- (r) The District Lodge annual meeting ... to have room arrangement set with tables and assigned seating for voting members when possible.
- (s) The Vasa Order Emblem may not be used on any manufactured item without the consent of the Grand Lodge Executive Board.
- (t) The District may pay for the convention costs for special appointed officers and committees of the District Master and the Executive Board (other than those listed in District Lodge Golden Gate No. 12 Bylaws).

**ARTICLE 22 - DISTRICT LODGE
HONORARY LIFE MEMBERSHIP**

- (a) Honorary Life Membership in District Lodge will be bestowed only by vote of District Lodge in session.
- (b) Proposed member must be an active or passive member of the District Lodge.
- (c) Proposal for this membership shall be made by District Lodge or its Executive Board, and such proposal shall be accompanied by complete information of member's activities and offices held in the Order, as well as other reasons for recommending this membership.
- (d) Entitles bearer to attend all District Lodge conventions during his or her lifetime, with the right of speech and vote, the same privileges as duly elected delegates and financial reimbursement from the District General Fund.
- (e) All dues and assessments which may apply to the Grand and District Lodges shall be paid by the District Lodge, and the Local Lodge shall be so notified.

ARTICLE 23 - THE DISTRICT SCHOLARSHIP PROGRAM

(a) Purpose

1. The District Lodge Golden Gate No. 12 Scholarship Program encourages and supports post-high school education for Vasa Members.

(b) Eligibility

1. To be eligible for a scholarship, the candidate must be a member in good standing of the Vasa Order of America with an initiation date at least two years before the application date.
2. The scholarship is for Vasa members entering or enrolled in an institution of higher learning, including a vocational school (post-secondary level), and who are enrolled in a full-time program.

(c) Management and Rules

1. The Scholarship Chairman, under the direction of the District Executive Board, administers the Scholarship Program.
2. The Scholarship Chairman will appoint a minimum of two (2) educators, who are not Vasa members, to act as judges in determining the scholastic qualifications of scholarship applicants.
3. Candidates will submit applications to the Scholarship Chairman (on forms obtained from the Scholarship Chairman) prior to April 1 of the calendar year. Applications must be complete with scholastic records and the Local Lodge report.
4. Candidates must have their most recent official grade transcript mailed directly to the Scholarship Chairman from the issuing school.
5. The Scholarship Chairman and the Executive Board will examine all scholarship applications in April to assure that rules are followed governing length of membership, transcripts, and scholastic qualifications.
6. Upon the judges' recommendations, the Executive Board will make the final award decisions. The District Scholarship

Chairman will make the award announcement at the District Convention. The Scholarship Chairman sends confirmation letter/s to the award winner or winners. The Scholarship Chairman sends letters of appreciation to all applicants for their participation.

7. Decisions of the District Executive Board will be final.
8. The scholarship award will be payable to the recipient (s) via the business office of the selected school. If a scholarship winner does not complete enrollment registration as planned, the Scholarship Chairman must be promptly notified. In this event the Scholarship winner may request award deferment of up to one academic year.
9. A District Scholarship will be awarded no more than two times to the same recipient.
10. Scholarship Presentation: The District Master or Vice District Master presents a Scholarship Award certificate at Sweden Day or at a meeting of the candidate's Local Lodge.

ARTICLE 24 – SCHOLARSHIP FUND INVESTMENT MANAGEMENT

- (a) Purpose. The District 12 Scholarship Fund supports an annual scholarship award or awards as stipulated in Article 23.
- (b) The Scholarship Fund is structured to fund the annual scholarship award and to assure long term growth of fund principal. Conservation of principal over time is a major requirement of Scholarship Fund management.
- (c) The Executive Board manages the Scholarship fund through the District Treasurer and the Finance Committee.
- (d) The Executive Board must approve investment recommendations of the District Treasurer and Finance Committee prior to implementation. The Executive Board must also approve allocation rebalancing between portfolios greater than 10%.

- (e) The Scholarship Fund consists of three portfolios with the percentage of principal allocated within the ranges specified (Asset Allocation):
1. Cash Portfolio, 3% to 7%: The District Treasurer uses the Cash Portfolio to manage cash flows into and out of the Scholarship Fund and to hold cash positions as needed to meet award obligations. Major Money Market Mutual Funds (i.e. Fidelity, Schwab, and Vanguard) or interest bearing, FDIC insured checking accounts may be used to manage this portfolio.
 2. Fixed Income Portfolio, 65% to 75%: The interest from Fixed Income Portfolio provides a stable income stream to fund the annual District 12 Scholarship Award. The Fixed Income Portfolio will be a high quality, bond portfolio. The Fixed Income Portfolio will contain only U.S. Treasury instruments, mutual funds comprising U.S. Government backed bonds such as Government National Mortgage Association (GNMA) obligations, U.S. Treasury instruments, and investment grade corporate bonds.
 3. Equities Portfolio 20% to 30%: The Equities Portfolio will be a mutual fund equities (stock) portfolio. This portfolio will provide long term growth of Scholarship Fund principal. Returns from this portfolio will be reinvested in the selected mutual funds. It is strongly recommended that the Equities Portfolio be invested in a broad market Index Fund with a minimum holding period of ten years.
- (f) Management of Principal: The Finance Committee may recommend the transfer of earnings from the Equities Portfolio to the investment principal of the Fixed Income Portfolio. The frequency of transfers will depend upon performance of the Equities Portfolio. Scholarship fund principal will not be used to pay scholarship awards.

- (g) All disbursements from any Scholarship account with the exception of rebalancing accounts consistent with Section (e), or the transition from one investment brokerage to another, shall contain two (signatures) of any combination of the District Treasurer, District Master, District Secretary, and Vice District Master. Two signatures may take the form of “wet” (**also known as handwritten**) signatures on checks, electronic signatures, or other forms of electronic signature approval such as email, prior to any disbursement being made to any party including Scholarship recipients.
- (h) Investment Types. All investments will be no load mutual funds (no front end or back end charges by the Mutual Fund) or U.S. Treasury instruments.
- (i) Neither commissions nor sales incentives will be paid to any person, company, or organization for Scholarship Fund Investment management other than published mutual fund or bank fees.
- (j) Mutual fund fees and brokerage and/or bank transaction fees will be compared to respective industry benchmarks and must be comparatively low. The District Treasurer shall report to the Finance Committee industry brokerage fee comparisons on an annual basis, and include the findings of comparison in the annual Scholarship Fund Report.
- (k) Investments will be long term and/or passive (such as bond funds for the Fixed Income Portfolio and index funds for the Equities Portfolio). Exchanges between funds and any other trades inconsistent with the allocations as set forth in Section (e) must be approved by the Executive Board in advance of any transactions.
- (l) No investment will have a Beta rating greater than 1.25 compared to its benchmark. Beta ratings may be obtained from investment analysis services such as Morningstar.

ARTICLE 25 - PER CAPITA TAX (Assessments)

Section 1 – Basis. District Lodge Golden Gate No. 12 establishes Local Lodge annual assessments based upon annual expenses and historical

expense data. The annual District Meeting must approve changes to the assessments. Membership numbers in the Yearly Local Lodge reports determine the final assessment billings to the Local Lodges. The District Lodge includes the Grand Lodge assessment in the Local Lodge billings and pays the Grand Lodge assessment upon receipt of the Grand Lodge billing.

Section 2 – Remittance. Assessment payments are due prior to March 1st.

Section 3 – Good Standing. Local Lodges that have paid their calendar year assessments by December 31st are in good standing and may install their elected officers in the succeeding year.

The District Executive Board may suspend any Local Lodge under its jurisdiction for failure to remit the established assessment. If the Executive Board invokes suspension, the Local Lodge loses its right to representation at District Lodge Meetings.

APPENDIX - DUTIES of OFFICERS

District Master

The District Master shall be the highest officer in the District.

It shall be his duty:

- (a) To act as Chairman of all meetings of the District Lodge and its Executive Board.
- (b) To uphold order within the District and promote respect for and obedience to the Constitution and rules of the Vasa Order.
- (c) To appoint District Deputies in the various Local Lodges within the District. The District Deputies will be expected to attend a majority of the meetings of the lodges to which they have been appointed. The District Master shall call his/her Deputies together at least once a year for a school of instruction. The District Deputies, in turn, shall instruct the newly elected Local Lodge officers. The District Master shall not name anyone as District Deputy who is not a Past Chairman

or who has not attended at least one (1) District Meeting as a Delegate. The outgoing District Deputies in the Local Lodges shall be empowered to install their successors upon written instruction from the District Master. To appoint, in conjunction with the Executive Board a District Supervisor of Children's Clubs. To appoint such other committees for the District as are provided for in the Constitution and these Bylaws.

- (d) To appoint the following District Officers:
 - (1) Vasa Star Correspondent and Publicity Director
 - (2) Membership Chairman
 - (3) District Historian
 - (4) District Scholarship Chairman
 - (5) District Newsletter Editor
 - (6) Vasa Archives Representative
- (e) To organize new lodges within the District.
- (f) To decide all properly submitted questions regarding the Constitution and explain other questions open to interpretation which may be submitted from time to time. In order to decide such questions, the District Master may call a meeting of the Executive Board, explaining in detail the rulings he has made and business attended to since the previous meeting.
- (g) To make a complete and detailed written or printed report to the annual District Meeting of the work accomplished during his term of office. This report shall contain a list of all rulings he has made and business attended to since the previous meeting.
- (h) To sign all bills payable before they are given to the Treasurer for payment.
- (i) To remove, with the approval of the Executive Board, any official or committee member of the District Lodge who has violated the Constitution and regulations of the Vasa Order or who refuses to perform his duties, and fill a thus created vacancy with a qualified member to the District Lodge.
- (j) To suspend, after a fair hearing and with the approval of the Executive Board, any Local Lodge which refuses to obey the Constitution of the

Vasa Order, its ritual and lawful decisions.

- (k) To appoint a Travel Committee to determine the mileage to and from the Convention for District Officers, and refer same to the incoming Executive Board.
- (l) To perform such other duties as are prescribed by the Constitution and Bylaws of the District Lodge.

Vice District Master

In the event the District Master, through illness or for some other reason, cannot fulfill his/her duties, the Vice District Master shall assume all the duties and responsibilities attending the office of District Master. He shall continue in this capacity until the District Meeting or until such time as the District Master can resume his/her obligations.

District Secretary

It shall be the duty of the District Secretary:

- (a) To keep detailed minutes of all business and decisions made at all meetings of the District Lodge and its Executive Board. To send detailed minutes of the Executive Board meetings to the Local Lodge secretaries in a timely manner. To send sufficient copies of all but the final Executive Board meeting to each officer, delegate, and past district master prior to the District Meeting. To send to the Grand Lodge historian and to all District Officers, Delegates, Past District Masters and Local Lodge secretaries a copy of the minutes of each District Meeting within three months after the close of the District Meeting.
- (b) To take care of all the correspondence for the District Lodge and be responsible for the seal of the District Lodge and all documents and transactions, except those left to other Officers in accordance with the Constitution and the District Bylaws.
- (c) To set up and maintain a complete record of every member in the District.
- (d) To keep a detailed account of the income and expenditures of the District General Fund in accordance with the Bylaws covering these

funds.

- (e) To receive all assessments, per capita tax and other funds accrued for the District Lodge and to keep a strict account of same.
- (f) To transfer all District funds to the District Treasurer and receive an official receipt for same.
- (g) To issue orders on the District Treasurer to pay all approved bills.
- (h) To send to each Local Lodge, at least one (1) month before the District Meeting, the required number of delegate and alternate delegate credential forms.
- (i) To see that all books and reports have been closed and are ready for examination, and not later than thirty (30) days before the District Meeting, notify the Chairman and the Auditors thereof.
- (j) To prepare and issue, at the close of the year, as soon as all reports have been received from the Local Lodges, a complete report of the conditions of the District and its activities. This report shall be in the hands of the Grand Lodge Secretary not later than March 1st of each year.
- (k) To transfer all District Lodge properties which have been in his/her custody to his/her successor or to such committees as the District Master may appoint.
- (l) To keep on file one (1) copy of the Bylaws of each Local Lodge.
- (m) To act as Assistant Secretary for the Sweden Day Picnic Committee.
- (n) To send to the editor of the VASA STAR and Grand Lodge secretary a copy of the annual Program Book.
- (o) To perform such other duties as the Constitution and District Bylaws prescribe.
- (p) To keep a separate record of all Bylaws changes accepted at District Conventions, a copy to be sent to the Grand Lodge secretary.
- (q) To be responsible for the preparation of the necessary tax forms for a non-profit organization at the time the books are audited.
- (r) To maintain a file of the gold seal impressions of every Local Lodge under jurisdiction of the District Lodge.

Assistant District Secretary

It shall be the duty of the Assistant District Secretary:

- (a) To assist the District Secretary at the District Meeting; and, if need be, to assume all the duties and responsibilities of the District Secretary.
- (b) To act as secretary of the Sweden Day Picnic Committee.
- (c) To be administrator of the Direct Members of the District Lodge Golden Gate No. 12.
- (d) To be chairman of the Program Book Committee.

District Treasurer

It shall be the duty of the District Treasurer:

- (a) The District Lodge shall require that either personal financial accounting software or professional level accounting software be used for District Lodge financial records and reporting. The latter is preferred. If an incumbent District Treasurer cannot fulfill this requirement, the District Lodge Executive Board shall engage an accountant or bookkeeper who can do so.
- (b) The District Treasurer pays all vouchers signed by the District Master and the District Secretary. Payments may be by checks, electronic ACH or wire transfer.
- (c) All financial accounts of the DL will be reconciled monthly.
- (d) The District Treasurer chairs the District Lodge Finance Committee.
- (e) The District Treasurer develops an annual budget with the District Lodge Finance Committee (DLFC) in the first quarter of each Fiscal Year.
- (f) The District Treasurer assures that the District Lodge Finance Committee and District Lodge Executive Board hold budget reviews semiannually as a minimum.
- (g) The District Treasurer will provide the following financial statements at each District Executive Board meeting:
 - 1. Statement of Financial Position
 - 2. Statement of Financial Income and Expense
 - 3. Other Financial Statements as may be required by future regulations

- (h) At fiscal year end, the District Treasurer provides the District Auditors with financial records and Fiscal Year-end financial statements for audit.
- (i) The District Treasurer reviews investment accounts quarterly and reports portfolio performance to the District Lodge Executive Board.
- (j) The District Treasurer's responsibilities include those stipulated in Article 24, Scholarship Fund Investment Management.
- (k) To be responsible for Sweden Day receipts, disbursements and reports.

Executive Board

It shall be the duty of the Executive Board:

- (a) To perform the work and supervise the business of the District Lodge from the time of one (1) District Meeting to the next.
- (b) To be members and officers of the Sweden Day Committee.
- (c) To be officers of the District Members of the District.

Cultural Leader

It shall be the duty of the District Cultural Leader:

- (a) To be responsible exclusively for cultural activities within the District.
- (b) To promote the observance of Swedish holidays whenever possible, thus maintaining awareness of our rich cultural heritage.
- (c) To maintain a library of reference materials to share with Local Lodge Cultural Leaders on their request.
- (d) To encourage a cultural exhibit from each lodge at the annual District Meeting. Such exhibits to be under the direction of the Local Lodge Cultural Leader.
- (e) To initiate and promote exchange of correspondence with Swedish Sister Lodges and maintain a file of such lodges which will contain current names and addresses of their officers.
- (f) To promote an active interest in learning the Swedish language and history.
- (g) To continue to encourage Local Lodges to emphasize Swedish cultural events and permit such activities as refreshments, social events, etc., to be attended to by a committee for such events of the lodge.

- (h) To be chairman of a District Culture and Heritage Seminar to be held biennially in the even years.

Trustees

It shall be the duty of the Trustees:

- (a) To exercise supervision over the financial activities of the District Lodge in accordance with its Bylaws and decisions.
- (b) To see that all District Lodge funds, stocks, bonds, securities and other properties are placed, secured and managed in accordance with the rules, regulations and decisions of the Lodge.
- (c) To have custody of keys for safe deposit boxes and lockers maintained in the name of the District Lodge.
- (d) To exchange, deposit or transfer funds, securities and other properties of the Lodge as decided by a two-thirds (2/3) vote of the members attending a District Meeting or special meeting, or a meeting of the Executive Board.
- (e) To have custody of evidence that surety bonds for the District Secretary, Treasurer, Trustees or any other officers as decided by the District Lodge are duly executed.
- (f) To prepare, at the end of each fiscal year, a complete financial statement of the District Lodge. Included in this statement shall be the status and location of all funds, accounts, securities and inventories held in the name of the District Lodge. Supporting the statement shall be an itemization of Lodge properties, showing locations, estimated present value and original value, if known. Also, included shall be statements by banks that sums were actually on deposit or held in safe deposit boxes.
- (g) To submit the complete financial report along with supporting documents, to the District Secretary for transmittal to the Auditors at least thirty (30) days prior to the District Meeting.
- (h) To be present when the auditing of the District Lodge accounts take place, to assure that all financial accounts are properly presented for auditing.

- (i) To advise the District Lodge in financial matters whenever requested or when the Trustees consider it good business and advantageous to the District Lodge to consider changes in financial practice or policy.
- (j) To perform such other duties as are provided for in the Constitution or as the District Lodge may decide.

Auditors

It shall be the duty of the Auditors:

- (a) To audit all the bills and books of the District Lodge at the close of the fiscal year, or more often, if so ordered by the District Lodge.
- (b) To present a complete written or printed report of the auditing to the District Meeting.
- (c) The Chairman of the Auditors or, in his/her absence, someone else appointed by the District Master, shall, when notified by the District Secretary that the books and reports of the District are ready to be audited, notify at once the other auditors thereof and set the time and place for said examination of the books and also be responsible for all books and reports in question brought to the meeting. All books and reports properly examined and signed shall be returned to the respective officers after the completion of auditing and not later than five (5) days prior to the District Meeting.

CONCLUSION

These Bylaws supersede all previous Bylaws of the District Lodge Golden Gate No. 12, Vasa Order of America.

The original Bylaws in Swedish were approved by the Grand Lodge in 1926, and were revised and translated into English in 1941. This translation and revision was approved and adopted by the District Lodge Meeting in 1942.

A third printing, included Bylaws changes approved by various District Meetings from 1951 through 1964, was approved and adopted by the Executive Board, December 6, 1964.

A fourth printing included all Bylaws changes approved by various District Meetings from 1965 through 1972.

A fifth printing included all Bylaws changes approved by the various District Meetings from 1973 through 1978 and was approved by the Executive Board on February 4, 1978.

A sixth printing included all Bylaws changes approved by the various District Meetings from 1979 through 1986.

A seventh printing included all Bylaws changes approved by the District Meetings from 1987 through 1997. These Bylaws include amendments adopted at the Grand Lodge Convention, July, 1994.

An eighth printing includes all Bylaws changes approved by District Meetings from 1998 through 2005 and approved by the Grand Lodge August 1, 2005

A ninth printing includes all bylaws changes approved by the District Meetings from 2006 through 2012 and approved by the Grand Lodge June 15, 2012.

Printing of Bylaw changes approved at the District Meetings in 2018 and 2019 is not planned at this time. Bylaws will be distributed via e-mail.

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REVISIONS

April 28, 2019 Revisions – These Bylaws were approved by the Executive Board of the District Lodge Golden Gate No. 12, V.O.A., at the District Meeting on April 28, 2019.

<i>District Master</i>	<i>Sven-Ove Westberg</i>
<i>Vice District Master</i>	<i>Edward Netzel</i>
<i>Jr. Past District Master</i>	<i>Jim Melin</i>
<i>District Secretary</i>	<i>Mary Wahlberg</i>
<i>District Treasurer</i>	<i>Lois Johansson</i>
<i>District Cultural Leader</i>	<i>Ruberth (Swede) Englund</i>
<i>District Membership Chair</i>	<i>James Netzel</i>
<i>Member of the Executive Board</i>	<i>Robert Homer</i>
<i>Member of the Executive Board</i>	<i>Jeff Vanover</i>

April 27, 2018 Revisions – These Bylaws were approved by the Executive Board of the District Lodge Golden Gate No. 12, V.O.A., at the District Meeting on April 27, 2018.

<i>District Master</i>	<i>Jim Melin</i>
<i>Vice District Master</i>	<i>Sven-Ove Westberg</i>
<i>Jr. Past District Master</i>	<i>Scott E. Schulkin PhD</i>
<i>District Secretary</i>	<i>Mary Wahlberg</i>
<i>District Treasurer</i>	<i>Lois Johansson</i>
<i>District Cultural Leader</i>	<i>Ruberth (Swede) Englund</i>
<i>District Membership Chair</i>	<i>James Netzel</i>
<i>Member of the Executive Board</i>	<i>Mimi Holtermann</i>
<i>Member of the Executive Board</i>	<i>Yvonne Magneheim</i>

April 25, 2014 Revisions - These Bylaws were approved by the Executive Board of the District Lodge Golden Gate No. 12, V.O.A., April 25, 2014 and at the District Meeting in 2014. They were approved by the Grand Lodge in 2018.

<i>District Master</i>	<i>Corky Peterson</i>
<i>Vice District Master</i>	<i>Paul Jever</i>
<i>District Secretary</i>	<i>Elizabeth Swenson</i>
<i>District Treasurer</i>	<i>Mikael Peterson</i>
<i>Jr. Past District Master</i>	<i>David Jansson</i>
<i>District Cultural Leader</i>	<i>Scott Schulkin</i>
<i>District Membership Chair</i>	<i>James Netzel</i>
<i>Member of the Executive Board</i>	<i>Emma Hanlon</i>
<i>Member of the Executive Board</i>	<i>Ulrika Friesen</i>