POULSBO LODGE SONS OF NORWAY POLICIES AND PROCEDURES MANUAL

(Updated October 2026)

POULSBO LODGE SONS OF NORWAY
POLICIES AND PROCEDURES MANUAL
TABLE OF CONTENTS
Adopted June 11, 2024

CHAPTER 1 – POLICIES

1.1 Policy on Policies……...
1.2 Board of Directors Policy…….
1.3 Executive Committee Policy……....
1.4 Auxiliary Units Policy……..
1.5 Lodge Nonprofit Policy ……..
1.6 Open number……
1.7 No Smoking Policy ……..
(Rev Mar 2014)
1.8 Lodge Activities Cancellation Policy …….
1.9 Friday Night Dinners Policy ……..
1.10 Man and Woman of the Year Awards Policy ……
1.11 District Convention Election of Delegates Policy..
1.12 ~~Free Drink Policy~~…..… Rescinded June 11, 2024
1.13 Måken Policy ……
1.14 Parking Policy ……..
(June 2015)
1.15 Performance/Guest Speaker/Vendor Honorarium.
(Brd approved Feb 2016, Lodge October 2016)
1.16 Rules of Conduct and Anti-Harassment Policy……
(July 13, 2006 and updated June 11, 2024)
1.17 Scholarship Funds Policy ……
(Rev Dec 2006, Sep 2012, Feb 2016)
1.18 Gifts/Contributions/Donations/Memorials/and Tributes Policy ……
(Sep 2010, Sep 2013)
1.19 Lodge Security and Background Check Policy
1.20 Conflict of Interest Policy (Adopted Feb 2025)

CHAPTER 2 – PROCEDURES

2.1. ADMINISTRATION …….
2.1.1 Board of Director Duties……
(New Nov 2024)
2.1.2 Records Retention Program…….
2.1.3 Central Lodge…….
2.1.4 Coffee Klatch……..……
2.1.5 Conduct – Lodge Meetings……
2.1.6 Distinguished Service Award Program ……
(New Jan 2013)
2.1.7 Elections …….
2.1.8 Incident Report ……...
2.1.9 Information Posting ……
2.1.10 Keys/Lockboxes …….
2.1.11 Member Information ……
2.1.12 Membership Pins – Board of Directors ……...
2.1.13 Membership Secretary Record Keeping …….
(New Aug 2013)
2.1.14 Bylaws,Policies&ProceduresCommittee (BPPC)….
2.1.15 Parking ……
2.1.16 Pets and Service Animals ……..
2.1.17 Record Sheet ……...
2.1.18 This number left blank…..……..
2.1.19 This number left blank…..……..
2.1.20 Safety Deposit Box …….
2.1.21 Sign Postings ……..
2.1.22 This number left blank…..…….
2.1.23 Website Guidelines ……
2.1.24 Standing Committee …….
(New April 2022)

2.2 BUSINESS OPERATIONS ……
2.2.1 Equipment – Borrowing …….
2.2.2 Financial Accounting ……..
(Rev Sep 2013)
2.2.3 Kitchen – Use for Non-Lodge Events ……
(Rev Feb 2013)
2.2.4 Pricing ……..
(Rev Sep 2013)
2.2.5 Publicity/Advertising ……..
2.2.6 Room Rentals – Members ……..
(Rev Aug 2014)
2.2.7 Room Rentals – Non-Members ……..
2.2.8 Spending Authority …….

2.3 FOOD SERVICE ……
2.3.1 Food Services Committee……. ……..
2.3.2 Catering ……
2.3.3 Catering – Lodge-hired Caterer ……
(Rev Sep 2013)
2.3.4 Disposition of Excess Food …….
2.3.5 Food Preparation ……
(Rev Sep 2013, Feb 2014)
2.3.6 Food Supplies Procurement ……
2.3.7 Food Worker Cards ……
(Rev Sep 2013)
2.3.8 Kitchen – Appliance Operation …….
2.3.9 Kitchen Clean-up …….
2.3.10 Youth Volunteers ……..

2.4 MAINTENANCE AND REPAIR …….
2.4.1 Building Systems …….
2.4.2 Event Cleanups ……
2.4.3 Maintenance and Repair Committee ……
2.4.4 Safety Committee ……
2.4.5 Utility Shutoffs …….
2.4.6 Work Order Form ……...

2.5 OPERATIONS ……
2.5.1 Gambling (Rev Sep 2013)……
2.5.2 Guests and Visitors …….
2.5.3 Lodge Security ……
(Rev Sep 2013, Rev Sep 2024, Rev Jun 2026)
2.5.4 Memorial Service ……
2.5.5 Scholarship Funds & Committee …….
2.5.6 Conflict of Interest …….
2.5.7 Volunteer Procedure……..

2.6 TROLLS' DEN ……
2.6.1 Trolls' Den and Lower Patio Area…….
2.6.2 Viking Room and Deck Utilization ……
2.6.3 Guide For Utilization of the Trolls' Den, Viking Room, the Lower Patio Area, and the Deck……..
2.6.4 Marine Room Bar Operation ……
(Rev Feb 2013)
2.6.5 House Committee…….
2.6.6 House Rules……..
2.6.7 Trolls' Den Advisory Committee (TDAC)..……..
2.6.8 Bartender Information ……...

CHAPTER 3 – APPENDIX

A Bylaws – (Referenced throughout the manual) …… (Updated for the lodge and Ladies Club 6-11-24)

B Reports Index – (Sec 2.1.1 & 2.2.2) ……..

C Lodge Conduct – (Sec 2.1.5) …….

D Distinguished Service Award Qualification Checklist – (Sec 2.1.6) …….

~~**E Poulsbo Lodge Event Coordination – (Sec 2.1.1.4) Repealed**~~

~~**F.** **P**~~**oulsbo Sons of Norway Incident Report – (Sec 2.1.8) ……**

G Lodge Membership Pin List – Poulsbo Lodge – (Sec 2.1.12) ……

H Sons of Norway Poulsbo Lodge #2-044 Officers Additional Duties (Sec 2.1.1) ……....

I Record Sheet – (Sec 2.1.17) …….

J Records Retention Schedules (10 pages) – (Sec 2.1.2) ……

K Poulsbo Sons of Norway Lodge #44 Rental Agreements (2) – (Sec 2.2.6 and 2.2.7) ……..

L WA State Food and Beverage Workers' Manual – (Sec 2.3.7) ……..

M SONs Poulsbo Lodge #2-44 Mo/Quarterly Raffle Summary (3 pages) – (Sec 2.5.1) ……

N Duties of Event Security – (Sec 2.5.3) …….

O Memorial Service Program Sample – (Sec 2.5.4) ……..

P Trolls' Den House Rules– (Sec 2.6.6) ……..

~~**Q Guidelines for Utilization of Viking Room and Deck – (Sec 2.6.7) Repealed 7-10-2018…….**~~

R WA State Liquor Control Board letter dated June 1, 2006 –-(Sec 2.6.7) ……..

S Poulsbo Lodge #2-044 Work Order Form – (Section 2.4.6) ……..

T Lodge & Building Association Maintenance Agreement – (Section 2.4.3) ……

U Memorandum of Understanding with Martha & Mary Health Services (Section 2.1.1.3.2.6) ……

V Liquor and Cannabis Board letter of June 28, 2018……..

W Annual Review of Contract with Integrity Roofing entered into August 2023(Section 2.1.1.3.4.2.7)

X WSLCB Letter dated March 17, 2023 (Sec. 2.6.1)……..

Y Underwriter's Clarification of Weapons Coverage 6-29-25..

CHAPTER 1

POLICIES

Policy Statements

1.1 Policy on Policies

Any policy that affects all lodge members may be adopted by a majority of votes cast at a regular lodge meeting, provided the policy is presented in writing at the prior lodge meeting and is published in the Måken for the month of the lodge meeting that the vote will be taken. All policy statements shall be contained in the Policies and Procedures Manual that shall be made available for inspection by any member during normal lodge office hours. Each policy statement shall be followed in parentheses by the date the policy was adopted and, if applicable, the dates the policy statement was amended. Any policy may be amended or rescinded in the same manner that a policy is adopted. Nothing in this policy statement shall restrict any lodge officer or employee from making rules within their authority that are not inconsistent with the Policy & Procedure Manual. (April 13, 2004)

1.2 Board of Directors Policy

The Board of Directors shall be all elected lodge officers and the chairperson of the Building Association. The board shall conduct the business of the lodge as follows:

1.2.1 The **Board of Directors**, by a two-thirds majority vote of the votes cast for adoption, may appropriate up to $1,000 from the lodge funds. Appropriations from the lodge funds in excess of $1,000 shall be reviewed at a Board of Directors meeting prior to being voted on by the membership and shall require a two-thirds majority vote of the votes cast for adoption by the lodge. For the purpose of determining whether an appropriation exceeds $1,000, motions to appropriate funds at a board meeting, although made and passed separately, shall be combined if they relate to a single subject. Appropriations made by the board shall be reported to the membership at the next lodge meeting. The $1,000 appropriation limit shall be reviewed by the board at the meeting in January and the amount may be revised as appropriate. Any such revision shall be reported to the membership at the next lodge meeting and Policy 1.2.1 shall be amended accordingly.

1.2.2 A board member shall not be an employee of the lodge or the Building Association or Trolls' Den or an employee of any organization affiliated with Poulsbo Lodge #2-044 or

contractor or vendor or employee of a contractor or vendor doing business with said entities; or receive financial benefit from a vendor, contractor, or employee doing business with said entities; however, this restriction may be waived with respect to any particular transaction by a two-thirds majority vote by ballot of all members of the Board of Directors, excluding any member affected by the waiver, who shall not be entitled to vote on the waiver. A transaction may be a single event or an ongoing relationship as described in the waiver, but the term of the ongoing relationship shall not extend beyond the first meeting of the succeeding Board of Directors.

1.2.3 The Board of Directors shall meet as often as necessary to conduct the business of the lodge but no fewer than four meetings per year.

1.2.4 The Board of Directors shall decide upon all issues affecting the operation and administration of the lodge, except those specifically designated for the Executive Committee or the lodge membership.

1.2.5 The Board of Directors shall be responsible to the lodge for all its actions and shall make a complete report to the lodge at regular lodge meetings.

1.2.6 The lodge membership shall have the authority to oversee the actions of the Board of Directors. Whenever a member(s) of the lodge intends to submit a motion to rescind an action of the board or to decide an issue reserved for the board, such intent shall first be communicated to the board at a board meeting. If the issue is not satisfactorily resolved by the board, it may be brought before the lodge membership at a regular lodge meeting only after being advertised to the membership via the lodge newsletter or other means in order to provide members due notice and an opportunity to attend the lodge meeting and decide the issue through a fair and representative process.

1.2.7 As per International CBPPs, Robert's Rules of Order shall apply regarding all motions that bring a question before either the board or the lodge.

1.3 The lodge **Executive Committee** will consist of the President, Vice President, Secretary, Treasurer, and the three lodge Trustees.

1.3.1 The duties of the Executive Committee shall include the following responsibilities:

1.3.1.1 The hiring and discharging of all lodge employees and independent contractors (Office personnel, Bar Manager, Bartenders, Janitors, etc.),

1.3.1.2 The management of employees and contractors. (Duties, hours, salary, benefits, vacation, etc.),

1.3.1.3 Determining who will have check signing authority, be credit card holders and have shopping privileges for the lodge and the Trolls' Den, and

1.3.1.4 The control and assignment of keys and security codes for the entire building.

1.3.2 The Executive Committee shall also be authorized to meet and act as necessary in responding to emergencies and other situations where it is impractical to gather the entire Board of Directors together and an urgent decision is required.

1.3.3 All actions of the Executive Committee are to be reported to the full Board of Directors at the next meeting.

1.3.4 The Executive Committee is subordinate to the lodge Board of Directors.

1.4 The Lodge may have **Auxiliary Units** to assist and support the lodge. Members of the auxiliary units must be members in good standing of Poulsbo Lodge #2-044.

1.4.1 The lodge shall maintain a Building Association as per the International Sons of Norway CBPPs.

1.4.2 The lodge may have additional auxiliary units, such as a Ladies Club or other such groups. All members of any auxiliary unit must be members in good standing of Poulsbo Lodge #2-044.

1.4.3 The lodge shall maintain a **Building Association** as stated in Policy Section 1.4.1.

1.4.4 The Building Association Board of Directors shall consist of nine lodge members elected by the membership of the lodge for three-year terms, such elections to be held so that three directors are elected each year for a term of three years.

The lodge President and one member of the Trustees shall be ex officio directors of the Building Association with full voting powers. These ex officio directors shall not be officers of the Building Association.

1.5 Lodge Nonprofit Policy

The lodge shall, at all times, be operated on a nonprofit basis. No dividends or other interest in the assets of the lodge shall be paid to its members. No part of the earnings of the lodge shall inure to the benefit of, or be distributed to, its members or any other private persons or corporations, except that the lodge shall be authorized and empowered to pay reasonable compensation for services rendered and expenses incurred and to make payments and distributions in full furtherance of the purposes set forth herein. Notwithstanding any other provision of these bylaws, no member, officer, employee, or representative of the lodge shall take any action or carry on any activity by or on behalf of the lodge not permitted to be taken or carried on by an organization exempt under IRC Section 501c8 or which would cause the lodge to be classified as a private foundation under IRC Section 509.

1.7 No Smoking Policy

Grieg Hall is designated nonsmoking. This policy includes smoking or the appearance of smoking of any kind. (Apr 8, 2003, Approved by Board and Membership March 2016)

1.8 Lodge Activities Cancellation Policy

All lodge activities, including evening activities, shall automatically be cancelled on days the Poulsbo public schools are closed due to inclement weather. However, this policy does not apply to activities of other entities utilizing lodge facilities; and all lodge volunteers and employees who are expected to be at the lodge for such activities shall try to be at the lodge unless informed otherwise by the other entity or the lodge representatives responsible for the activity. The Office Manager shall try to record a voice mail greeting that informs callers of the status of activities at the lodge on days the Poulsbo public schools are closed due to inclement weather. (April 13, 2004)

1.9 Friday Night Dinners Policy

Friday night dinners are open only to members of the Sons of Norway and guests accompanied by members. (April 13, 2004)

1.10 Man and Woman of the Year Awards Policy

The lodge Board of Directors shall elect a man and a woman of the year at its December meeting. The award shall be given to the recipients at the installation dinner or at the first meeting of the new year. (April 13, 2004)

1.11 District Convention Election of Delegates Policy

The Lodge President and Secretary shall be entitled to attend the District Convention held in the year in which they hold office. All other delegates shall be elected from all nominees who have attended at least six (6) Lodge meetings and volunteered for at least four (4) lodge events during the last twelve (12) months. All nominees shall be voted on at the same time and those receiving a majority of the votes cast shall be elected. Delegates shall bear their own expense except as otherwise provided by motions passed in accordance with the lodge bylaws. The 2014 change will be effective for the 2015 Convention and subsequent conventions.

(Approved by the Sons Board and at the Lodge membership meeting--April 13, 2004, Revised February 2014)

Appendix A

1.12 Free Drink Policy

The free drink policy has been repealed because it has been found to be against Washington State law.

(April 13, 2004)

(Rescinded June 11, 2024.

1.13 Måken Policy

Commercial messages may be published in the Måken at the discretion of the Måken Editor, who shall take into account the availability of space and the suitability and cost-effectiveness of the message. (April 13, 2004)

1.14 Parking Policy

Parking in the lodge parking lots is restricted to persons having business at the lodge or attending a lodge function.

1.15 Performance/Guest Speaker/Vendor Honorarium Policy

A Sons of Norway Program Coordinator, Committee Chair, or Office Manager will represent the lodge when making initial contact with a program vendor. They will be responsible for setting a proposed date and getting a quote for payment/honorarium. The proposal will also include suggested cost/donation for attending the program. The representative is responsible for bringing the proposal to the Board for approval prior to finalizing an agreement for services.

1.15.1 Once the Board has given approval, the publicity activities can begin.

1.15.2 On the date of the performance, the lodge representative will be responsible to get the money bag with change from the Office Manager or Treasurer. All monies collected must be counted by two (2) lodge representatives then turned into the office to be receipted. All proceeds above the agreed upon honorarium or payment will be considered revenue of the lodge which cover the custodial, setup, and electrical costs. A check will be mailed to the vendor or can be available to the vendor on the date of the performance/event upon completion.

(Board approved February 2016)

1.16 Rules of Conduct and Anti-Harassment Policy

1.16.1 Rules of Conduct: These rules of conduct apply to all meetings and to individual behavior of members, visitors, and guests while present in the lodge. The code describes how members and others are to behave not only in meetings but also in other situations when they might be representing the lodge. The following conduct will result in admonishment. If such conduct is not acknowledged and corrected, the lodge may temporarily suspend or permanently revoke membership. The chairman of any meeting during which prohibited behavior occurs shall have authority to enforce these rules initially and then refer uncorrected conduct to the Board of Directors for further action. The following misconduct will not be tolerated:

1.16.1.1 Personal attacks, insults, offensive language, or other demeaning or abusive behavior;

1.16.1.2 Discourteous words or action that conflict with accepted standards of civility;

1.16.1.3 Failure to follow the directions of the chairman conducting a meeting;

1.16.1.4 Failure to allow other members the opportunity to speak and comment, assuming that the meeting chairman has invited comment;

1.16.1.5 Unsigned correspondence sent to lodge leadership;

1.16.1.6 Speaking on behalf of any group in the lodge without prior agreement of the group;

1.16.1.7 Speaking while another member has the floor, except as allowed by Roberts Rules of Order;

1.16.1.8 Violation of any lodge policies such as the smoking ban.

1.16.1.9 Addition: The following policies for respectful and efficient meeting behavior must be followed:

1.16.1.9.1 Late arrivals should enter quietly and not disrupt meeting**;**

1.16.1.9.2 Speakers should address the chairman only, identify themselves to the assembly, and keep to the subject under discussion;

1.16.1.9.3 Mobile phones must be turned off;

1.16.1.9.4 While meeting discussion is underway, all members should remain seated unless arriving or departing;

1.16.1.9.5 While speaking during lodge meetings, the speaker should limit their comments to two (2) minutes except when making an Officer's or committee report;

1.16.1.9.6 The procedure for the discipline of members violating these policies is detailed in the Lodge Constitution.

1.16.2 Anti-Harassment: Sons of Norway Poulsbo Lodge (hereinafter referred to as the "lodge") is committed to providing an environment for our members, directors, officers, employees, volunteers, and persons served by the lodge ((hereinafter referred to as "covered persons") that is comfortable, safe, and free from harassment of any kind. Any type of harassment is a violation of this policy and may also be illegal. Violations of this Anti-Harassment Policy, regardless of punishment or consequences within the lodge, may be subject to further legal action taken by any victim of harassment.

1.16.2.1 Definition: Harassment can take many forms. It may be but is not limited to the following: words, signs, jokes, pranks, verbal or physical intimidation, physical contact, false accusations, or violence with the perceived intention of harming a covered person's health, welfare, reputation, family, or livelihood. Harassment does not have to be sexual in nature and may occur outside the workplace. Regarding employees, Washington State defines workplace harassment or abusive conduct as "conduct in a work setting that qualifies as workplace aggression, workplace violence, aggravated workplace violence, physical sexual aggression, rape, attempted rape, sexual contact, sexual harassment, workplace physical aggression, workplace verbal aggression, or inappropriate sexual behavior". Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating environment or prevents an individual from effectively performing the duties of his or her position, or when

such conduct is made a condition of employment or compensation, either implicitly or explicitly. It is not the intent of the behavior by the offender that determines if harassment has occurred but whether the behavior is welcomed by the receiver or is perceived to be harassing. All covered persons should enjoy a comfortable and safe environment within the lodge.

1.16.2.2 Responsibility: All covered persons are responsible for helping keep our lodge environment free of harassment, including the work environment of the lodge's rental customers and affiliate businesses with whom the lodge has contact. Anyone who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report the incident to the Office Manager or Bar Manager, the President, or any Executive or House Committee Member (see list posted on the website, in the bar, and in the Lodge). When the leadership of the Lodge becomes aware of the harassment, it is obligated by law to take prompt and appropriate action, regardless of whether the victim wants to do so.

1.16.2.3 Complaint Procedure: Any covered person who believes that they, he, or she has suffered harassment in violation of the Anti-Harassment Policy should take the following action:

1.16.2.3.1: Step 1. If possible to do so without excessive conflict or danger, tell the harasser, as calmly and clearly as possible, that the behavior is unacceptable and/or unwelcome. If that action is not possible, report said behavior to the Office Manager, the Bar Manager or the President, and the harasser will be contacted regarding the complaint.

1.16.2.3.2: Step 2. If the behavior continues, advise the Office Manager, the Bar Manager, or the President of the continued harassing behavior, complete the Harassment Incident Report form available in the lodge office, and submit the completed complaint form to the lodge office or bar office.

1.16.2.4 Complaint Investigation Procedure: Upon receipt of a complaint, the Office Manager or Bar Manager will submit said complaint to the President. Upon receipt of any claim of harassment, the President will call for an emergency Executive Committee meeting (or House Committee if the perceived action took place in the Trolls' Den) within one-week's time. If it is determined, through committee discussion, that an investigation is warranted, the President

will immediately appoint a 3-person investigatory committee, made up of lodge members and/or board members, to look into the complaint, interview the complainant and the accused as well as any known witnesses, and report back to the Executive or House Committee within one (1) week. If, upon disclosure of the findings of the investigation and further committee discussion it is determined that the accused is guilty of harassment, the Executive or House Committee will then decide (by discussion, motion and vote) upon an appropriate punishment. If the President is involved in the initial complaint, either as reporter or accused, the Vice President will act in they/his/her stead and follow the procedures as defined above.

1.16.2.5 Confidentiality: The Lodge, including all persons to whom a violation of this Anti-Harassment Policy has been reported and persons who have become aware of a complaint, must maintain confidentiality to the extent possible given the need to investigate. All complaints shall be considered confidential to the maximum extent possible. Under this Anti-Harassment Policy, discussion of complaints or investigations outside the actual business of the complaint or investigation may result in punishment of the individuals inciting the discussion.

1.16.2.6 Retaliation: The Office Managr or Bar Manager, or any Executive or House Committee member, or board member, officer, member or employee may not retaliate against any victim or witness who reports a violation of this Anti-Harassment Policy. Any person who believes that they, he or she has been retaliated against for this reason should consult a neutral board member.

1.16.2.7 Punishment for Harassment: Persons found in violation of this Anti-Harassment Policy will be subject to appropriate punishment as determined by the Executive or House Committee following completion of the investigation. Punishment may include, but is not limited to, the following:

1.16.2.7.1 Temporary expulsion from the lodge and/or Trolls' Den,

1.16.2.7.2 Termination of employment,

1.16.2.7.3 Removal from any held board or committee position,

1.16.2.7.4 Revocation of membership, or

1.16.2.7.5 Legal action.

1.16.2.8 Declaration: Annually no later than January 31st, a Declaration form shall be completed by every board member and employee and submitted to the President stating they have read,

understand, and acknowledge receipt of the Rules of conduct and Anti-Harassment Policy and Harassment Incident Report form and will comply with the guidelines set out in the policy. The form will further state that they understand failure to do so might result in disciplinary action including termination of membership and/or employment and potential legal action. The form shall be signed and dated by the board member or employee and receipt of the signed form shall be signed and dated by the President. The acknowledgement forms shall be available in the lodge office.

1.16.2.9 Posting of Policy: The lodge bears the responsibility to post this Anti-Harassment Policy (excluding the Declaration Section 1.16.2.8) in multiple conspicuous places within the building (to be determined by the President in conjunction with the Office Manager and Bar Manager), to make the Harassment Incident Report forms available, and to make known to all members of the lodge the existence of the policy and the form.

(Approved at Lodge meeting July 2006)
(Approved at Lodge meeting of June 11, 2024)

1.17 Scholarship Funds Policy

The lodge shall maintain two scholarship accounts to assist members and children and grandchildren of members with secondary education and lodge camping activities. The procedures for funding and managing these two scholarship accounts will be found in Procedure 2.5.5 of this manual.
(This policy supersedes the previous scholarship fund policy adopted October 12, 2004, Revised December 12, 2006, September 11, 2012, February 2016)

1.18 Gifts, Contributions, Donations, Memorials/and Tributes Policy

The following policies regarding gifts, contributions, donations, memorials and/or tributes to the lodge must be followed:

1.18.1 All gifts to Poulsbo Lodge 2-044, herein called the lodge, are to be acknowledged by the board secretary, the Office Manager or other designated individual.

1.18.2 Donors should designate, as specifically as possible, the purpose of the contribution so that their wishes may be realized.

1.18.3 In the absence of a specific designation, contributions may be deposited in the lodge General Operating Account and expended as determined by the Board.

1.18.4 Large gifts, either living or testamentary, are encouraged.

1.18.5 The Poulsbo Sons of Norway Lodge #2-044 may be used by lodge members for memorials, tributes, or celebrations of life of a

deceased member. Room rental charges may apply. Contributions to the lodge in memory of the deceased will be encouraged.

1.18.6 When personal property (other than monies) is offered to the lodge, the Board of Directors shall first determine whether or not the property has a use at the lodge or that a plan can be developed before the acceptance of the gift.

(Revised policy passed by the Board at the August 8, 2011 Board meeting, passed by membership at the September 14, 2013 Lodge meeting, and item #1.18.6 approved at the October 2013 Lodge membership meeting.)

1.19 Lodge Security and Background Check Policy

1.19.1 Security at Poulsbo Sons of Norway Lodge 2-044 is of primary importance to all. The rules governing our lodge have been discussed and identified in order to ensure protection of the members and their guests and to protect the facility. The procedures for managing the security of the lodge and members will be found in Procedure 2.5.3 of this manual. .

1.19.2 Background Checks

Per International Sons of Norway CBPP Section 8.2, all local lodge youth directors, and anyone else such as instructors and group leaders, who will work with youth in any event sponsored or operated by a SON local lodge must submit to a background check. Confirmation of a current background check must be filed with a designated member of the local lodge board prior to the event or activity taking place.

Revised Policies and updates adopted June 11, 2024 and April 14, 2026

1.20 Conflict of Interest Policy

This Policy is designed to protect the lodge's integrity by addressing actual or potential conflicts of interest that may harm the organization's welfare. The policy applies to all board members, employees, members of any lodge committee with board-delegated powers and the general membership when appropriate. The procedures for addressing actual or potential conflicts of interest will be found in Section 2.5 Operations of the lodge's Policy and Procedures Manual.

CHAPTER 2

PROCEDURES

2.1 ADMINISTRATION

2.1.1 Board of Directors Duties

2.1.1.1 Purpose: To designate various additional duties not directly assigned as duties in the Sons CBPPs to lodge officers. Also to provide guidance for the selecting of a Chairperson for reporting the accomplishments of a committee's assigned duties and for ensuring reporting is completed.

2.1.1.2 Background:

2.1.1.2.1 Duties for lodge officers are outlined in the Sons CBPPs and the Sons Guides for Leadership.

2.1.1.2.2 There are various additional duties within the Poulsbo lodge that must be performed for effective operation and administration of lodge functions.

2.1.1.2.3 Certain duties identified in the Policies & Procedures have traditionally been assigned to lodge officer/director positions.

2.1.1.2.4 It has become obvious that arbitrarily assigning these additional duties to an office is not efficient because the job and the person assuming the office are not always a good fit.

2.1.1.2.5 The Poulsbo lodge elects an Auditor and a Trustee each year to serve a three-year (3) term. Therefore, there are three (3) Auditors and three (3) Trustees, providing overlap and continuity in the performance of their duties. Certain duties within the lodge have been historically assigned to the Auditors and to the Trustees.

2.1.1.3 Assigned Duties:

2.1.1.3.1 Individual selection of assignment of additional duties will best ensure the performance of those duties by the lodge officers.

2.1.1.3.2 A fair and equitable distribution of the additional duties will help to distribute and balance the workload so that no individuals are overburdened.

2.1.1.3.3 At the first board meeting of the new board each year, the additional duties listed on Appendices B and H of this manual will be discussed and assigned. Board members will be given an opportunity to choose the duties they would like to be responsible for throughout the year.

2.1.1.3.4 Those duties identified on Appendix H not selected by any board member at the first regular meeting of the year may be offered to volunteer members of the lodge. Duties not selected but necessary for the function of the lodge will be

assigned by the President. As noted above, the additional duties historically assigned to the Auditors and to the Trustees are outlined as follows:

2.1.1.3.4.1 Auditors:

2.1.1.3.4.1.1 Audit accounts of the lodge and its auxiliaries including the Building Association every twelve (12) months, due no later than March 1st, and at other times as required by the lodge.

2.1.1.3.4.2 Trustees:

2.1.1.3.4.2.1 Supervise and inventory the personal property of the lodge

2.1.1.3.4.2.2 Serve as a member of the Executive Committee

2.1.1.3.4.2.3 One member to serve as ex officio member of the Building Association

2.1.1.3.4.2.4 Serve as lodge Safety Committee

2.1.1.3.4.2.5 Collect all completed background checks each year and file them with the Office Manager.

2.1.1.3.5 One Auditor and one Trustee to serve as Chairperson, respectively, of their group with the responsibility for assigning and coordinating the accomplishments of the assigned duties within the group. The Chairperson will also be responsible to the President and the Board of Directors for the submission of any reports due from the group. See Appendix B.

2.1.1.3.6 At the discretion of each group, the Chairperson can be the senior person of the Auditors or the Trustees (the person serving third year of term) or a person elected by their group.

2.1.1.4 Event Coordination Responsibilities

2.1.1.4.1 Purpose: To identify and list, in a convenient and clear format, those positions responsible for coordination of various events at the lodge.

2.1.1.4.2 Background:

2.1.1.4.2.1 There is frequently a requirement for coordination among the officers of the lodge in scheduling and putting on certain events sponsored by the lodge.

2.1.1.4.2.2 In the past, various officers were assigned responsibility for coordination of events at the lodge in Appendix B the Reports Index, in Appendix E the list of Event Coordinators, and in Appendix H the Officers Additional Duties List. Being listed in several different sections of the manual caused unnecessary confusion.

2.1.1.4.3 Event Coordination:

2.1.1.4.3.1 Appendix E, Poulsbo Lodge Event Coordination, has been combined with the list in Appendix H to represent a consolidated list of lodge events along with a suggestion of which offices might work together for efficiency.

2.1.1.4.3.2 The overall responsibility for an event would fall to the board member choosing that assigned duty at the first meeting of the year; and those identified as potential assistants would be expected to provide help and/or input during the planning process to ensure success of the event

2.1.1.4.3.3 The Coordinator does not necessarily have to be part of the event (e.g. Friday Night Dinner, etc.) but must ensure that sufficient teams exist and that schedules are prepared so that the events occur as planned.

2.1.1.4.3.4 Coordinators should maintain adequate records and files on their events such that, when they leave office, their replacement can transition smoothly and assume responsibility for the event.

2.1.1.4.3.5 The list of events in the appendix section of the manual is not intended to limit events at the lodge but should be used as a tool in coordinating ongoing events.

2.1.1.5 Reports Index

2.1.1.5.1 Purpose. To identify and assign responsibilities for various reports and other documents required to be prepared by the lodge to satisfy both external and internal requirements.

2.1.1.5.2 Background:

2.1.1.5.2.1 The lodge is required to prepare and/or submit various reports/documents based upon requirements of agencies at the Federal, State, and local level, the Sons of Norway International, the Sons District, and Poulsbo lodge.

2.1.1.5.2.2 It is important that all responsible reporting parties obtain necessary data, prepare reports/documents, and ensure that submissions are made in time to meet required deadlines.

2.1.1.5.2.3 Failure to prepare and submit required reports on time reflects negatively on the lodge and the performance and dedication of our officers.

2.1.1.5.3 References:

2.1.1.5.3.1 Sons of Norway CBPPs

2.1.1.5.3.2 Sons of Norway Guides for Leadership

2.1.1.5.3.3 WA Gambling Commission Rules Manual

2.1.1.5.3.4 Federal, State, and Local Tax Regulations

2.1.1.5.4 Reports Responsibility:

2.1.1.5.4.1 Appendix B provides an index of required reports and other documents along with identification of the responsible preparing party.

2.1.1.5.4.2 Designated responsible parties shall ensure that they are familiar with the report and its requiring directive and shall ensure that all necessary input data is obtained and that the report/document is prepared and submitted in time to meet any report submission deadline.

2.1.1.5.4.3 Each responsible party shall ensure that, whenever any new report requirement is established, it is included in the list of reports and that it is also passed on to the Auditors to be included in the next update of the Reports Index.

2.1.1.5.4.4 The report requirements of the Building Association are also included in the Reports Index for the

convenience of the Building Association in preparation and submission of their required reports.

2.1.1.6 <u>Additional Duties</u>

2.1.1.6.1 <u>President and/or Secretary -</u> At the first meeting of the new board each year, the President and Secretary will ensure the board agenda includes review of any and all ongoing contracts the lodge has that require annual action. Any qualifying contracts may be listed in this section. Contracts currently identified include the following:

2.1.1.6.1.1 Memorandum of Understanding (MOU) with Martha and Mary Nursing Services.

2.1.1.6.1.2 Twenty-year Contract with Integrity Roofing.

2.1.1.6.1.3 Ongoing contract with Rotary for the weekly use of the Marine Room as that organization's Friday morning meeting place from 6:00 am to 9:00 am.

2.1.1.6.2 Various duties for lodge officers are listed in Appendix H to these Policies & Procedures. Appendix H may be amended by a vote of the lodge Board of Directors and should be reviewed and updated as needed annually. Additional duties may be assigned to officers, employees or other members of the lodge at the discretion of the President and the Board of Directors.

2.1.1.6.3 Duties identified in P&P Sections 2.2, 2.3, 2.4, 2.5 and 2.6 and previously assigned to specific lodge officers or directors, employees or committee members include:

2.1.1.6.3.1 Section 2.2.2.4 Financial Accounting Procedures identifies duties for the Treasurer and the Office Manager.

2.1.1.6.3.2 Section 2.2.4.3 provides that the President may assign pricing duties to a Pricing Committee.

2.1.1.6.3.3 Section 2.2.5.2.2 lists advertising coordinating duties to the Office Manager.

2.1.1.6.3.4 Section 2.2.5.4 lists additional advertising duties to the Publicity Director, Bar Manager, Office Manager and lodge officers.

2.1.1.6.3.5 Section 2.2.8.4 provides that the Office Manager, Bar Manager, Gambling Manager and lodge officers may make purchases for the lodge.

2.1.1.6.3.6 Section 2.3.1 describes the duties of the Food Services Committee, a standing committee of the lodge.

2.1.1.6.3.7 Section 2.3.7.5.3 lists the Office Manager's responsibilities regarding food handler cards.

2.1.1.6.3.8 Section 2.4.1 identifies all who should be aware of the various functions and system shutoffs.

2.1.1.6.3.9 Section 2.4.3.2.2 identifies the responsibilities of the Building Association regarding lodge maintenance and repair.

2.1.1.6.3.10 Section 2.4.4 discusses the Safety Committee and appoints the Trustees as the Lodge Safety Committee.

2.1.1.6.3.11 Section 2.4.5.2.2 identifies all who should be aware of the location of utility shutoffs.

2.1.1.6.3.12 Section 2.5.1.3.1.3 describes the Gambling Manager duties.

2.1.1.6.3.13 Section 2.5.3.5 lists security responsibilities of the Office Manager, Bar Manager, Trustees, and Volunteer Hosts.

2.1.1.6.3.14 Section 2.5.4.2.2 identifies the Membership Secretary's responsibilities for the Memorial Service.

2.1.1.6.3.15 Section 2.5.5.2.2 lists the responsibilities of the Scholarship Committee.

2.1.1.6.3.16 Section 2.6 identifies duties of the Bar Manager, the Trolls' Den Advisory Committee, and the House Committee for the Trolls' Den, including the Viking Room, the deck, and the Marine Room when a bar is used.

2.1.1.6.4 The Vice President's duties will include assisting the Bar Manager in a hard inventory for the Trolls' Den at least annually. (added 02/04/25)

2.1.1.6.5 The Counselor's duties will include being the liaison to the Bylaws, Policies & Procedures Committee (BPPC). (adopted June 2025)

Appendix B, Appendix H, Appendix U, Appendix W
(Adopted 10/7 Revised 2014, 8/6/2024, Revised 11/2024, Revised 9/2/2025)

2.1.2 Records Retention Program

2.1.2.1 <u>Purpose</u>: To provide guidance for officers and staff of the lodge and its auxiliaries regarding requirements for retention of official records.

2.1.2.2 <u>Background</u>:

2.1.2.2.1 The Poulsbo Sons of Norway is composed of "The Lodge" which includes the Trolls' Den, the Gambling account and the following auxiliaries: Leikarringen, and Vikings. The Building Association is considered a separate auxiliary of the lodge.

2.1.2.2.2 All groups are currently covered under one Tax Identification Number. Prior to the IRS audit in February 2005, the Building Association also used the same tax ID number. During review after 2005, the IRS determined that the Building Association should have its own Tax Identification Number. A separate Tax ID number was applied for and issued by the IRS. The completed forms and correspondence are in the Building Association files.

2.1.2.2.3 Records for the different groups are maintained in different manners. The lodge usually utilizes an automated system for administrative and financial documents, while the sub-groups may be using a manual or combination of automated and manual. The majority of the tasks are completed by volunteers with various computer skills and knowledge of the software.

2.1.2.2.4 The Guides for Leadership – Support Officers – Historian states that the Historian……custodian for all records and materials pertinent to the history of the Lodge and ….."

2.1.2.2.5 The Sons of Norway CBPPs states the following: **"**RETIRING OFFICERS SURRENDER PROPERTY. All retiring officers shall, within five days after the newly elected officers assume their duties, turn over to them all money, valuable papers, books of account, and documents which they have received as a result of their official position; also, all stocks of printed matter and all other property belonging to the lodge, and of which they have had the custody. (8/78)"

2.1.2.3 Reference:

2.1.2.3.1 Sons of Norway Guides for Leadership – Support Officers – Historian

2.1.2.3.2 Sons of Norway CBPPs

2.1.2.3.3 District 2 Retention Guidelines of June 24, 2008

2.1.2.4 Responsibilities:

2.1.2.4.1 Historian. The Historian shall be responsible for the administration of the lodge Record Retention Program and shall annually collect, process, and store all required records of the

lodge and its auxiliaries based upon the attached Records Retention Schedules.

2.1.2.4.2 Officers/Staff. The officers and staff of the lodge and its auxiliaries shall be responsible for annually providing printed copies (originals of non-computer generated documents) of all records included in the Record Retention Schedule to the Historian not later than January 31, or as soon thereafter as a record is completed. The officers/staff responsible for the generation of the records shall assist the Historian, as requested, to process and store records.

2.1.2.5 Guidelines: Records shall be retained in accordance with the attached Record Retention Schedules and in the locations indicated.

Appendix J

2.1.3 Central Lodge

2.1.3.1 Purpose: To provide guidance regarding access to the Poulsbo lodge by members of the Sons of Norway Central Lodge.

2.1.3.2 Background:

2.1.3.2.1 Section 6.23.1 of the Sons of Norway Charter, Constitutions and Procedures specifies conditions under which Sons members may become members of the Central Lodge in lieu of a local lodge.

2.1.3.2.2 Members of the Central Lodge pay no District or local lodge dues.

2.1.3.2.3 The Charter, Constitutions and Procedures provides no information regarding specific rights of Central Lodge members.

2.1.3.2.4 Members of the Central Lodge have no inherent rights regarding visitation to and utilization of other Sons of Norway lodges. Since this topic is not addressed in the Charter, Constitutions and Procedures, it can be inferred that members of the Central Lodge are permitted to enjoy and utilize the services and programs of local lodges at the pleasure of the local lodge.

2.1.3.2.5 In the past, some Central Lodge members chose to visit Poulsbo lodge on a regular basis and to utilize the lodge as their lodge taking full advantage of the services and programs of the Lodge without paying lodge dues. This is unfair to the lodge loyal dues-paying members.

2.1.3.2.6 In October 2008, the legal counsel for the Sons of Norway stated that Central Lodge members that frequently

attend our lodge and use it as their lodge may be required to join the lodge or his/her access can be terminated.

2.1.3.3 Reference: Sons of Norway Charter, Constitutions and Procedures

2.1.3.4 Guidelines:

2.1.3.4.1 Members of the Central Lodge may occasionally (less than six times per year) visit Poulsbo lodge as a "visitor" as defined in the Charter, Constitutions and Procedures (member of another Sons lodge).

2.1.3.4.2 Members of the Central Lodge that visit Poulsbo lodge on a regular basis (more than six times per year) shall be offered the opportunity to and be encouraged to transfer their membership to the Poulsbo lodge.

2.1.3.4.3 Members of the Central Lodge that use the Poulsbo lodge as their lodge and have been offered the opportunity to transfer their membership to Poulsbo lodge but have declined to do so but still visit the lodge on a frequent basis shall have their access to the lodge terminated. In addition, they shall not be authorized to attend member only events and activities as a guest of another member. They would continue to have access to the lodge for any event or activity that is open to the public.

2.1.3.4.4 All members of the Central Lodge residing in the Poulsbo area should be encouraged to transfer their membership to Poulsbo lodge and may be invited to the lodge to learn of the different events, activities and services that would be available to them as members.

2.1.4 Coffee Klatch

2.1.4.1 Purpose: To provide guidelines regarding the lodge morning "coffee klatch".

2.1.4.2 Background:

2.1.4.2.1 A group of lodge members and their guests have been meeting in the Trolls' Den for coffee and fellowship for years.

2.1.4.2.2 The group collects a nominal fee from its members which it provides to the lodge as reimbursement for the cost of coffee and supplies that are used.

2.1.4.3 Guidelines:

2.1.4.3.1 The "coffee klatch" is responsible for the lodge security during the time that they are in the building prior to the

arrival of the Office Manager or members conducting other lodge services/activities.

2.1.4.3.2 The "coffee klatch" is responsible to ensure that all persons are out of the building and that all outside doors are locked on those days in which the lodge is closed and no other events/activities are in progress.

2.1.4.3.3 The "coffee klatch" shall ensure that they clean up after themselves at the conclusion of their daily activity. All used coffee mugs will be placed in the bar drink receptacles for cleaning just as when the Trolls' Den is open for business.

2.1.4.3.4 Members of the "coffee klatch" have no right to any lodge food, such as Rotary Breakfast leftovers, without the approval of the Food Service Committee. And, in compliance with WSLCB laws, at no time shall "coffee klatch" members access the area behind the bar.

2.1.5 Conduct – Lodge Meetings

2.1.5.1 Purpose: To adopt Sons of Norway International recommended procedures for conduct at lodge meetings so as to provide order and dignity to meetings and ceremonies.

2.1.5.2 Background: Sons of Norway International has published recommended procedures for conduct during Lodge meetings.

2.1.5.3 Action:

2.1.5.3.1 Poulsbo Lodge adopts the recommended procedures for conduct at Lodge meetings. Copy of the Lodge conduct sheet is attached as Appendix C.

2.1.5.3.2 Lodge members should abide by the Lodge conduct procedures at all meetings of the Lodge.

2.1.5.3.3 New members should be briefed concerning these procedures at their orientation.

Appendix C

2.1.6 Distinguished Service Award Program

2.1.6.1 Purpose: To recognize long-term outstanding member dedication and service to the Sons of Norway and Poulsbo lodge.

2.1.6.2 Problem: The following problems have been identified:

2.1.6.2.1 The lodge has no program to recognize Sons of Norway members for long-term distinguished service.

2.1.6.2.2 Some lodges recognize long-term service through their Man and Woman of the Year program, which is not the intent of the program. It may also take away the opportunity

for recognition of some members that have distinguished themselves during a specific year.

2.1.6.2.3 Reference: International Policy Manual – Distinguished Service Award (08-10)

2.1.6.2.4 Objective: To provide a program, under the authority of the Sons of Norway International Policy Manual, to enable the Lodge to recognize long-term distinguished service.

2.1.6.2.5 Frequency: There is no defined frequency for this award. Awards may be made at such time throughout the year as qualified members are recommended and approved by the Board of Directors.

2.1.6.3 Procedure:

2.1.6.3.1 Nominations can be made at any Board meeting. The member making nomination must provide justification for consideration of the award.

2.1.6.3.2 Supporting comments may be presented by other members.

2.1.6.3.3 The Vice President shall complete the Qualification Checklist and, by the next Board meeting, submit recommendation for consideration by the Board.

2.1.6.3.4 Elections to be made by the Board following the recommendation of the Vice President.

2.1.6.3.5 Secret ballots shall be taken.

2.1.6.3.6 Members present shall vote Yes or No for each nominee.

2.1.6.3.7 Nominees receiving at least 75% Yes votes shall receive the award.

2.1.6.4 Qualification Criteria: The following are the minimum eligibility requirements for consideration for the award:

2.1.6.4.1 Member of Sons of Norway in good standing for at least ten (10) years.

2.1.6.4.2 Served as an Officer for the Lodge, Lodge Auxiliary, Zone, District, Trollhaugen, or International.

2.1.6.4.3 Satisfy a minimum of half the qualities listed on the Qualification Checklist.

2.1.6.5 Award:

2.1.6.5.1 King Harald Medallion

2.1.6.5.2 Distinguished Service Award Certificate from International

2.1.6.5.3 Name on perpetual Poulsbo Lodge distinguished Service Award Plaque

2.1.6.6 <u>International Submission</u>: Upon approval of an award, the lodge Secretary shall submit a request, with the appropriate funds, to the International Fraternal Director to obtain a certificate and the King Harald Medallion.

2.1.6.6.1 Requests to International should include:

2.1.6.6.1.1 Name of Award (Distinguished Service Award)

2.1.6.6.1.2 Name of recipient

2.1.6.6.1.3 Description of what individual is being given the award for (for inclusion on the certificate)

2.1.6.6.1.4 When needed from International

2.1.6.6.1.5 Items requested (certificate, medallion)

2.1.6.6.2 Timeframe/cost:

2.1.6.6.2.1 Certificate – two weeks, no cost

2.1.6.6.2.2 Medallion – 4 to 6 weeks

2.1.6.7 <u>Action</u>: The lodge President shall be responsible for the administration of this program.

2.1.6.8 <u>Qualification Checklist</u>:

2.1.6.8.1 Sons of Norway membership – how long

2.1.6.8.2 Lodge membership – how long

2.1.6.8.3 Officer position(s) held – which position(s)/how long

2.1.6.8.3.1 Lodge

2.1.6.8.3.2 Lodge Auxiliary/ Building Association

2.1.6.8.3.3 Zone

2.1.6.8.3.4 District (including Trollhaugen)

2.1.6.8.3.5 International

2.1.6.8.4 Qualities:

2.1.6.8.4.1 Positive member model

2.1.6.8.4.2 Mentor to new members

2.1.5.8.4.3 Willing participant in lodge meetings and events

2.1.6.8.4.4 Assisted members in need

2.1.6.8.4.5 Volunteer in lodge's name

2.1.6.8.4.6 Chairperson for Lodge activities (committee, event, activity)

2.1.6.8.5 Other considerations:

2.1.6.8.5.1 District Convention committee

2.1.6.8.5.2 International Convention committee

2.1.6.8.6 Other identified qualities

(Approved January 15, 2013)

Appendix D

2.1.7 Elections

2.1.7.1 Purpose: To provide guidelines concerning the election of Officers for Poulsbo Lodge No. 2-044, Sons of Norway**.**

2.1.7.2 References:

2.1.7.2.1 Sons of Norway Charter, Constitutions and Procedures, Local Lodges (CBPP)

2.1.7.2.2 Sons of Norway Guide for Leadership – President

2.1.7.2.3 Roberts Rules of Order

2.1.7.3 Guidelines:

2.1.7.3.1 Per the International CBPPs, the offices of President, Vice President, and Treasurer may be elected for more than one year. As the lodge has grown and become more complex, it has become obvious that, in order to have a consistent board, these offices should be elected for multiple years.

2.1.7.3.2 The offices of President, Vice President, and Treasurer shall be elected for two-year terms during the odd year elections. Other lodge officers shall be elected for a term of one year, except that Auditors and Trustees shall be elected for a term of three years, as previously decided by the lodge.

2.1.7.3.3 The offices of President, Secretary, Membership Secretary, (Financial Secretary) Treasurer, and Trustees shall be held by separate individuals**.**

2.1.7.3.4 The election of officers shall take place at the November meeting.

2.1.7.3.5 A Nominating Committee of three or five members shall be elected at the August or September lodge meeting (as determined by the President).

2.1.7.3.6 The Nominating Committee shall present its slate of candidates recommended for office at the October Lodge meeting.

2.1.7.3.7 Article VI, paragraph 2 of the lodge bylaws requires the lodge to comply with all laws, regulations and applicable requirements as outlined in the latest International's Charter, Bylaws, Policies & Procedures. Addressing local lodges in Chapter 4, whenever a vacancy occurs in the office of the President, the Vice President shall succeed to the office of President for the unexpired term. In such event, the Board of

Directors shall appoint from the members of the lodge, a Vice President to fill the unexpired term.

2.1.7.3.8 When a vacancy occurs in any other office caused by death, resignation or removal from office, the vacancy shall be filled by appointment by the Board of Directors from the members of the lodge.

2.1.7.4 <u>Nominating Committee Guidelines</u>:

2.1.7.4.1 The Committee shall elect a Chairperson that will preside at meetings of the Committee, shall be the spokesperson for the Committee, and will present the slate of candidates to the membership.

2.1.7.4.2 The Committee shall present the slate of candidates at the October Lodge meeting.

2.1.7.4.3 The Committee shall provide the Måken Editor the slate of candidates for publication in the November Måken.

2.1.7.4.4 The Committee shall ensure that candidates satisfy the eligibility requirements of the Constitution for local Lodges.

2.1.7.4.5 The Committee shall ensure that all candidates are fully aware of all duties of the prospective office and that they are willing to perform those duties during the term of their office.

2.1.7.5 <u>Conduct of Lodge Election:</u>

2.1.7.5.1 Notice of election shall, as a minimum, be published in the October and the November Måken with the slate of candidates published in the November Måken.

2.1.7.5.2 A Tally Committee of three or more members not running for office shall be appointed by the President. One of the members shall be appointed as Chairperson.

2.1.7.5.3 Election of Officers shall proceed in the following order:

2.1.7.5.3.1 President**
2.1.7.5.3.2 Vice President**
2.1.7.5.3.3 Treasurer**
2.1.7.5.3.4 Secretary
2.1.7.5.3.5 Trustee*
2.1.7.5.3.6 House Committee Position #1***
2.1.7.5.3.7 House Committee Position #2***
2.1.7.5.3.8 House Committee Position #3***
2.1.7.5.3.9 House Committee Position #4***
2.1.7.5.3.10 Counselor

2.1.7.5.3.11 Social Director
2.1.7.5.3.12 Auditior*
2.1.7.5.3.13 Membership Secretary
2.1.7.5.3.14 Assistant Secretary
2.1.7.5.3.15 Marshal
2.1.7.5.3.16 Assistant Marshal
2.1.7.5.3.17 Foundation Director
2.1.7.5.3.18 Cultural Director
2.1.7.5.3.19 Youth Director
2.1.7.5.3.20 Sports Director
2.1.7.5.3.21 Publicity Director
2.1.7.5.3.22 Editor
2.1.7.5.3.23 Historian
2.1.7.5.3.24 Musician
2.1.7.5.3.25 Greeter #1
2.1.7.5.3.26 Greeter #2

*One Auditor and one Trustee are elected each year serving three-year terms.

**The President, Vice President, and Treasurer are elected for two-year terms during the odd year elections.

***In 2026, HCP#1 and #2 are elected for one year; HCP#3 is elected for two years; and HCP#4 is elected for three years. As the terms end, each HCP is elected to serve a three-year term.

2.1.7.5.4 In all cases where there are two or more candidates for any office, ballots shall be used.

2.1.7.5.5 The President begins by announcing the name of the candidate for each office as placed in nomination by the Nominating Committee. He then asks, "Are there any further nominations?" (Any number may be nominated.) If there are, the question should be repeated after each name is placed in nomination. When there is no response to the question, it should be repeated two more times. Still being no response, the President announces, "There being no further nominations, I declare the nominations for the office of _____ closed."

2.1.7.5.6 A majority of votes cast is necessary for election. When there is only one candidate nominated for office, the President simply declares that person elected.

2.1.7.5.7 If more than two candidates have been nominated for an office, none of whom receives a majority on the first ballot,

the candidate receiving the least number of votes shall withdraw and so on until one candidate gets a majority. When one candidate has the majority, the President then declares that person elected to the respective office.

2.1.7.5.8 If the President is a candidate for re-election or for some other office, the Vice President should take the Chair during that election.

2.1.7.5.9 The Secretary shall destroy the ballots following adjournment of the election meeting.

2.1.7.5.10 If an elected officer declines to serve in a position prior to installation, then the election for that position is deemed incomplete and a new election must be held for that position.

Revised 6/3/25, 10/6/26

2.1.8 Incident Report

2.1.8.1 Purpose: To provide guidance regarding accidents that occur in the Lodge or on any Lodge property.

2.1.8.2 Background:

2.1.8.2.1 Accidents occur at the Lodge, whether affecting people or property. The Lodge could be held liable depending on the circumstances of the accident and whether or not any negligence may be involved.

2.1.8.2.2 A record should be kept for accidents that occur at the Lodge in which injury is sustained and/or property damaged.

2.1.8.2.3 The more accurate and complete the information the better off the lodge may be if a claim is filed against the lodge and the lodge insurance company becomes involved.

2.1.8.2.4 The lodge insurance policy specifies certain duties that the lodge must perform, as the insured, should an "occurrence" (an accident or incident) happen that may result in a claim against the Lodge. Similar duties also apply if a claim is made or suit brought against any insured. The policy provides specific procedures to be followed and forms to be used in the event of a claim or potential claim.

2.1.8.3 Guidelines:

2.1.8.3.1 The first concern in any accident is the safety and welfare of those involved in the incident, followed by the protection of the property. When appropriate, seek immediate professional assistance by calling 911.

2.1.8.3.2 Whenever an incident occurs that results in injury or property damage or that could result in a claim against the

Lodge, an Incident Report shall be prepared. The attached Sons of Norway Incident Report shall be used.

2.1.8.3.3 As the Incident Report indicates, statements from witnesses should be obtained whenever possible as they can be invaluable in helping to determine exactly what happened.

2.1.8.3.4 Incidents that result in injury or property damage that require calling 911 should also be reported to the Lodge President. Incidents of significant property damage or damage to critical equipment should also be reported to the Chairman of the Building Association.

2.1.8.3.5 Incidents that may result in a claim against the Lodge shall be reported to the Chairman of the Building Association who will make any necessary notifications to the Lodge insurance company.

2.1.8.3.6 A copy of all Incident Reports shall be provided to the Safety Committee, which shall maintain a file of Incident Reports and shall also evaluate to determine if any safety improvements are necessary at the Lodge to prevent similar types of accidents in the future.

2.1.8.3.7 A supply of Incident Report forms shall be maintained in the office, the Trolls' Den, both kitchens and in the Volunteer Host folder.

Appendix F

2.1.9 Information Posting

2.1.9.1 <u>Purpose:</u> To provide guidance to Lodge Officers, the Office Manager, and Lodge members regarding the posting of information throughout the Lodge.

2.1.9.2 <u>Background</u>: Notices, bulletins, and other information have been posted in various locations throughout the Lodge in a haphazard and cluttered manner. In addition to posting on the bulletin boards, items have been posted on doors, walls, windows, etc. with little regard to neatness or appearance.

2.1.9.3 <u>Guidelines for Posting:</u>

2.1.9.3.1 Priority for posting fliers is as follows:

2.1.9.3.1.1 Poulsbo Lodge Events

2.1.9.3.1.2 District 2 Events

2.1.9.3.1.3 Nordic Events around Puget Sound

2.1.9.3.2 All fliers must be neat and orderly in appearance.

2.1.9.3.3 Fliers should be 8-1/2" by 11" or smaller.

2.1.9.3.4 Font size should be easily read without having to remove the flier (14 points or larger is suggested).

2.1.9.3.5 Graphics and wording should be attractive, non-offensive and appropriate for a general audience.

2.1.9.3.6 Information should be brief with a contact person listed for further information.

2.1.9.3.7 Those posting fliers must take them down as soon as the event is over.

2.1.9.4 <u>Procedures/Guidance</u>:

2.1.9.4.1 Outside Bulletin Boards: The outside bulletin boards should include a small mission statement, recurring event listing, and current month's calendar. Two or three special event fliers can be added as the need arises. Cultural events open to the public will be given priority on the outside boards.

2.1.9.4.2 Bulletin Boards: The Lodge has three (3) large bulletin boards, one by the Lodge office, one by the top floor entry, and one in the Trolls Den hallway. Space on these boards will be reserved for the Sons of Norway Mission Statement, events calendar, Lodge/Sons of Norway newsletters, event posters/fliers, and other Lodge information. The calendars should give at least the dates of events for the next three months. The Publicity Director will be responsible for the calendars. A portion of each bulletin board will be equitably divided among the four program Directors (Cultural, Social, Sports, and Youth) for information relevant to events/activities under their purview. Directors will be responsible for approving fliers for posting in their section of the board. A fourth bulletin board should be located in the downstairs hallway to be used for community activities not related to the Sons of Norway. The Office Manager will be responsible for the Community Activity Board.

2.1.9.4.3 Trolls Den Bar Bulletin Board (behind bar): This board is for use in posting information regarding Trolls Den activities. The Bar Manager will maintain this bulletin board.

2.1.9.4.4 Outside Reader Board: The Office Manager will maintain information on the outside reader board. The board will be used to advertise Lodge events open to the public.

2.1.9.4.5 Newsletters and Event Registration Displays: Four (4) holders will be mounted to or below the office bulletin board. They will hold the current Lodge newsletter, District 2

area newsletters, and Lodge event registration forms or similar material.

(Approved by the Board of Directors July 5, 2007)

2.1.10 Keys/Lockboxes

2.1.10.1 Purpose: To provide guidance regarding key control and lock box access for the Lodge in order to provide necessary access while at the same time ensuring adequate facility security.

2.1.10.2 Background:

2.1.10.2.1 Key control is the responsibility of the Executive Committee as per the Lodge Bylaws.

2.1.10.2.2 Key control is an ongoing concern because of the large number of people requiring access to the Lodge or parts thereof at various times.

2.1.10.2.3 A lockbox with an outside door key has been installed near the upper main door to provide access to necessary people without giving them their own key. It is easier to change the lockbox code than to change keys/locks if someone should lose a key.

2.1.10.2.4 A lockbox with a walk-in reefer/freezer key has been installed next to the walk-in reefer to provide access to groups involved with food service without the need of giving each team their own key. Increased security for the walk-in reefer became necessary when thefts of food and alcohol occurred.

2.1.10.2.5 An inside door key is maintained within the building and is accessible once inside the building, however, it does not provide access to the walk-in reefer or either the main or bar office.

2.1.10.2.6 The Lodge and Bar Office keys are strictly limited to those requiring access as determined by the Executive Committee. These offices are also protected by an alarm system. This code is limited to those with key access to the offices.

2.1.10.2.7 A black lockbox is maintained outside the downstairs glass doors to allow access to the Lodge by the Poulsbo Fire Department in case of emergency. A key to the door is kept in the lockbox. The Lodge does not have access to the lockbox but must ensure that the Fire Department has a current door key in the lockbox.

2.1.10.2.8 A red lockbox is maintained on the door to the Elevator Equipment Room, a requirement of the State Department of Labor and Industries for access by the state elevator inspector. A key to the door is also maintained in the Lodge office.

2.1.10.3 Reference: Poulsbo Lodge Bylaws and PPs

2.1.10.4 Guidelines:

2.1.10.4.1 The Executive Committee shall maintain a list of those positions/individuals authorized for master keys and individual keys to Lodge doors/spaces.

2.1.10.4.2 Master keys shall not be loaned to other members without the express approval of the Executive Committee.

2.1.10.4.3 The loss of any key shall be reported immediately to the Executive Committee and the Office Manager.

2.1.10.4.4 Duplicate keys shall not be made by any member without the express approval of the Executive Committee.

2.1.10.4.5 The Office Manager shall maintain the key box in the Lodge office with sets of duplicate keys. Anyone needing to borrow a key for access to a Lodge space shall sign a sign-out list and log when the key was taken and returned.

2.1.10.4.6 The key to the Lodge safety deposit box shall be kept locked in the Lodge office safe.

2.1.10.4.7 The access code to the Lodge security system shall be changed whenever the authorized personnel with keys to Lodge and/or Bar office change.

2.1.10.4.8 The outside door and walk-in reefer lockbox codes shall be changed a minimum of annually.

2.1.11 Member Information

2.1.11.1 Purpose: To provide some general guidance and information to members regarding their rights and responsibilities as members of Poulsbo Lodge.

2.1.11.2 Background:

2.1.11.2.1 Membership in the Sons of Norway and Poulsbo Lodge brings certain rights regarding access to the Lodge and utilization of the benefits and services available. There are also limitations on the activities of members and responsibilities for consideration of the rights of others and compliance with the rules of the Lodge as established by Sons of Norway and Poulsbo Lodge.

2.1.11.2.2 "Common sense" often dictates what is acceptable behavior or not, however, members do not always exercise this "common sense" in their behavior and/or interactions with other members and patrons of the Lodge.

2.1.11.2.3 Article 1.6.2 Sons of Norway Charter, Constitutions and Procedures, states that "All members shall enjoy equal privileges in the local Lodge except only those owning benefit contracts shall have the right to vote on questions related to insurance…" Therefore, the rights of some individuals cannot infringe on the rights of others nor can the limitations placed on members of the same category be unequal.

2.1.11.3 **Reference**: Sons of Norway CBPPs.

2.1.11.4 **Guidelines**:

2.1.11.4.1 Authority:

2.1.11.4.1.1 Except for the President, the Bar Manager, or the House Committee when acting as a whole, no Lodge members have any authority over the duty bartender when in the performance of his/her duties unless designated in writing by the President or House Committee.

2.1.11.4.1.2 Neither the Trolls Den Advisory Committee nor any of its members have any authority over the Bar Manager or the duty bartender when in the performance of his/her bar duties and unless designated in writing by the President or the House Committee.

2.1.11.4.1.3 Except for the President, Executive/House Committee, or Board of Directors when acting as a whole, no Lodge members have any authority over the Office Manager or the Bar Manager when in the performance of their assigned duties unless designated in writing by the President, Executive/House Committee, or Board of Directors.

2.1.11.4.2 Access:

2.1.11.4.2.1 When the Lodge is "closed" and no services or activities are in progress, members have no authority to enter the Lodge if not conducting the business of the Lodge. If there is a private event at the Lodge but the Lodge is otherwise "closed", members have no authority to enter the Lodge if not conducting the business of the

Lodge unless they have been specifically invited to attend the private event.

2.1.11.4.2.2 When Lodge rooms are in use for a private or non-Lodge event, members have no authority to enter that room unless in the performance of some Lodge duty such as Volunteer Host, food service team member, etc. or unless specifically invited to attend the event.

2.1.11.4.2.3 When the Marine Room is in use for a private or non-Lodge event, members have no authority to enter the room to or from the kitchen elevator unless in the performance of some Lodge duty such as Volunteer Host, food service team member, etc.

2.1.11.4.2.4 Members are not authorized to access the Bar office without approval of the Bar Manager or the Office Manager.

2.1.11.4.2.5 Members are not authorized behind the bar in the Trolls Den whenever the Trolls Den is open except when requested by the bartender to assist with moving kegs, refilling ice, etc.

2.1.11.4.3 General: Individual members are not expected to enforce the rules of the Lodge or the Trolls Den. When rules violations are observed or problems developed, the matter should be referred to the appropriate Volunteer Host, whether the Office Manager, the duty bartender or regular Volunteer Host, unless urgent or emergency circumstances dictate that immediate action be taken by the member.

2.1.12 Membership Pins – Board of Directors

2.1.12.1 Purpose: To provide guidance regarding eligibility for and awarding of membership pins to members of the Lodge Board of Directors.

2.1.12.2 Background:

2.1.12.2.1 Members that volunteer to serve in leadership positions by becoming members of the Board of Directors receive little tangible recognition of their service to the Lodge.

2.1.12.2.2 International Sons of Norway has developed membership pins to recognize the service of Lodge Presidents and other Officers and Directors of the lodges. Pins are available for both current and past service in these positions.

2.1.12.2.3 By providing membership pins to those individuals that devote the time and effort to serve in leadership positions

in the Lodge, we can provide them evidence that can be worn on their vest, etc. while in service to the Lodge when representing the Lodge and Sons of Norway in other Sons of Norway activities, conventions, etc.

2.1.12.3 **Procedures**: In recognition of their position within the Lodge and their service to the Lodge and volunteering to devote the time and effort to serve in a leadership position in the Lodge, members of the Board of Directors shall receive appropriate membership pins.

2.1.12.3.1 Members filling a position on the Board of Directors shall receive and be authorized to wear either a Lodge President, Lodge Officer, or Lodge Director pin, as appropriate to their position.

2.1.12.3.2 Members leaving their office at the end of their term, having served for the entire term for which elected, shall receive and be authorized to wear either a Past Lodge President, Past Lodge Officer, or Past Lodge Director pin, as appropriate. Members reelected to the same office at the end of their terms shall continue to wear the pin for current service and will receive the pin for past service after having completed their term and having not been reelected to the same office. Members changing positions from one election to another may wear both the current and the past service pins, as appropriate.

2.1.12.3.3 The Chairman of the Building Association, having been designated as a member of the Board of Directors by the Lodge Bylaws, shall be authorized to wear the Lodge Director pin.

2.1.12.3.4 When members of the Board of Directors leave office or change from an Officer position to a Director position or vice versa, they shall pass their pin to their replacement. Those continuing to serve in the same position from one election to another will retain their pin until no longer serving or until changing from Officer to Director or vice versa. The intent is that only currently serving Officers and Directors will be wearing the current service pins.

2.1.12.3.5 Pins shall be presented or transferred, as appropriate, at the installation ceremony. Pins for vacant positions shall be held by the President until such time as the position is filled at which time it shall be presented per this document.

2.1.12.3.6 Members not completing their term of office shall return their pin to the President. They should not be eligible to receive or wear the Past Officer or Director pin, except those stepping down because of illness and having completed at least one half of their term, unless they have previously served at least one full term of the position.

2.1.12.3.7 Pins shall be purchased by the Lodge for those members currently serving as of the date of approval of this document.

2.1.12.3.8 Any member who has served at least one full term as President, Lodge Officer, or Lodge Director in the past shall be authorized to receive and wear the appropriate Past Officer or Director pin.

2.1.12.3.9 The attachment specifies which type of pin each member of the Board of Directors is authorized to wear.

(Approved by the Board of Directors November 4, 2008)

Appendix G

2.1.13 Membership Secretary Record Keeping of Membership Forms

2.1.13.1 Purpose: To provide guidance for storage and maintenance of membership records.

2.1.13.2 Background:

2.1.13.2.1 Sons of Norway International issued updated guidelines for keeping membership records.

2.1.13.2.2 Digital records are sufficient in many cases.

2.1.13.3 Guidelines:

2.1.13.3.1 New member applications should be copied and filed in a three-ring binder labeled "New Members" and kept in the Lodge office.

2.1.13.3.2 When the monthly Lodge activity report comes in, new member information and the report should be checked for accuracy.

2.1.13.3.3 Paper copies of new member applications should be destroyed once the new member has been added to the International membership list.

2.1.13.3.4 The new member information forms will be filed in the three-ring binder in alphabetical order by last name and kept in the Lodge office.

2.1.13.3.5 At least quarterly, new member information forms that are one year old or older should be removed from the binder and destroyed.

2.1.13.4 Responsibilities: The Membership Secretary will be responsible for copying, filing, and purging the new member forms. (New Aug 2013)

2.1.14 Bylaws, Policies & Procedures Committee (BPPC)

2.1.14.1 Purpose: To be available to review and consider revisions of the Poulsbo lodge bylaws, as needed, to keep the lodge in compliance with Sons of Norway International and state laws and regulations and to establish and maintain the Policies & Procedures Manual for the lodge, ensuring that all policies and procedures are clearly documented, up-to-date, and aligned with the goals and operations of the Poulsbo Sons of Norway Lodge.

2.1.14.2 Background:

2.1.14.2.1 The Poulsbo lodge bylaws, as last approved in 2024 by Sons of Norway International, are the laws regulating the lodge.

2.1.14.2.2 The lodge Policies & Procedures Manual contains the rules and guidelines which provide guidance for the effective operation and administration of the lodge.

2.1.14.2.3 Consistent and clear policies and procedures help ensure transparency, efficiency, and continuity in lodge activities.

2.1.14.2.4 In the past, updates to the Policies &Procedures Manual have been the duty of the Auditors. Over the years, as board members changed, this duty has not been accomplished regularly.

2.1.14.2.5 In order to ensure that approved updates are documented in the manual, a Bylaws, Policies & Procedures Committee (hereafter referred to as the BPPC) is being established.

2.1.14.3 References:

2.1.14.3.1 Sons of Norway International Charter, Bylaws, Policies and Procedures (CBPPs)

2.1.14.3.2 Sons of Norway Guides for Leadership

2.1.14.3.3 Poulsbo Lodge Bylaws

2.1.14.3.4 Poulsbo Lodge Policies & Procedures Manual

2.1.14.4 Committee – Organization:

2.1.14.4.1 The BPPC will be a standing committee established to provide ongoing oversight and maintenance of the lodge's bylaws, policies and procedures.

2.1.14.4.2 The BPPC will be responsible for ensuring the lodge's bylaws are in line with Sons International as well as for reviewing, drafting, and recommending updates to the lodge Policies & Procedures Manual, ensuring that it follows state law and reflects current practices and the needs of the lodge.

2.1.14.4.3 The BPPC shall consist of three (3) to five (5) members appointed by the lodge President. It will be beneficial if the members appointed have an expertise or at least an interest in governance and lodge operations.

2.1.14.4.4 The BPPC members shall have staggered three-year terms per Procedure 2.1.24 Standing Committees. The members may be re-appointed by the President for additional terms.

2.1.14.4.5 The Counselor of the Board of Directors shall serve as the liaison between the BPPC and the board.

2.1.14.4.6 At the first meeting each year, the BPPC shall elect a Chairperson and a Secretary.

2.1.14.4.7 Minutes of the BPPC shall be taken and maintained.

2.1.14.5 <u>Committee - Operation:</u>

2.1.14.5.1 The BPPC will review the lodge bylaws each time the Sons of Norway International BPPCs are updated to ensure compliance.

2.1.14.5.2 The BPPC will maintain and update the lodge Policies & Procedures each time a change is adopted. If the BPPC is discontinued, this job reverts back to the Auditors.

2.1.14.5.3 The BPPC will draft new or revised policies and procedures as needed and submit the drafts for approval.

2.1.14.5.4 The BPPC will ensure all approved policies and procedures are clearly documented and accessible to all members of the lodge on the lodge website and in the official binders available in the lodge office.

2.1.14.5.5 The BPPC will be the first point of contact to respond to requests by the board and/or the membership for clarification or interpretation of lodge policies and procedures.

2.1.15 Parking

2.1.15.1 <u>Purpose</u>: To provide guidance to lodge members regarding parking on lodge property.

2.1.15.2 Background:

2.1.15.2.1 Lodge parking policy in Section 1.14 of this manual states that "Parking in the lodge parking lots is restricted to persons having business at the Lodge or attending a lodge function." 6-11-2024

2.1.15.2.2 Parking guidance is provided to the members through the Policies and Procedures Manual. Any and all changes shall be approved by the Board of Directors.

2.1.15.2.3 In 2020, amid the phased covid re-openings, the lodge received approval from WSLCB to utilize the lower area, previously reserved for employee parking, as an extension of the bar. This approval from the state was made permanent and ongoing as of June 2, 2022.

2.1.15.2.4 The Board of Directors determined that two parking spaces in the upper lot should be reserved for employee parking only.

2.1.15.3 Guidelines:

2.1.15.3.1 The intended use of the upper parking lot is for use of lodge members and the public when conducting business at the lodge. The upper parking lot is not to be used by members or non-members while conducting business elsewhere in the City of Poulsbo.

2.1.15.3.2 Two (2) parking spaces in the upper lot shall be reserved for employee parking only.

2.1.15.3.3 The lower approved deck area may be accessed for employee-only parking in the event the upper lot becomes unavailable.

2.1.15.3.4 Parking spaces in the upper lot may be reserved for renters of the Marine Room/Viking Room, at their request to the Office Manager, through the Venue Rental Coordinator, and may be marked by traffic cones, tape, etc. Members do not have the authority to utilize these spaces when so reserved.

2.1.15.3.5 Vehicles blocking other legally parked vehicles from egress from parking spaces may be towed without warning. The Office Manager and/or Bar Manager shall have the authority to contact the towing company when appropriate.

Revised Oct, 2024

2.1.16 Pets and Service Animals

2.1.16.1 Purpose: To establish guidelines regarding pets and service animals at Poulsbo Lodge.

2.1.16.2 Background:

2.1.16.2.1 Pets

2.1.16.2.1.1 At times in the past, members have brought pets (generally dogs) into parts of the Lodge or have tied dogs outside on the deck or elsewhere outside on Lodge property.

2.1.16.2.1.2 Some members have complained about the presence of pets, both in the Lodge and adjacent to Lodge entrances.

2.1.16.2.1.3 In 2007, a bill was considered in the State Senate that would allow "well-behaved" dogs on leashes into outdoor portions of bars. It was strongly opposed to by the State Board of Health for health and safety reasons. Nothing further has been heard about the bill.

2.1.16.2.1.4 In June 2008, the Lodge Board of Directors directed that no pets be allowed on the deck or in the Lodge (except Service animals). Exceptions could only be approved by the Board.

2.1.16.2.2 Service Animals

2.1.16.2.2.1 Service Animals are not classified as pets.

2.1.16.2.2.2 The Americans with Disabilities Act (ADA) provides specific guidance regarding service animals and the access to public accommodations.

2.1.16.2.2.3 FDA Food Code Section 6-501.115 prohibits Service Animals in areas used for food preparation.

2.1.16.2.2.4 Under Title III of the ADA and Sections 36.302 of the regulation issued by DOJ, a place of public accommodation such as a restaurant, hotel, retail store, or theater is required to…….accommodate the use of a Service Animal, unless doing so would result in a fundamental alteration or jeopardize the safe operation of the public accommodation.

2.1.16.3 Reference: Americans with Disabilities Act (ADA)

2.1.16.4 Guidelines:

2.1.16.4.1 Pets

2.1.16.4.1.1 No pets are allowed in the Lodge or on the deck without prior authorization from the Board of Directors.

2.1.16.4.1.2 No pets are allowed to be tied up adjacent to an entrance or walkway on Lodge property.

2.1.16.4.2 Service Animals

2.1.16.4.2.1 Service animals shall be allowed access to Lodge and private events at the Lodge in accordance with the provisions of the ADA.

2.1.16.4.2.2 Service animals shall not be allowed in Lodge kitchens.

2.1.16.4.2.3 Service animals shall not be allowed on the deck when it is being used as a food preparation area.

2.1.16.4.3 General:

2.1.16.4.3.1 Any Lodge member observing persons bringing animals into the Lodge may, in a courteous manner, point out to the person that pets are not allowed into the Lodge. If any problems occur, the matter should be immediately referred to the Volunteer Host, bartender, Office Manager, or event coordinator, as appropriate, for resolution.

2.1.16.4.3.2 When anyone enters the Lodge with an animal that they claim is a service animal and that fact is not obvious, the matter should immediately be referred to the Volunteer Host, bartender, Office Manager, or event coordinator to further evaluate by seeking an explanation or proof from the person with the animal. It is important not to cause a confrontation and scene but to err on the side of the person with the animal.

2.1.17 Record Sheet

2.1.17.1 Purpose: To provide a simple form to record information that may be of importance to operation and administration of the Lodge and its various functions and activities.

2.1.17.2 Background:

2.1.17.2.1 A considerable amount of business of the Lodge is conducted via telephone, email, or face-to-face meetings. It is important to keep a record of discussions, decisions, requests, commitments, etc. for future reference should questions or problems arise.

2.1.17.2.2 A written record regarding conversations, decisions, etc. about scheduling, bookings, prices, approvals for actions, and the myriad other decisions can be important regarding liability, compliance with procedures and regulations, etc.

2.1.17.3 Procedures:

2.1.17.3.1 The attached Record Sheet or similar sheet should be used to record information that may require reference in the future or that could be the basis for misunderstanding or liability regarding Lodge operation and administration.

2.1.17.3.2 Whenever the content of a communication with another person(s) may require reference or could be a matter of contention in the future, a Record Sheet should be completed.

2.1.17.3.3 Record Sheets should be retained in the file for the appropriate topic or subject matter.

Appendix I

2.1.18 This number left blank

2.1.19 This number left blank

2.1.20 Safety Deposit Box

2.1.20.1 Purpose: To assign responsibility for and provide guidance regarding maintenance of and access to the Lodge safety deposit box.

2.1.20.2 Background:

2.1.20.2.1 The Lodge at times maintains a safety deposit box.

2.1.20.2.2 Important documents relating to the Lodge and the Building Association may be stored in a safety deposit box.

2.1.20.2.3 In the past, responsibility for oversight of the safety deposit box and safeguarding of the safety deposit box key and contents were not assigned to any Lodge Officer and oversight was lax and haphazard.

2.1.20.3 Guidelines:

2.1.20.3.1 When applicable the Lodge Treasurer shall be responsible for control over access to and maintenance of the contents of the safety deposit box under the direction of the Lodge President.

2.1.20.3.2 The incumbents of the following positions shall be authorized signers to gain access to the safety deposit box: President, Treasurer, Office Manager, and Building Association Chairperson or designee.

2.1.20.3.3 The authorized signers should be updated whenever there is a change in incumbent to the authorized position.

2.1.20.3.4 When a safety box is used, a current inventory of the contents of the safety deposit box shall be maintained.

2.1.20.3.5 The authorized signers should review the contents of the safety deposit box annually to determine if any items should

be removed from the box or if any new items should be added to the box based upon the security requirements for the item.

2.1.20.3.6 No removals or additions may be made to the box contents without the knowledge of the President and Treasurer.

2.1.20.3.7 The safety deposit box key shall be kept locked in the Trolls Den office safe.

2.1.21 Sign Postings

2.1.21.1 Purpose: To identify and provide guidance regarding the posting of required signs, placards, licenses, etc. about the Lodge.

2.1.21.2 Background:

2.1.21.2.1 The Lodge is required to post various signs, placards, and licenses in certain locations about the Lodge based upon the rules and regulations of the various state and local agencies that permit Lodge business activities. Failure to post these signs, placards, and licenses can result in fines and/or other penalties.

2.1.21.2.2 The Lodge may also post other signs, placards, and notices that provide members and patrons Lodge information, procedures, and rules. Guidelines for posting general information and notices is covered in Section 2.1.9 Information Posting in this Policy & Procedures manual.

2.1.21.2.3 Signs and notices posted directly on doors and windows result in a sloppy and unprofessional appearance. Also, in the case of wooden doors, the tape used to post signs causes damage to the paint and often leaves an unsightly residue.

2.1.21.3 References:

2.1.21.3.1 Handbook for Liquor Licenses

2.1.21.3.2 Title 314 WAC – Liquor Control Board

2.1.21.3.3 Washington State Gambling Commission Rules Manual, January 2008

2.1.21.3.4 RCW Chapter 9.46 – Gambling – 1973 Act

2.1.21.3.5 Washington State Retail Food Code Working Document (merges Revised 246-215 WAC and 2001 FDA Food Code language)

2.1.21.3.6 2006 International Fire Code

2.1.21.4 Posting – Required: The following signs, placards, licenses, etc. are required to be posted in the Lodge:

2.1.21.4.1 By the Washington State Gambling Commission:

2.1.21.4.1.1 License – required to be displayed in the gambling area (WAC 230-06-065) for raffles.

2.1.21.4.1.2 Problem Gambling Information – required to be posted at each entrance and exit to the gambling area (RCW 9.46.071).

2.1.21.4.2 By the Washington State Liquor Control Board:

2.1.21.4.2.1 Master Business License showing the Liquor License Class – required to be posted in the bar premises.

2.1.21.4.2.2 Minor Posting Sign – required to be posted at the entrance to the bar (WAC 314-16-025)

2.1.21.4.2.3 Firearms Prohibited – required to be posted in the bar (RCW 9.41.300)

2.1.21.4.2.4 Fetal Alcohol Syndrome (FAS) Sign – required to be posted in the bar and in the women's restroom nearest to where alcohol is served.

2.1.21.4.3 By the Washington Department of Health:

2.1.21.4.3.1 Hand Washing Sign – "A sign or poster that notifies FOOD EMPLOYEES to wash their hands shall be provided at all handwashing lavatories used by FOOD EMPLOYEES and shall be clearly visible to FOOD EMPLOYEES". (Section 6-301.14, Washington State Retail Food Code Working Document)).

2.1.21.4.4 By the International Fire Code and Poulsbo Fire Marshal:

2.1.21.4.4.1 Exit signs (lighted with emergency battery backup) – required at all exterior exits from the building and exits from interior exits from the Trolls Den, Viking Room, Norse Room, and Marine Room.

2.1.21.4.4.2 Room Capacity – required for Trolls Den, Viking Room, Norse Room, and Marine Room.

2.1.21.4.4.3 Fire Extinguisher Inspection Card – required for all portable fire extinguishers and fixed fire extinguishing systems.

2.1.21.4.5 By the Washington Department of Labor and Industry: Elevator Annual Operating Certificate – must be posted near the elevator or in the elevator machine room. Our certificates are posted in the elevator.

2.1.21.5 Posting – Lodge: These are signs not required by any outside agency that the Lodge posts to notify members and patrons of various Lodge requirements, procedures, or rules.

2.1.21.5.1 Marine Room Deck – No Smoking and Deck Capacity

2.1.21.5.2 Upstairs Lobby – No Drinks Outside Building

2.1.21.5.3 Norse Room – any signs regarding dinners

2.1.21.5.4 Trolls Den – any signs regarding signing in for visitors, wearing of hats, etc.

2.1.21.5.5 Kitchens – any instructional signs dealing with food service or utility shutoff locations.

2.1.21.5.6 Other – as directed by the Board of Directors.

2.1.21.6 Responsibilities:

2.1.21.6.1 The Gambling Manager is responsible for all postings dealing with gambling.

2.1.21.6.2 The Trolls Den (Bar) Manager is responsible for all postings dealing with the operation of the Trolls Den and the Marine Room Bar (when in use).

2.1.21.6.3 The Lodge Maintenance and Repair Committee is responsible for all postings not assigned to others.

2.1.21.7 Guidelines:

2.1.21.7.1 Signs and other notices shall not be posted directly on doors or windows.

2.1.21.7.2 Whenever possible, permanently posted signs that are not posted on bulletin boards should be placed in a picture frame (preferably 8.5 x 11 or 11 x 14) and affixed to the wall in the appropriate location.

2.1.22 This number left blank

2.1.23 Website Guidelines

2.1.23.1 Purpose: To inform members and the public about the Sons of Norway and Lodge events and activities, to encourage membership in the Sons of Norway, and to advertise rental rooms to members and the public.

2.1.23.2 Procedures:

2.1.23.2.1 The website will be maintained by a Lodge member volunteer referred to as the "webmaster". The webmaster will be appointed by the Lodge President and will serve at the President's discretion. The webmaster position will not be a board position. The webmaster will maintain editorial and quality control of the website. The webmaster must have

access to the computer expertise and equipment necessary to maintain the website.

2.1.23.2.2 The Lodge will pay web hosting and domain licensing fees associated with the website. The Lodge will not pay for web design or maintenance of the web page unless approved in advance by the Board of Directors. The Lodge will purchase website design programs, as appropriate, for the use of the webmaster.

2.1.23.2.3 The webmaster will post appropriate information on the website on a timely basis. Information on the website should, at a minimum, include:

2.1.23.2.3.1 Current Måken Newsletter

2.1.23.2.3.2 Annual Calendar of Events

2.1.23.2.3.3 Listing of Lodge activities

2.1.23.2.3.4 Contact information

2.1.23.2.3.5 Membership information

2.1.23.2.3.6 Room rental information

2.1.23.2.3.7 Other items deemed appropriate by the President/Board of Directors

2.1.23.2.4 Board members are encouraged to submit updates and information for the website to the webmaster on a timely basis. The Office Manger shall submit information and updates for the website relating to room rentals. The webmaster will not be responsible for creating flyers, advertisements, etc. for events at the Lodge. The Publicity Director should also work closely with the webmaster to ensure accurate publicity for all events and activities of the Lodge that should be publicized. Information for the website should be provided to the webmaster in a digital format (to be specified by the webmaster) that can easily be transferred to the webpage. All parties submitting information to the webmaster shall coordinate directly with the webmaster as regards content, placement, inclusion of photos, or other aides, etc.

2.1.23.2.5 The website will only promote items sponsored by the Poulsbo Sons of Norway, other Sons of Norway items, and other Nordic heritage events. The website shall not normally promote items of a commercial nature that are not within the above categories. Paid commercial advertisements will not be placed on the website.

2.1.23.3 General: The January 2006 issue of Viking Resource also provides additional information and guidance concerning the development of websites by Sons of Norway lodges.

(Approved by the Board of Directors November 4, 2008)

2.1.24 Standing Committee

2.1.24.1 Purpose: To provide a mechanism to designate a Standing Committee and to outline the functions of the Standing Committee; to provide the ability of certain committees to function more efficiently for the lodge by having ongoing staggered terms; and to provide guidelines for any Standing Committee so designated.

2.1.24.2 Background: Traditionally, most committees of the lodge are appointed by the lodge President annually often causing a loss of consistency in procedure and function of the committees. Over time certain committees, such as the Scholarship Committee and Safety Committee, have been treated unofficially as standing committees. Also, in the past, when the Trustees were appointed to be the lodge Safety Committee, that committee was referred to as a standing committee in the lodge Policies & Procedures, Section 2.4.4.2.1 even though there was no procedure for a Standing Committee.

2.1.24.3 Standing Committee – Organization:: The following guidelines apply to the organization of the committee:

2.1.24.3.1 Any committee appointed as a Standing Committee of the lodge shall be an ongoing committee.

2.1.24.3.2 A Standing Committee may be established by custom or set by lodge procedures.

2.1.24.3.3 Members of a Standing Committee shall be initially appointed by the lodge President and confirmed by the Board of Directors.

2.1.24.3.4 A Standing Committee differs from other lodge committees in that the members continue in their roles, usually for three-year (3) staggered periods, and are not reappointed annually.

2.1.24.3.5 A Standing Committee will be comprised of three (3) to seven (7) members. All members of a Standing Committee must be members in good standing of the Poulsbo Sons of Norway lodge.

2.1.24.3.6 At the end of the staggered term, a member of a Standing Committee may be reappointed at the discretion of the lodge President.

2.1.24.3.7 Members of a Standing Committee may be removed per lodge procedures in the same manner as board members.

2.1.24.3.8 A Standing Committee deemed no longer necessary or in the best interest of the lodge may be disbanded by a majority of the board currently seated.

2.1.24.4 Standing Committee -- Operation: The following guidelines apply to the operation of any committee so appointed:

2.1.24.4.1 A Standing Committee will make recommendations to the lodge board within the functional areas identified for that specific Standing Committee.

2.1.24.4.2 Members of a Standing Committee will elect a chair annually from within the committee.

2.1.24.4.3 The Standing Committee should take minutes of their meetings.

2.1.24.4.4 The chair of a Standing Committee, or in the absence of the chair an alternate member of the Standing Committee, will attend board meetings and/or make a monthly report to the board.

2.1.24.4.5 Current committees that would benefit from being designated as a Standing Committee besides the Safety Committee include the Trolls' Den Advisory Committee (TDAC), the Food Services Committee (FSC), and the Scholarship Committee.

2.2 BUSINESS OPERATIONS

2.2.1 Equipment – Borrowing

2.2.1.1 Purpose: To provide guidance regarding the borrowing and use of Lodge equipment outside the Lodge.

2.2.1.2 Background:

2.2.1.2.1 There are occasions when members and other non-member organizations request the off-premise use of Lodge equipment.

2.2.1.2.2 In the past, Lodge equipment has been loaned to members and other non-member organizations although no formal authority or procedure existed and there were no record keeping requirements.

2.2.1.2.3 Some of the items loaned in the past have included tables and chairs, chafing dishes, large pots and pans, podiums, and serving platters.

2.2.1.2.4 Article 10, Bylaws of the Lodge Ladies Club, states that "No rental or lending of Sons of Norway Ladies Club, Poulsbo Lodge #44 equipment shall be permitted, except to the Lodge."

2.2.1.3 Guidelines:

2.2.1.3.1 No Poulsbo Lodge Ladies Club equipment shall be loaned or rented to members, non-members, or other organizations.

2.2.1.3.2 Lodge equipment may be loaned to Lodge members without charge at the discretion of the Office Manager. There is no inherent right of members to borrow Lodge equipment.

2.2.1.3.3 Lodge equipment may be loaned to civic groups and other non-profit organizations without charge at the discretion of the Office Manager.

2.2.1.3.4 Any unusual request or conflicts regarding the loaning of Lodge equipment shall be referred to the Board of Directors for resolution.

2.2.1.3.5 In no instances shall any Lodge equipment be loaned out that would be needed for a Lodge event or a Lodge catered event during the time period requested.

2.2.1.3.6 All Lodge equipment loaned, whether to members or non-members, shall be signed out and in in a log maintained by the Office Manager.

2.2.1.3.7 Lodge equipment shall not normally be loaned to renters for off-premises use (e.g. weddings at parks/pavilions, etc.)

2.2.1.3.8 Whenever Lodge equipment is loaned or rented, it shall be inspected upon return for damage and cleanliness and any appropriate action taken if discrepancies found.

2.2.1.3.9 If circumstances or past history so dictate, the Office Manager may require a security deposit before loaning Lodge equipment.

2.2.2 Financial Accounting

2.2.2.1 Purpose: To provide guidance and procedures for the Lodge Treasurer and Office Manager in accomplishing the financial accounting requirements of the Lodge.

2.2.2.2 Background:

2.2.2.2.1 Specific information on the duties and responsibilities of the Lodge Treasurer and Financial Secretary are contained in the Sons of Norway Charter, Constitutions and Procedures and in the Sons of Norway Guides for Leadership. Since the Lodge has replaced the Financial Secretary position with Membership Secretary, the financial duties once performed by the Financial Secretary are now the responsibility of the Treasurer.

2.2.2.2.2 Specific information on the duties and responsibilities of the Office Manager are outlined in the Office Manger Position Description.

2.2.2.2.3 The unique business aspect of Poulsbo Lodge imposes additional financial accounting duties and responsibilities on the Lodge Treasurer including the necessity to work closely with the Office Manager in accomplishing all of the myriad actions to successfully perform the financial accounting function of the Lodge.

2.2.2.2.4 The need exists for a written set of steps, guidelines, and responsibilities for financial accounting, both to ensure the accurate, timely, and complete accomplishment of all the tasks required and to provide a mechanism for effective transfer of responsibility when changes in personnel occupying the three positions occur.

2.2.2.3 References:

2.2.2.3.1 Sons of Norway Charter, Constitutions and Procedures

2.2.2.3.2 Sons of Norway Guides for Leadership, Treasurer and Financial Secretary

2.2.2.3.3 Poulsbo Lodge Office Manager Position Description

2.2.2.4 <u>Financial Accounting Procedures</u>: The financial accounting function at the Lodge includes income processing, bookkeeping and disbursement, payroll, taxes, and reports.

2.2.2.4.1 Income Processing

2.2.2.4.1.1 Office Manager counts the money from events or patrons as the money comes in and makes receipts which are attached to the money. The tax is identified so that the receipt reflects net income plus tax. For room rentals, a sales receipt is prepared which is attached to the money.

2.2.2.4.1.2 Office Manager puts the week's money into a money bag.

2.2.2.4.1.3 Office Manager counts all money daily from the Trolls Den using a Z-tape and identifies the tax. The Trolls Den money goes into a separate Trolls Den money bag.

2.2.2.4.1.4 Treasurer counts the money weekly from the Lodge Account and records in the Membership Secretary Cash Book. The same is done for the Trolls Den which is recorded in a separate Cash Book. The Treasurer then prepares deposit slips for the Lodge accounts and the Trolls Den and makes the deposits.

2.2.2.4.1.5 Treasurer, using Quick Books, records all Lodge cash on a Sales Receipt, excluding any room rentals that have a Sales Receipt already recorded.

2.2.2.4.1.6 Treasurer, using Quick Books, makes a separate daily Sales Receipt for the Trolls Den. Using the Z-tape for each Sales Receipt, the Treasurer breaks down the sales into pop and snacks, liquor and beer and wine. VISA payments are taken out and the total money is compared to the cash deposited for that day. Copies of the Quick Books entries are made to file with the paperwork.

2.2.2.4.1.7 Treasurer, using Quick Books, enters the deposit transactions. All Lodge account deposits are made as one entry, checking to ensure they agree with the balance in the Cash Book. All the Trolls Den deposits, minus Credit Cards, are made as one entry, checking to ensure they agree with the balance in the Cash Book. A separate entry is made for each daily Credit Card sale.

Copies of the Quick Books entries, except for Credit Cards, are made to file with the paperwork.

2.2.2.4.2 Bookkeeping/Disbursements

2.2.2.4.2.1 Office Manager processes all bills, including checks for validity and accuracy, for the Lodge and the Trolls Den for goods and services received.

2.2.2.4.2.2 Office Manager, using Quick Books check-writing process, writes checks to pay bills and separates charges for the various Lodge cost centers as appropriate.

2.2.2.4.2.3 Checks are signed by the **Office Manager** and countersigned by the **Treasurer,** whenever possible.

2.2.2.4.2.4 Office Manager files invoices with a copy of check payment stub for each bill processed.

2.2.2.4.3 Payroll:

2.2.2.4.3.1 Office Manager collects Timesheets from employees at the end of each pay period. Each employee is responsible for the preparation of his/her own Timesheet.

2.2.2.4.3.2 Office Manager verifies hours worked during the time period.

2.2.2.4.3.3 Treasurer conducts a recheck verification of hours worked during the time period.

2.2.2.4.3.4 Office Manager, using the payroll section of Quick Books, records hours for each employee and prints checks.

2.2.2.4.3.5 Office Manager and **Treasurer** sign all employee payroll checks.

2.2.2.4.3.6 Office Manager places copies of Timesheets and check stubs for each employee in payroll section of locked file cabinet.

2.2.2.4.4 Taxes:

2.2.2.4.4.1 All Lodge taxes, except the Lodge Personal Property Tax and the City of Poulsbo tax on gambling, are processed and paid electronically online based on generated reports from data included in Quick Books.

2.2.2.4.4.2 Office Manager extracts data from Quick Books and then goes online to the appropriate taxing agency to complete the tax form and make payment of the required tax. A listing of the various tax reporting

requirements is included in the Reports Index in Appendix B.

2.2.2.4.4.3 The Lodge Personal Property Tax and the City of Poulsbo tax on gambling are paid by the **Treasurer.**

2.2.2.4.5 Reports:

2.2.2.4.5.1 Treasurer, using Quick Books, generates a monthly Condensed Profit and Loss Statement for use at the monthly Board and Lodge meetings.

2.2.2.4.5.2 Treasurer, using Quick Books, generates any other financial reports, as requested by the Board of Directors or the Auditors, and the Annual Financial Statement required by Sons of Norway International.

2.2.2.4.5.3 Office Manager, using Quick Books, generates monthly Profit and Loss Statements and any other reports as requested by the Building Association. The Building Association financial accounting data is maintained on Quick Books, but it is separate from the Lodge.

(Rev Sep 2013)

2.2.3 Kitchen – Use for Non-Lodge Events

2.2.3.1 <u>Purpose</u>: To provide guidance regarding use of Lodge kitchen(s) by members and non-members for non-Lodge sponsored events and for private non-member events not catered by a Lodge food service team.

2.2.3.2 <u>Background</u>:

2.2.3.2.1 There has been no consistent policy or set of rules for the use of Lodge kitchen(s) for non-Lodge sponsored events.

2.2.3.2.2 At one time, Lodge kitchens were not available for use during non-Lodge sponsored events. This practice has been relaxed during recent years and persons/groups have used kitchens without approval and, in many instances, without Lodge supervision.

2.2.3.2.3 Some commercial caterers have requested use of Lodge kitchen/equipment while catering private events at the Lodge.

2.2.3.2.4 A specific set of general rules should be available to the Office Manager with which to respond to renters/caterers wishing to use Lodge kitchen facilities as well as a general set

of rules for Lodge members using the kitchens for private events.

2.2.3.2.5 The update became necessary because certain unauthorized uses had not been addressed and became apparent when kitchens were used in ways that were not in the best interest of the Lodge. (new February 2013)

2.2.3.3 <u>Guidelines</u>:

2.2.3.3.1 General:

2.2.3.3.1.1 Kitchens and Lodge equipment shall not be used by members or renters for private functions without the knowledge and approval of the Office Manager.

2.2.3.3.1.2 Whenever in doubt regarding request for kitchens/equipment use by renters, the Office Manager should refer the matter to the Board of Directors for a decision.

2.2.3.3.1.3 In all instances of use of kitchen(s) by members or renters for non-Lodge events, it is imperative that users are aware of and comply with all kitchen cleanup requirements and that the kitchen(s) is properly cleaned immediately following the conclusion of the event to the satisfaction of the Volunteer Host.

2.2.3.3.1.4 Under no circumstances shall members involved with non-Lodge events use any Lodge foodstuffs other than staples (salt, pepper, sugar, spices, etc.). Renters and caterers (except Lodge-hired caterers) are not authorized the use of Lodge foodstuff or staples. The Lodge does not procure or provide food supplies for private events that are not catered by a Lodge food service team or a Lodge-hired caterer, unless authorized. Bartenders should be aware of all activities involving the kitchen use by renters and members alike. Enforcement in the case of renters is the responsibility of the Lodge Volunteer Host.

2.2.3.3.1.5 The Volunteer Host should be aware of approved kitchen/equipment use by renters and/or caterers, if any, for the event in order that they may be prepared to properly perform their assigned duties and to monitor use and cleanup of the kitchens/equipment.

2.2.3.3.2 Members:

2.2.3.3.2.1 Members renting rooms are authorized light kitchen use which includes utilization of refrigerators for keeping food cold, convection ovens, microwave, alto-sham, or stove for reheating or keeping food hot, serving platters and utensils, and staples such as salt, pepper, sugar, and creamers.

2.2.3.3.2.2 Members renting the Viking/Norse Rooms that utilize the kitchen equipment, including ovens and stoves for food preparation, dishwashers, dishware, utensils, and staples, should have a minimum fee of $50 for kitchen use, which the Office Manager oversees. They shall ensure all cleanup and putting away of items washed and used.

2.2.3.3.2.3 The kitchen and the Norse Room shall not be used for food preparation for offsite catered events by members for members or non-members, without Board approval.

2.2.3.3.2.4 At no time will deep fryers, grills, or gas stove burners be allowed to be used for potlucks.

2.2.3.3.2.5 Rules for members only apply when a member is actually the renter.

2.2.3.3.3 Non-members:

2.2.3.3.3.1 Non-member renters of Lodge rooms may use kitchens for storage of food, for plating, for serving, and for cleanup and repackaging at no charge. They may also use refrigerators for keeping food cold, if space is available.

2.2.3.3.3.2 Non-member renters of the Marine Room may use the upstairs kitchen for heating, utilizing the alto-sham and the microwave oven. Non-member renters that have members as part of their prep team or rental group do not qualify for any different or special use of equipment.

2.2.3.3.4 Employees: All standard cleanup must be done in both kitchens.

2.2.3.3.5 Caterers:

2.2.3.3.5.1 Commercial caterers for Marine Room events may use the upstairs kitchen for heating food and may

utilize the alto-sham and the microwave oven for heating food.

2.2.3.3.5.2 Commercial caterers serving events in the Viking Room may use the Norse Room for food storage, plating, and setup so long as not in conflict with another Lodge function/rental.

2.2.3.3.5.3 Commercial caterers should not normally be authorized the use of any other Lodge equipment, dishes, utensils, etc. except as stated above.

2.2.3.3.5.4 Lodge-hired caterers have full use of kitchens, equipment, and supplies as if a Lodge food service team.

(Rev Feb 2013)

2.2.4 Pricing

2.2.4.1 **<u>Purpose</u>**: To provide guidance for and a mechanism to establish, review, and/or adjust, as appropriate, the prices charged for Lodge room rentals and for food service for private, public, and members-only events.

2.2.4.2 **<u>Background</u>**:

2.2.4.2.1 The Lodge Bylaws include no provision for description of responsibility for determining prices for room rentals, food service, and other food service events and activities of the Lodge.

2.2.4.2.2 The Sons of Norway Charter, Constitutions and Procedures includes under duties of the President: "Appoint all standing or special committees unless otherwise expressly provided".

2.2.4.2.3 Policy section of this manual contains a Pricing Policy under which the Executive Committee has the authority to set prices for all goods and services provided by the Lodge. Proposed prices are submitted to the Executive Committee for their review and discussion. However, the Lodge Bylaws do not include this duty under the Executive Committee.

2.2.4.2.4 The need exists for some standardized guidelines for the establishment of prices for various business aspects of the Lodge while at the same time allowing a degree of flexibility to adjust prices based on changes in menu, food costs, type of event, and other circumstances regarding a particular rental and/or food service event.

2.2.4.3 <u>Guidelines</u>: The following guidelines replace the Pricing Policy as listed in the Policies Section of this manual:

2.2.4.3.1 Pricing Committee: The Lodge President may appoint a Pricing Committee to review and make recommendations regarding prices for room rentals and the standard prices for Tuesday and Friday Night Dinners. The makeup, duties and responsibilities of the Pricing Committee include:

2.2.4.3.1.1 Committee to consist of either three or five members.

2.2.4.3.1.2 Office Manager shall be a member of the committee.

2.2.4.3.1.3 For room rental reviews, comparisons should be made with other venues that rent similar spaces.

2.2.4.3.1.4 For meal pricing, consideration should be given to food costs, preparation expense (utilities, etc.) and profit margin to ensure pricing is appropriate.

2.2.4.3.1.5 Recommendations shall be forwarded to the President for action by the Board of Directors.

2.2.4.3.2 Banquet Menus: Prices for these menus (for banquets, weddings, etc.) should be determined by the Office Manager in coordination with either a Ladies Club food service representative or the Lodge Catering Director, dependent upon which is catering this specific event, and should include consideration of food costs, preparation costs, and profit margin. Menu prices shall be published for use of renters in selecting menus for their event.

2.2.4.3.3 Tuesday and Friday Night Dinners:

2.2.4.3.3.1 A standard price for these dinners shall be established by the Board of Directors based upon food cost, preparation expense, benefit to members, and profit margin. Recommendations should be solicited from the Office Manager. The standard price for Friday Night Dinner shall be based on the steak/halibut menu.

2.2.4.3.3.2 For Friday Night Dinners, prices may be adjusted by the Friday night team leader based upon the menu being served that particular night. Input should be obtained from the Office Manger regarding food costs.

2.2.4.3.3.3 For Tuesday Night Dinners, the cook may adjust the price for variations from the normal menu.

Input should be obtained from the Office Manager regarding food costs.

2.2.4.3.4 Social and Special Events: Prices for Social and Special Events shall be determined by the Social Director and food service team leader based upon menu, food costs, preparation expense, profit margin, and any other related costs (music, etc.). Input should be obtained from the Office Manger regarding food and any other extra costs. Included in these events are Vets' Night, New Year's Eve Party, St. Patrick's Day Dinner, Crab Feed, etc.

2.2.4.3.5 Events Open to the Public: Prices for Viking Fest Luncheon, Lutefisk Dinner, Kaffe Stua, Pancake Breakfast and other food service events open to the public shall be determined by the food service team leaders based on menu, food costs, preparation expense, and profit margin. Input should be obtained from the Office Manager regarding food costs.

2.2.4.3.6 Rotary Breakfast: Prices for Rotary Breakfast shall be determined by the food service team leader and the Rotary Club with consideration of the menu, food costs, preparation expense, and profit margin. Input should be obtained from the Office Manager regarding food costs.

2.2.4.3.7 Trolls Den: Trolls Den bar prices shall be determined by the House Committee and the Bar Manager. The Trolls Den Advisory Committee may provide recommendations to the House Committee for changes in drink prices.

(Rev Sep 2013)

2.2.5 Publicity/Advertising

2.2.5.1 Purpose: To provide guidance regarding publicity and advertising at the Poulsbo Lodge.

2.2.5.2 Background:

2.2.5.2.1 The duties of the Lodge Publicity Director are outlined in the appropriate section of the Sons Guides for Leadership, the Sons Charter, Constitutions and Procedures and the Lodge Additional Duties List.

2.2.5.2.2 The duties of the Office Manager are outlined in the appropriate Position Description and as determined by the Board of Directors. Responsibility for advertising is not addressed in the Office Manager's Position Description, however, at the October 2008 Board meeting, the Board of Directors decided that the Office Manager would be the

coordinator for Lodge advertising (the intent was for room rentals).

2.2.5.3 Definitions:

2.2.5.3.1 Publicity—dissemination of information to members and the public regarding Lodge events and activities whether restricted to members and guests or open to the public.

2.2.5.3.2 Advertising—dissemination of information to members and the public regarding the availability of room rentals at the Lodge.

2.2.5.4 Responsibilities:

2.2.5.4.1 Publicity Director: Responsible for coordination of all publicity regarding Lodge events and activities. When the responsibility for coordination of a given event or activity lies with another Officer or Officers, which is normally the case, they shall coordinate with the Publicity Director for publicity regarding the event or activity. When a news release is to be made by an event or activity coordinator, the Publicity Director should be made aware of the release in advance for any necessary coordination and/or combination with other publicity releases. This does not preclude the normal internal Lodge postings of information on events such as Friday Night Dinners, etc. It is critical, though, that all parties are on the same page as regards dates, times, etc. Responsible for coordination of information to be included in the Poulsbo Chamber of Commerce newsletter inserts.

2.2.5.4.2 Office Manager: Responsible for coordination of advertising regarding room rentals. Work with the Lodge website webmaster to develop the advertising page for the Lodge website.

2.2.5.4.3 Trolls Den Manager: Responsible for preparing articles for the Måken and/or advising the Editor of information concerning the operation of the Trolls Den and for Trolls Den music.

2.2.5.4.4 Lodge Officers: Responsible for preparing articles for the Måken for all events or activities for which they are responsible. Responsible for coordination with the Publicity Director as outlined above.

2.2.5.5 General:

2.2.5.5.1 All parties must ensure that the Event Calendar in the office is kept current so as to indicate when rooms are reserved,

whether Lodge events/activities or rentals. The Office Manager is responsible for ensuring that the Calendar is kept current.

2.2.5.5.2 Coordination among all parties is necessary to ensure that timely and accurate information is disseminated to members and the public. Communications is the key to being well informed, both for our members and the public and between Lodge Officers and employees.

2.2.5.5.3 Requirements for paid publicity and advertising should be included in the annual Lodge budget.

(Approved by the Board of Directors, November 4, 2008)

2.2.6 Room Rentals – Members

2.2.6.1 Purpose: To provide guidance and procedures regarding rental of Lodge rooms by members of the Lodge.

2.2.6.2 Background:

2.2.6.2.1 The Lodge has been inconsistent in the past as regards the room rental rate charged to Lodge members.

2.2.5.2.2 Some Lodge members appear to believe that they are entitled to utilize Lodge rooms without charge based upon their longevity as Lodge members and/or their history as a volunteer at the Lodge.

2.2.5.2.3 The Lodge has lost income in the past when members have rented rooms at a reduced rate for friends, non-members, organizations of which they are a member, etc.

2.2.5.2.4 Part of the business of the Lodge is room rentals and it should be operated as such. Specific guidelines should be established regarding rentals, rates, instances of free use, etc.

2.2.6.3 Guidelines:

2.2.6.3.1 In order to receive a discounted room rental rate, members must have been a member of Poulsbo Lodge for at least two years as of the date that the room is to be utilized.

2.2.6.3.2 Member room rental rates shall be 3/4th (1/4 discount) of the current non-member rate for the room, rounded off to the nearest whole dollar.

2.2.6.3.3 Room deposit requirements and rules are the same as for regular rentals.

2.2.6.3.4 Rooms may be rented at the member rate for non-member spouses, children, or grandchildren of the member. The room must be rented by the member.

2.2.6.3.5 Rooms may not be rented by a member at the member rate for businesses, reunions, or other organizations unless the member is the owner of the business or is paying the entire cost of the function for the organization or group.

2.2.6.3.6 Member memorials or parties:

2.2.6.3.6.1 Member memorials, birthday or anniversary parties, etc. for which all Lodge members are invited to attend and the room partition is open may be held in the Viking Room for a charge of $50. When the partition is open, the Viking Room is considered as part of the Trolls Den (Liquor Control Board determination) and no minors (under the age of 21) may be in attendance (regardless of whether or not food is served). If the partition is closed and/or attendance is limited to invited individuals, the event becomes a private event and the member rate will be charged for the room. Kitchen fees shall be charged, as appropriate. No private events may be held in the Trolls Den proper.

2.2.6.3.6.2 Whenever a memorial service or party is held in the Viking Room, someone must reserve the room with the Office Manager and pay the $50 charge. The event must be scheduled just like any regular rental, except that a reduced fee is charged. If the kitchen usage fee is appropriate, it becomes the responsibility of the person reserving the room.

2.2.6.3.6.3 Member memorials or parties shall not be held on Monday nights during the Lodge dance program season or on Friday nights in the Viking Room, nor shall they interfere with any other Lodge events or rentals.

2.2.6.3.6.4 Member memorials or parties may be held in the Marine Room at the member rental rate or as approved by the Board of Directors for special circumstances.

2.2.6.3.7 The guidelines regarding kitchen use are applicable for all members renting Lodge rooms.

2.2.6.3.8 Members renting rooms under the above guidelines may request a Club Bar. If a Club Bar is provided, all guests must be signed in by the member who must remain present so long as the bar is open and any guests are present. Requests for

a Club Bar shall be made to the Office Manager who will determine availability and coordinate with the Bar Manager.

2.2.6.3.9 The Board of Directors shall have the authority to make exceptions to these rental guidelines and the rental rates based upon special circumstances on a case-by-case basis. The criteria for any exception will be determined by the Board of Directors. Whenever any conflict develops with regard to a rental to a member and/or the rate to be charged, the Office Manager shall refer the matter to the Board of Directors for a resolution.

2.2.6.3.10 Any requests for exceptions to the member rental room guidelines must be submitted to the Board of Directors well enough in advance in order to permit a discussion by the Board. If an urgent situation should develop, the matter should be taken directly to the Lodge President.

(Rev Aug 2014)

Appendix K

2.2.7 Room Rentals – Non-Members

2.2.7.1 **Purpose**: To provide guidelines for the rental of Lodge rooms by non-members.

2.2.7.2 **Background**:

2.2.7.2.1 The Lodge has been inconsistent in the past as regards the room rental rates charged to non-members and other businesses and organizations.

2.2.7.2.2 Rental contract forms have been prepared for use in all rentals. These include a regular Rental Agreement and a Non-profit/Civic Rental Agreement. The rental agreement forms are updated periodically by the Office Manager with the approval of the Board of Directors.

2.2.7.2.3 In the past, the Lodge has provided significant levels of free or reduced price rooms that have cost the Lodge a considerable amount of income. Some of these instances have been to for-profit businesses with the reason for the reduced rate unclear at best.

2.2.7.2.4 The Lodge is restricted as to the number of times per year that the Marine Room and Norse Room may be rented to for-profit businesses because of our tax exempt status for these rooms. This restriction does not apply to the Viking Room.

2.2.7.2.5 As a tax exempt non-profit, the Lodge is required to make Lodge rooms available for public events because of our

status as a "Public Assembly Hall". (RCW 84.36 and WAC 458-16)

2.2.7.3 Reference: RCW 84.36 and WAC 458-16, Public Assembly Hall

2.2.7.4 Guidelines:

2.2.7.4.1 Lodge rooms shall be rented to non-members (whether individuals or organizations) at the current rental rate approved by the Board of Directors. The Office Manager shall maintain a current Board of Directors approved rate schedule (daily/hourly, as appropriate).

2.2.7.4.2 All for-profit organizations shall be charged the full room rental rate unless a specific exception is granted by the Board of Directors. The Marine Room and the Norse Room shall not be rented to for-profit organizations more than seven (7) times per year because of the limitations imposed by the State due to the tax exempt status of these rooms.

2.2.7.4.3 A non-profit room rental rate shall be equal to the member rate. A discounted rate for civic organizations shall only be made with the approval of the Board of Directors.

2.2.7.4.4 Free use of Lodge rooms may be provided in support of community events and activities when deemed in the best interest of the Lodge and the community and in consideration of the unique position of the Lodge within the Poulsbo community.

2.2.7.4.5 For long-term repeat rentals, a reduced rate for both non-profit or for-profit organizations may be authorized by the Board of Directors, however, the room rate for non-profit organizations shall not normally be reduced more than 50%. The Office Manager may enter into a contract, on an annual basis, for long-term repeat rentals on such days of the week and at such rates approved on a case-by-case basis by the Board of Directors.

2.2.7.4.6 Utilization of the Marine Room and Norse Room (tax exempt space) by non-members and other businesses and organizations (whether public, private, non-profit, etc.) shall be guided by the State RCW and WAC, Public Assembly Hall, requirements.

2.2.7.4.7 Attached are sample copies of the Lodge rental agreements. Current agreements shall be maintained by the

Office Manager based upon Board of Directors approved rental rates and other conditions specified in the contracts.

2.2.7.4.8 Room rentals (Marine Room and Viking Room) may be either "with a bar" or "without a bar", which shall be indicated on the contract. For room rentals that include a hosted bar, an 18% gratuity shall also apply.

Appendix K

2.2.8 Spending Authority

2.2.8.1 <u>Purpose</u>: To identify existing formal directions regarding spending authority within the Lodge and its auxiliaries and to establish guidelines and define limits on spending authority for Lodge Officers and staff.

2.2.8.2 <u>Background</u>:

2.2.8.2.1 The Sons of Norway Charter, Constitutions and Procedures provides the following:

2.2.8.2.1.1 Section 8.16.1.7.4 Treasurer. "Make no payments from any funds without authorization from the Lodge";

2.2.8.2.1.2 Section 8.16.1.1.10 President. "Countersign all checks, bank and postal transfers issued by the Treasurer (8/86)".

2.2.8.2.2 The Bylaws for Sons of Norway Poulsbo Lodge #2-044 provide the following:

2.2.8.2.2.1 Article IV, Lodge Funds and Operations, "1. The normal day-to-day bills for running the Lodge will be paid in a timely manner by the Lodge Treasurer. The Board of Directors, by a two-thirds majority vote of the votes cast for adoption, may appropriate up to $500 from the Lodge funds. Other appropriations from the Lodge funds shall require a two-thirds majority vote of the votes cast for adoption by the Lodge, and those in excess of $500 shall be reviewed at a Board of Directors meeting prior to being voted on by the membership. For the purpose of determining whether appropriation exceeds $500, motions to appropriate funds at a Board meeting, although made and passed separately, shall be combined if they relate to a single subject. Appropriations made by the Board shall be reported to the membership at the next Lodge meeting."

2.2.8.2.2.2 Article VI, Executive Committee, "2.b. The management of employees and contractors. (Duties, hours, salary, benefits, vacations, etc.)

2.2.8.2.2.3 Article VI, Executive Committee, "2.c. Determining who will have check signing authority, be credit card holders, and have shopping privileges for the Lodge and Trolls Den."

2.2.8.2.3 The Sons of Norway Ladies Club Poulsbo Lodge #2-044 Bylaws provide the following: Article Six, "The normal day-to-day bills for running the Ladies Club will be paid in a timely manner by the Ladies Club Treasurer. Other appropriations from the Ladies Club funds shall require a 2/3 majority vote of the votes cast for adoption."

2.2.8.2.4 The Bylaws for Poulsbo Sons of Norway Leikarringen Auxiliary Unit provide the following: Section 11 states that "The PL board will be able to use funds at their discretion within the bounds of the permitted uses listed in item #9 of this document." There are no specific dollar limits stated, however, the items for which expenditures are authorized are generally low cost items.

2.2.8.2.5 The Bylaws of the Sons of Norway Vikings Sons of Norway Lodge #2-044 contain no specific restrictions or limitations on fund expenditures.

2.2.8.2.6 The Bylaws of the Past Presidents Club, Poulsbo Lodge #2-044 Sons of Norway contain no limitations on expenditures and only states that "All Club funds in excess of one hundred dollars ($100.00) shall be transferred to the General Fund of Poulsbo Lodge #44." The Past Presidents Club is currently inactive.

2.2.8.2.7 The position description for the Office Manager provides the following guidance regarding spending authority:

2.2.8.2.7.1 #6. "Order all supplies required by the Lodge, including kitchen, cleaning, and office supplies and food, but excluding supplies that are the responsibility of the Building Association or the Trolls Den. Arrange for routine services (e.g. Laundry of linens)."

2.2.8.2.7.2 #8. "Write and send checks for all expenses properly incurred, except those incurred by other Lodge organizations."

2.2.8.2.8 The position of Bar Manager provides the following guidance regarding spending authority: #A12. "Place orders for all liquor and supplies needed, keeping sufficient supplies of regularly used wine, beer, liquor, and mixers and maintaining an inventory of all supplies."

2.2.8.2.9 The Lodge has charge accounts at Central Market and Poulsbo Red Apple grocery stores for the use of the Office Manager and food service teams to utilize for the purchase of small quantities of foodstuffs and fresh produce for food service events.

2.2.8.2.10 The Office Manager has a VISA credit card for use, as necessary, for procurement of foodstuffs and supplies in support of Lodge operations and events.

2.2.8.2.11 The Lodge/Building Association Maintenance Agreement states that, "The payment for the accomplishment of maintenance and repair work shall be made from the appropriate Lodge or Building Association account, dependent upon which corporation is responsible for the work."

2.2.8.2.12 The Sons of Norway Poulsbo Lodge #2-044 Building Association is a separate corporation under the laws of the State of Washington and its Bylaws contain specific guidelines regarding the expenditure of Building Association funds.

2.2.8.3 Reference:

2.2.8.3.1 Sons of Norway Charter, Constitutions and Procedures 2008-2010

2.2.8.3.2 Bylaws Sons of Norway Poulsbo Lodge #2-044 of December 11, 2007

2.2.8.3.3 Bylaws Sons of Norway Ladies Club Poulsbo Lodge #2-044 of 6 May 2010

2.2.8.3.4 Bylaws for Poulsbo Sons of Norway Leikarringen Auxiliary Unit of September 14, 1999

2.2.8.3.5 Bylaws Sons of Norway Vikings Sons of Norway Lodge #2-044 of June 14, 1988

2.2.8.3.6 Bylaws Past Presidents Club – Poulsbo Lodge #2-044 Sons of Norway of September 8, 1987

2.2.8.3.7 Sons of Norway Poulsbo Lodge #2-044 Building Association Bylaws of November 25, 2003

2.2.8.3.8 Sons of Norway Poulsbo Lodge #2-044 and Building Association Maintenance Agreement of April 6, 2007

2.2.8.4 Guidelines:

2.2.8.4.1 The Office Manager is authorized to make those purchases authorized by the Office Manager Position Description and the section of this manual regarding procurement of the food supplies and any other routine purchases necessary for the day-to-day operation and administration of Lodge affairs. Major purchases and those involving new equipment, appliances, or contracts shall be referred to the Board of Directors for approval.

2.2.8.4.2 Lodge auxiliaries shall comply with the requirements of their Bylaws as regards the expenditure of funds for their auxiliary activities in addition to any additional requirements contained herein. Any expenditures not authorized under the existing approved Bylaws shall be referred to the Lodge Board of Directors for consideration.

2.2.8.4.3 The Gambling Manager is authorized to expend funds from the Lodge account for equipment, supplies, services, and other matters necessary for the operation of licensed Lodge gambling activities.

2.2.8.4.4 Procurement of food supplies in support of Lodge food service activities is covered in the section titled "Food Supplies Procurement".

2.2.8.4.5 Lodge and Auxiliary officers and the Office Manager may incur printing expenses to the Lodge account at Blue Sky Printing in support of their official duties.

2.2.8.4.6 Whenever food service team members charge foodstuffs at Central Market and/or Poulsbo Red Apple, they shall provide the store receipt to the Office Manager for accounting and payment purposes.

2.2.8.4.7 The Lodge Catering Director is authorized to expend funds necessary to cater an event as authorized in the section entitled, "Food Service Procurement".

2.2.8.4.8 The Lodge VISA credit card shall only be used by the Office Manager.

2.2.8.4.9 The Bar Manager is authorized to make the purchases indicated in the Bar Manager Position Description in support of the operation of the Trolls Den. Purchases of appliances, furniture, and/or major equipment shall be referred to the House Committee and Board of Directors for approval.

2.2.8.4.10 The Lodge Board of Directors may place spending restrictions on Lodge officers, staff and auxiliaries, when deemed appropriate, based upon the financial condition of the Lodge.

2.2.8.4.11 Nothing included herein shall prevent the expenditure of necessary Lodge funds in response to an emergency that poses an immediate threat to the safety of the Lodge and its contents or to its members or the public.

2.3 FOOD SERVICE

2.3.1 Food Services Committee

2.3.1.1 **Purpose**: To provide guidance to the Food Services Committee regarding their duties and responsibilities to members who volunteer to provide a food event at the lodge.

2.3.1.2 **Background**:

2.3.1.2.1 In the past, food service teams were formed for catered events and special events for which a team of volunteers was needed to provide food service.

2.3.1.2.2 During recent years, these teams have been dissolved and teams would be reconstituted whenever needed. Though currently disbanded, the Ladies Club also formed teams from their ranks (along with other Lodge members) for certain food events.

2.3.1.2.3 Also in the past, routine and reoccurring food service functions, such as Friday Night Dinner, Kaffe Stua, Rotary Breakfast, Pancake Breakfast, etc. have developed their own teams to support a particular event over an extended period, generally sharing responsibilities based upon the requirements of that specific event. The overall personnel types were the same, except that they were generally combined and shared to the extent needed to accomplish the function with a relatively small group of personnel.

2.3.1.3 **Organization**: A Food Services Committee (FSC) of three (3) or five (5) members will be appointed by the President and confirmed by the board as an ongoing Standing Committee of the lodge per Policy and Procedures Section 2.1.24. An organizational chart/diagram for the FSC will be maintained and updated by the Office Manager showing the flow of all food events at the lodge.

2.3.1.3.1 The FSC will utilize the Lodge Member Meal Event form, the 90-Day Lodge Event Request form or the most current form(s) maintained and updated by the Office Manager to manage food events at the lodge.

2.3.1.3.2 While the first point of contact for members when planning a food event will be the lodge Office Manager and all meal/event forms will be submitted to the lodge Office Manager, the FSC will work closely with the Office Manager to ensure a successful event.

2.3.1.3.2 The FSC will meet no less than once a month with the Office Manager to determine what groceries need to be

purchased for the food event(s) and which ingredients are available at the lodge.

2.3.1.3.3 The FSC members will share the duties of overseeing food events, including stocking the pantry, inventorying food items in the walk-in, reach-in and pantry, purchasing the groceries needed for a food event, and providing crew kitchen orientations when needed.

2.3.1.3.4 The FSC members will serve staggered three-year (3) terms. Their terms will end if they are no longer members of the lodge or if the FSC is dissolved.

2.3.1.3.5 The main function of the FSC will be to assist members providing a food event by keeping the pantry, walk-in and kitchen organized, including maintaining a calendar for scheduling use of the kitchen.

2.3.1.3.6 Members of the FSC will elect a chair each January.

2.3.1.3.7 The chair of the FSC will make monthly reports to the board.

2.3.1.3.8 Members of the FSC may be removed per lodge procedures in the same manner as board members.

2.3.1.4 <u>Operations:</u>

2.3.1.4.1 The FSC will review with the Office Manager and approve, if complete, or return to applicant, if incomplete, the meal/event form submitted for each food event.

2.3.1.4.2 From the meal/event form, the FSC will identify a member of the lodge as the Lead for each of the various ongoing food events at the lodge, i.e. Friday Night Dinner, Nordic Market, Taste of Norway events, Vern's Pancake Breakfast, Julefest, Syttende Mai events, and other miscellaneous events.

2.3.1.4.3 Food Event Leads will:

2.3.1.4.3.1 As a first step, fill out the meal/event form completely and submit it to the Office Manager for distribution to the FSC for action.

2.3.1.4.3.2 Provide all information requested on the most recent form used by the FSC and Office Manager for the various types of food events.

2.3.1.4.4 The FSC will work to have the Office Manager order as many of the groceries as possible and will select an FSC member to purchase groceries that are needed quickly or that cannot be ordered through the usual food outlets.

2.3.1.4.5 A member of the FSC will provide kitchen orientation/ training to new Food Event Leads and their crews as requested to assist lodge members in the proper care of the kitchen.

2.3.1.4.6 Food Event Leads who choose to purchase the ingredients for their events must submit the proper documentation and reimbursement form to the lodge office.

2.3.1.4.7 A member of the FSC will approve food reimbursement forms prior to payout to members who purchase their own ingredients.

2.3.2 Catering

2.3.2.1 Purpose: To provide information regarding catering for events at Poulsbo Lodge.

2.3.2.2 Background:

2.3.2.2.1 Catering at Poulsbo Lodge may be provided by either in-house food service teams, Lodge hired caterer, renter self-catering, or commercial caterers hired by parties renting Lodge rooms.

2.3.2.2.2 Rental self-caterers and commercial caterers have requested varying degrees of Lodge kitchen facilities. Rental of Lodge rooms normally does not include kitchen use, therefore, specific guidance is needed to control the extent of use of Lodge kitchens and equipment, whether by renters or commercial caterers.

2.3.2.3 Guidelines:

2.3.2.3.1 Whenever utilization of Lodge kitchens and/or food service equipment is desired by renters or their caterers, the extent of such use shall be included in the rental contract.

2.3.2.3.2 Guidelines for kitchen use for non-Lodge events, including use by caterers, are provided in Section 2.2.3 "Kitchen—Use for Non-Lodge Events".

2.3.2.3.3 There are no restrictions regarding the use of Lodge kitchens and/or equipment by Lodge food service teams or Lodge-hired caterers when catering events.

2.3.3 Catering – Lodge-hired Caterer (Catering Director)

2.3.3.1 Purpose: To provide guidance regarding catered events at the Lodge in which a Lodge-hired caterer (Catering Director) is utilized.

2.3.3.2 Background:

2.3.3.2.1 Catering at Poulsbo Lodge may be provided either by in-house food service teams (Ladies Club), Lodge-hired caterer, renter self-catering, or commercial caterers hired by the renter.

2.3.3.2.2 Guidance regarding rental self-catering or the use of commercial caterers hired by parties renting Lodge rooms is addressed in this manual in Section 2.3.2 "Catering" and Section 2.2.3 "Kitchen—Use for Non-Lodge Events".

2.3.3.2.3 Catering for events may be provided by a caterer contracted by the Lodge and assisted by Lodge volunteers. When a Lodge-hired caterer (Catering Director) is utilized, it is necessary that all duties and responsibilities be thoroughly delineated in order to produce a smooth event.

2.3.3.3 Guidelines:

2.3.3.3.1 A Lodge-hired caterer shall be referred to as the Catering Director.

2.3.3.3.2 A signed contract and Position Description shall be prepared since the Catering Director then becomes an additional part-time employee of the Lodge.

2.3.3.3.3 Events at the Lodge for which food service is provided by the Lodge are catered by either the Catering Director or the Ladies Club.

2.3.3.4 Responsibilities: For events at which the Catering Director is assigned the food preparation, the following responsibilities of the Office Manager are applicable:

2.3.3.4.1 When renter requests an event to be catered by the Lodge, determine, in consultation with the Catering Director and the Ladies Club, which group will cater the event.

2.3.3.4.2 Meet with renter and prepare contracts for room use, bar, if requested, menu, and other Lodge-provided services for the event. Provide Catering Director a copy of the contract.

2.3.3.4.3 Establish liaison between the renter and the Catering Director.

2.3.3.4.4 Schedule meeting with Catering Director and a Ladies Club representative to go over details and support requirements for the event.

2.3.3.4.5 Order linen, foodstuffs, etc. as required and/or as requested by the Catering Director.

(Rev Sep 2013)

2.3.4 Disposition of Excess Food

2.3.4.1 Purpose: To provide guidance regarding disposition of excess food following Lodge food service events.

2.3.4.2 Background:

2.3.4.2.1 Policy regarding the taking of excess food from food service events has not been publicized and groups have been inconsistent regarding excess food. In some instances, food that should have been saved for use at future events has been taken home by members without permission.

2.3.4.2.2 There have been instances in which members appear to believe that they are entitled to take excess food following events for which they have volunteered to work.

2.3.4.2.3 Lodge unwritten policy has always been that volunteer workers on food service teams are entitled to a free meal for their service. There are no further entitlements.

2.3.4.3 Guidelines:

2.3.4.3.1 The food service Team Leader shall make the decision regarding disposition of excess food from an event subject to the guidelines contained herein.

2.3.4.3.2 Whenever possible, excess food shall be preserved and retained for future use. In these instances, it is important that the food be properly packaged, marked, and preserved in order that it can be maintained in an unspoiled condition until used.

2.3.4.3.3 Excess prepared food that is not suitable for future use because of quantity, likelihood of spoilage before use, etc. may be taken by team members at the discretion of the Team Leader.

2.3.4.3.4 Raw, opened, and unprepared foods from a food service event shall not be sold to members or customers under any circumstances. With the number of food service events that occur at the Lodge on a weekly basis, there should be few, if any, occasions in which raw or unprepared foods cannot be preserved and used within a short time period.

2.3.4.3.5 There are no entitlements whatsoever for non-team members to take excess prepared foods, however, in order to prevent food waste, they may be authorized by the Team Leader to take excess food when not wanted by team members and the food would otherwise be thrown away.

2.3.5 Food Preparation

2.3.5.1 Purpose: To provide guidance to food service teams and Lodge members regarding Kitsap County Health Department requirements for on/offsite food preparation.

2.3.5.2 Background:

2.3.5.2.1 Lodge food service teams prepare food that is sold to two categories of customers: (1) general public; and (2) Lodge members and their guests.

2.3.5.2.2 In the past, foods were prepared offsite that were sold to both the public and Lodge members without distinguishing between the groups.

2.3.5.2.3 The Kitsap County Health Department does not allow for any offsite (non-commercial kitchen) prepared foods to be sold at the Lodge to the general public.

2.3.5.2.4 The kitchen at the Poulsbo Lodge is classified as a commercial kitchen by the Kitsap County Health Department and is permitted as such.

2.3.5.3 Guidelines:

2.3.5.3.1 Food sold to the general public must be prepared in the Lodge kitchen or prepared in another commercial kitchen and purchased for direct consumption. (No desserts or other foods can be prepared at home.)

2.3.5.3.2 Food sold to Lodge members and their guests may be brought in from offsite (e.g. desserts).

2.3.5.3.3 Potlucks:

2.3.5.3.3.1 Potlucks are a non-permitted activity with regard to the Kitsap County Health Department (meaning a County permit is not required).

2.3.5.3.3.2 By "potluck" is meant "bring and share" food.

2.3.5.3.3.3 Food for potlucks may be prepared offsite whether sponsored by the Lodge, groups within the Lodge, or by individuals.

2.3.5.3.3.4 Potlucks held by room renters are permitted.

2.3.5.3.3.5 No community potlucks sponsored by the Lodge or any part of the Lodge are permitted if the general public is invited.

2.3.5.3.3.6 No food may be sold at a potluck.

2.3.5.3.4 Bake Sales:

2.3.5.3.4.1 Food may be prepared offsite for bake sales sponsored by the Lodge or groups within the Lodge so long as the proceeds are in support of the charitable/non-profit purpose of the Lodge.

2.3.5.3.4.2 No individual bake sales for personal gain of an individual or a group not a charitable/non-profit organization are permitted.

2.3.5.3.4.3 Only dry baked goods (brownies, cookies, breads, etc.) can be sold.

2.3.5.3.4.4 All items must be individually wrapped (plastic wrap, baggies, etc.).

2.3.5.3.4.5 A sign must be posted stating that the items were not prepared in a commercial kitchen, unless the items were prepared in the Lodge kitchen.

2.3.5.3.5 Preventing Food Contamination: Questions have arisen regarding when gloves are to be worn during food preparation and handling activities. The attached pages from the Washington State Food and Beverage Workers Manual provide detailed guidelines relating to glove wearing requirements during food handling. All food service workers at Poulsbo Lodge are required to comply with these rules during food handling activities.

2.3.5.3.6 Since the Lodge kitchen is classified as a commercial kitchen and is permitted as such by the Kitsap County Health Department, food may be prepared onsite for offsite sale or use. However, it is the general policy of the Lodge not to allow individuals or groups to prepare food in the Lodge kitchen for offsite sale or consumption. Exceptions may be made at the discretion of the Board of Directors and in those instances the kitchen must be rented for that purpose.

(Rev Sep 2013, Feb 2014)

2.3.6 Food Supplies Procurement

2.3.6.1 Purpose: To provide guidelines for the procurement of food supplies for use in the various food service functions of the Lodge.

2.3.6.2 Background:

2.3.6.2.1 Food supplies are procured from various sources including Food Services of America (FSA), Costco, Central Market, Cash and Carry, Poulsbo Red Apple, and other food supply vendors.

2.3.6.2.2 It is imperative that the necessary foodstuffs, staples, and other supplies be on hand for use during Lodge events and for private events for which the Lodge prepares food.

2.3.6.3 Definitions:

2.3.6.3.1 Lodge staples – flour, sugar, spices, etc. that are used in varying quantities during the preparation of food for the various food service events.

2.3.6.3.2 Event Staples – standard items for a particular event (e.g. Rotary Breakfast-sausage, bacon, eggs, potatoes, etc.).

2.3.6.3.3 Team/Event Leader – the person responsible for the actual food service team that will prepare and serve the food at the event.

2.3.6.4 Guidelines:

2.3.6.4.1 Food supply ordering shall normally be accomplished by the Office Manager through the primary supply source, FSA. Some food supplies may be ordered, as appropriate, from other sources.

2.3.6.4.2 Food service teams, at the discretion of the Team Leader, may procure food items from local grocery stores, Cash and Carry, etc. when necessary for their event and shall submit receipts, with the appropriate form, to the Office Manager for reimbursement.

2.3.6.4.3 The Office Manager automatically orders and maintains Lodge staples to support all of the food service events that occur at the Lodge.

2.3.6.4.4 The Office Manager automatically orders and maintains event staples for the following functions: (a) Rotary Breakfast; (b) Kaffe Stua; (c) Tuesday, Thursday and Friday Dinners; and (d) Pancake Breakfast. Whenever these functions decide to have something special, the Team Leader must advise the Office Manager who will then order the food.

2.3.6.4.5 The Office Manager shall maintain a listing of those items that constitute the Lodge staples and event staples list.

2.3.6.4.6 For Lodge catered functions (banquets, weddings, etc.), the Office Manager will order food based on the menu and the number of persons scheduled to attend. Between the Office Manager and FSA representative, they can usually determine what food supplies are required. The event leader/ cook may also attend and participate in the food ordering, as appropriate and desired.

2.3.6.4.7 For Lodge social/cultural events, the event leader should coordinate food ordering with the Office Manager who will determine quantities along with the FSA representative. The event leader/cook may also attend and participate in the food ordering process.

2.3.6.4.8 Whenever food supplies are requested by a food service team for an event, the Office Manager shall make every endeavor to obtain the requested supplies in the quantity requested. If unable to do so, the Office Manager must so advise the Team Leader at an early date so as to allow acquisition from other sources.

2.3.6.4.9 The Office Manager shall not change the type, brand, or quantity, etc. of food supplies requested by a food service team or that traditionally used for a food service event without prior consultation with the Team Leader. Team Leaders are the final authority on what is ordered for their event.

2.3.6.4.10 Following the delivery of food supplies by FSA, etc. and before the event, it is the responsibility of the Team Leader to visit the Lodge and confirm that adequate food supplies are present and marked, if desired.

2.3.6.5 <u>General Information</u>:

2.3.6.5.1 The Office Manager, in conjunction with the Executive Committee, determines the per meal cost for the recurring events (Rotary Breakfast, Kaffe Stua, etc.).

2.3.6.5.2 The Office Manager determines the cost for the catered functions in accordance with the approved Price List.

2.3.6.5.3 For Social//Cultural events, the Team Leader determines the ticket costs such that, as a minimum, all expenses of the event are recouped.

2.3.6.5.4 If any event team uses any food supplies (other than Lodge staples) that were not specifically ordered for that event, the Office Manager must be immediately advised. Under normal circumstances, utilization of these food supplies is not authorized without the approval of the Office Manager. This activity can usually only occur if the staples can be replaced before the event for which they are ordered.

2.3.6.5.5 For events catered by a Lodge-hired caterer (Catering Director), the Catering Director may order food and supplies necessary to cater the event in coordination, as necessary, with the Office Manager.

2.3.6.5.6 Supply Order List is posted in the kitchen. It is utilized for both food and other supplies (griddle screens, paper towels, etc.). Even staples should be listed when someone notices that supplies are low as this also serves as a reminder for the Office Manager.

2.3.7 Food Worker Cards

2.3.7.1 **Purpose**: to provide guidance regarding Food Worker Card requirements for Lodge food service workers.

2.3.7.2 **Definitions**:

2.3.7.2.1 **"**Food Service Worker means an individual who works (or intends to work) with or without pay in a food service establishment and handles unwrapped or unpackaged food or who may contribute to the transmission of infectious diseases through the nature of his/her contact with food products and/or equipment and facilities. This does not include persons who simply assist residents or patients in institutional facilities with meals or students in K-12 schools who periodically assist with school's meal service." (WAC 246-217-010(5)

2.3.7.2.2 "Food Worker Card means a food and beverage service worker's permit as required under Chapter 69.06 RCW." (WAC 246-217-010(6)

2.3.7.3 **Background**:

2.3.7.3.1 WAC 246-217-015 provides the following:

2.3.7.3.1.1 "(1) All food service workers must obtain a food worker card within fourteen (14) calendar days from the beginning of employment at a food service establishment, except as provided in subsection (4) of this section." Subsection (4) deals with food service workers in an adult family home and is not applicable to the Lodge.

2.3.7.3.1.2 "(3) Employers at any food service establishment (permanent or temporary) must provide information or training regarding pertinent safe food handling practices to food service workers prior to beginning food handling duties if the worker does not hold a valid food worker card. Documentation that the information or training has been provided to the individual must be kept on file by the employer and be available for inspection by the health officer at all times."

2.3.7.3.2 During food service inspections prior to 2013 by the Kitsap County Health Department, the Lodge had only been required to have a minimum of one member of the food service team possess a current food worker's card. However, this is not in compliance with the WAC and is no longer permitted.

2.3.7.4 Reference: WAC Chapter 246-217 Food Worker Cards

2.3.7.5 Guidelines:

2.3.7.5.1 Food preparation for sale to the public: Each member of a Lodge food service team must possess a current Food Worker Card. If a team member does not possess the current Food Worker Card, that member shall not perform any food service connected work and will not be in the kitchen during any food preparation.

2.3.7.5.2 Food preparation for sale to Lodge members and their guests only:

2.3.7.5.2.1 This is considered by the Kitsap County Health Department as a "private event" and is "not permitted" (meaning that a County permit is not required) and, therefore, the County does not require a Food Worker Card.

2.3.7.5.2.2 The Lodge, however, in the interest of promoting a high level of health and sanitation in the preparation and serving of food to all customers, does require a Food Worker Card for any Lodge or in-house event.

2.3.7.5.2.3 The Team Leader of the Lodge food service team must possess a current Food Worker Card. If the Team Leader does not possess the current Food Worker Card, the team shall not be allowed to perform any food service connected work.

2.3.7.5.2.4 The Team Leader is responsible to ensure that information or training on all pertinent safe food handling practices is provided to members of their team that handle food but do not possess a current Food Worker Card.

2.3.7.5.2.5 It is recommended that all members of the team possess a current Food Worker Card. This will allow the workers to work on any Lodge food service team.

2.3.7.5.3 The Office Manager shall ensure that copies of all current food work cards for Lodge members working on food service teams are available in the Lodge kitchen for inspection by Health Department inspectors.

2.3.7.5.4 The Office Manager shall schedule, as required, a Food Worker Card session with the County Health Department at the Lodge for the purpose of obtaining or renewing of Food Worker Cards for Lodge members working on Lodge food service teams. The Lodge shall pay the fee for obtaining these cards.

2.3.7.5.5 Lodge members may obtain or renew Food Worker Cards online at the Kitsap County Health Department website, www.kitsappublichealth.org. Members will have to pay the cost for obtaining the card online but can apply to the Lodge for reimbursement.

2.3.7.5.6 The Lodge may rent the kitchen for food preparation for offsite sale or use as per Section 2.3.5 "Food Preparation". Technically, the requirement for renters to have Food Worker Cards is between the renter and the County Health Department. However, it is in the best interest of the Lodge and is, therefore, Lodge policy that a kitchen renter (or his/her food preparation supervisor) must have a Food Worker Card. This provides some confidence that proper health and safety procedures regarding food preparation and handling will be followed—since the Lodge kitchen is being used and could reflect on the Sons of Norway reputation should food-borne illnesses become an issue.

(Rev Sep 2013)

Appendix L

2.3.8 Kitchen – Appliance Operation

2.3.8.1 Purpose: To provide guidance and operating instructions for Lodge kitchen appliances.

2.3.8.2 Background:

2.3.8.2.1 Operating guidelines for kitchen appliances would be helpful to food service teams.

2.3.8.2.2 Incorrect operation of kitchen appliances can result in personal injury, damage to equipment and/or improper food preparation.

2.3.8.3 <u>Appliance Operating Guidelines:</u> All users of kitchen appliances shall receive training prior to operating the appliance and shall use the following guidelines (also refer to manufacturer's instruction manuals which shall be made available in the kitchen):

2.3.8.3.1 Alto-Sham—there is a double alto-sham in the downstairs kitchen and a single unit in the upstairs kitchen.

2.3.8.3.1.1 Set "cook" temperature – to cook or preheat

2.3.8.3.1.2 Set "hold" temperature

2.3.8.3.1.3 Set "cook" timer—unit will cook at the preset temperature for the time set and then will automatically revert to "hold" temperature at completion of cooking.

2.3.8.3.1.4 Flip switch to "on" to start sequence.

2.3.8.3.1.5 The upper and lower units downstairs operate independently of each other.

2.3.8.3.2 Coffee Maker – Marine Room

2.3.8.3.2.1 Turn thermostat to #2 to heat water—it takes about 15 minutes to get hot.

2.3.8.3.2.2 Place filter in basket—filters are kept in center drawer under machine.

2.3.8.3.2.3 Put 4 cups ground coffee in filter and place basket in top of pot, usually regular on the right and decaf on the left.

2.3.8.3.2.4 Drain any water or old coffee from pot.

2.3.8.3.2.5 Place sprinkler over the basket and place lid over the pot.

2.3.8.3.2.6 Push "brew" button on the upper right – cycle should be done in about 10 minutes.

2.3.8.3.2.7 Once coffee is made, set thermostat to "hold".

2.3.8.3.2.8 Remove basket and dump filter.

2.3.8.3.2.9 Repeat for other side of pot.

2.3.8.3.2.10 When finished with event, drain coffee and rinse the pot.

2.3.8.3.3 Coffee Maker – Norse Room

2.3.8.3.3.1 Turn on coffee machine – push on/off button.

2.3.8.3.3.2 Push right warmer switch and set at medium. (If making decaf, push left warmer switch and set at medium.)

2.3.8.3.3.3 DRAIN WATER FROM MACHINE INTO LARGE BUCKET.

2.3.8.3.3.4 Be sure PRECISION GRINDER switch is turned to right for regular coffee and turned to the left for decaf coffee.

2.3.8.3.3.5 Remove coffee filter basket from coffee machine, lace paper filter in it.

2.3.8.3.3.6 Slide filtered basket onto prongs under slot in Grinder.

2.3.8.3.3.7 Check to see that beans are showing through side window.

2.3.8.3.3.8 Push "start" on grinder (you may have to keep hold of the basket).

2.3.8.3.3.9 When beans are ground, grinder will turn off.

2.3.8.3.3.10 Return basket to coffee machine.

2.3.8.3.3.11 Push large BREW button located in upper right hand corner.

2.3.8.3.3.12 PREPARING COFFEE URN

2.3.8.3.3.12.1 Pour in hot water—enough to cover center hole in urn.

2.3.8.3.3.12.2 Plug in urn and when heated a red light will come on.

2.3.8.3.3.12.3 When coffee is done, drain coffee urn and pour in the coffee.

2.3.8.3.3.13 PREPARING DECAF THERMOS: Preheat large thermos with hot water—drain before filling with the decaf coffee.

2.3.8.3.4 Convection Oven – there are four convection ovens and each oven operates independently from the others.

2.3.8.3.4.1 Select rack position for rack(s)

2.3.8.3.4.2 Select temperature.

2.3.8.3.4.3 Turn power "on" – right-hand rocker switch. The left-hand switch is for the light.

2.3.8.3.4.4 The round knob is for the oven – "in" the vent is closed, "out" the vent is open.

2.3.8.3.4.5 To preheat the oven, turn on the power for about three (3) minutes.

2.3.8.3.4.6 Doors must be completely closed for the oven to operate.

2.3.8.3.5 Deep Fat Fryer

2.3.8.3.5.1 Lower heating elements into oil.

2.3.8.3.5.2 Turn on high to heat oil – adjust temperature as necessary.

2.3.8.3.5.3 Oil care – oil should be strained every two (2) weeks and replaced at least every six (6) months (more often, if appropriate).

2.3.8.3.6 Dishwasher

2.3.8.3.6.1 General. Please follow the instructions given before each shift to assure trouble-free operation.

2.3.8.3.6.2 CAUTION: Do not operate the dishwasher machine without the drain screen in place. Debris getting into the pump impeller can damage the pump.

2.3.8.3.6.3 Instructions for the current dishwasher shall be available in the kitchen and all instructions for operation of the dishwasher will be followed.

2.3.8.3.6.4 NOTE: It is essential that the operator thoroughly understand the importance of pre-scrapping the dishes before loading them. All dishwasher machines are equipped with removable drain screens. The drain screen can be easily removed for cleaning between operational cycles of the dishwasher machine. Properly pre-scrapping the dishes should permit the dishwasher machine to operate for an entire shift before needing to remove and clean the drain screen.

2.3.8.3.7 Electric Flat Grills

2.3.8.3.7.1 Flat grills have two or three heating elements, each with its own thermostat.

2.3.8.3.7.2 Grease tray beneath each grill and trough in front of the grill must be cleaned after each use.

2.3.8.3.8 Electric Ovens—Upstairs: Select temperature with thermostat and set upper and lower elements on High, Medium or Low.

2.3.8.3.9 Gas Oven

2.3.8.3.9.1 Check that pilot light is “on”.

2.3.8.3.9.2 Set knob for desired temperature (preheat five minutes or so).

2.3.8.3.10 Gas Grill

2.3.8.3.10.1 Brush (steel) grill grids and wipe with vegetable oil.

2.3.8.3.10.2 IMPORTANT!! Put ½ to one inch of water in tray beneath grill. Check tray every half hour during use to ensure sufficient water.

2.3.8.3.10.3 Set burners to "on". Use one, two, or all three burners.

2.3.8.3.10.4 Make sure kitchen hood fan is "on".

2.3.8.3.10.5 When completed, clean grids and water pan.

2.3.8.3.11 Mixer (Commercial)

2.3.8.3.11.1 Mount bowl with product on mixer.

2.3.8.3.11.2 Select and mount paddle or whip on mixing arm.

2.3.8.3.11.3 Select mix speed (slow, medium, fast). Recommend starting with slow speed to get started.

2.3.8.3.11.4 Raise bowl with the handle.

2.3.8.3.11.5 Flip switch to "on". Adjust speed as necessary.

2.3.8.3.11.6 When mixing is complete, turn the switch to "off" and lower the bowl using the handle.

2.3.8.3.12 Washer and Dryer – Whirlpool Large Capacity Thin Twin

2.3.8.3.12.1 Washer

2.3.8.3.12.1.1 Load the washer.

2.3.8.3.12.1.2 Measure detergent and pour into the washer. If desired, add powdered or liquid color safe bleach. Add extra detergent for the Super Wash cycle.

2.3.8.3.12.1.3 Close the washer lid.

2.3.8.3.12.1.4 Turn the water level selector to the correct setting for the wash load and the type of fabric being washed.

2.3.8.3.12.1.5 Choose a load size that allows the load to move freely for best fabric care.

2.3.8.3.12.1.6 Set the temperature selector to the correct setting for the type of fabric and soils being washed. Use the warmest water safe for the fabric.

2.3.8.3.12.1.7 Pull out the "Cycle Control" knob to start the washer.

2.3.8.3.12.1.8 When the cycle is finished, push the "Cycle Control" knob in.

2.3.8.3.12.2 Dryer

2.3.8.3.12.2.1 Load clothes loosely into the dryer and close the door. Do not pack the dryer. Allow space for clothes to tumble freely.

2.3.8.3.12.2.2 Turn the "Cycle Control" knob to the recommended cycle for the type of load being dried. Use the Energy Preferred Automatic Setting (*) to dry most heavy weight and medium weight loads.

2.3.8.3.12.2.3 Push the start button.

2.3.8.3.12.2.4 When cycle is finished, remove the clothes from the dryer.

2.3.8.3.12.2.5 Clean the lint screen by pulling the lint screen straight up. Roll lint off the screen with your fingers. Do not rinse or wash screen to remove lint. (Wet lint is hard to remove.)

2.3.8.3.12.2.6 Push the lint screen firmly back into place.

2.3.9 Kitchen Clean-up

2.3.9.1 Purpose: To provide guidance regarding kitchen cleanup following events in which kitchen(s) are used for food service.

2.3.9.2 Background:

2.3.9.2.1 Following any food service event, all equipment used for food service and the kitchen(s) must be cleaned and squared away for the next usage.

2.3.9.2.2 Cleanup cannot wait until the next day regardless of whether or not another function is scheduled.

2.3.9.3 Requirements:

2.3.9.3.1 Kitchen cleanup consists of the following actions:

2.3.9.3.1.1 All dishes, cups, glasses, pots and pans, utensils, etc. are washed, dried, and properly stowed in their correct locations.

2.3.9.3.1.2 All equipment, including ovens, alto-shams, range, mixers, etc. are cleaned.

2.3.9.3.1.3 Scullery area is cleaned following use.

2.3.9.3.1.4 At the end of the shift, drain the dishwasher machine and clean the dishwasher per the manual's instructions.

2.3.9.3.1.5 All trash, empty boxes, etc. are removed to the dumpsters.

2.3.9.3.1.6 All leftover foodstuffs are properly preserved and stowed.

2.3.9.3.1.7 All countertops are cleaned and sterilized.

2.3.9.3.1.8 Norse Room and/or Marine Room coffee makers are drained and cleaned, if used.

2.3.9.3.1.9 Norse Room is cleaned and squared away, if used as food service staging area.

2.3.9.3.1.10 If the upstairs kitchen is used during the event, it must be completely cleaned, trash emptied, etc.

2.3.9.3.1.11 The elevator is locked in down position upon completion of cleanups.

2.3.9.3.1.12 The walk-in reefer door is locked when no longer needed.

2.3.9.3.2 General cleanup/washing guidelines:

2.3.9.3.2.1 All items used in food service must be run through the dishwasher with its wash, rinse, and sanitize cycles (Otherwise, the items must be hand washed using all three cycles—wash, rinse, sanitize.)

2.3.9.3.2.2 Items must be air dried—hand drying is not permitted.

2.3.9.3.2.3 Countertops should be wiped down with bleach solution as the last step.

2.3.9.3.3 Equipment/Utensil Storage:

2.3.9.3.3.1 Once cleaned, items are stowed in locations as per storage chart.

2.3.9.3.3.2 Ladies Club dishes and silverware are stowed separately from Lodge items—plates in appropriate containers or on shelves in Norse Room storage area and silverware in plastic containers for storage in the Marine Room closet.

2.3.10 Youth Volunteers

2.3.10.1 Purpose: To provide guidance for youth volunteering at the Lodge.

2.3.10.2 Background:

2.3.10.2.1 Youth are important to the Sons of Norway. It is important that youth feel welcome and have appropriate opportunities to volunteer at the Lodge.

2.3.10.2.2 In the past, youth have volunteered in many areas of the Lodge without regard to age or necessary supervision.

2.3.10.2.3 The intent of this procedure is to provide guidance to event planners and volunteers on age appropriate opportunities and needed supervision.

2.3.10.3 <u>Guidelines</u>:

2.3.10.3.1 Youth volunteers will be considered in two categories: under fourteen (14) and fourteen (14) and older.

2.3.10.3.2 Youth under 14 must have parental permission as well as permission from the event coordinator (event chair for things like Julefest and Lutefisk dinner and Ladies Club President for doing dishes at Lodge catered events).

2.3.10.3.3 Youth under 14 must be supervised by a parent or appropriate adult as approved by the event chair.

2.3.10.3.4 Youth volunteers should be a Heritage or Unge Venner member of the Lodge. Exceptions can be made with permission of the Youth Director and event chair.

2.3.10.3.5 Youth over 14 are welcome to volunteer at all Lodge events. The event chair has the authority to determine the number of volunteers and select from among volunteers, based on need. In other words, the event chair has the authority to determine that youth volunteers or a particular youth volunteer would not be needed or appropriate at a particular event. In such a case, the event chair can let the youth volunteer know or ask the Youth Director to notify the youth.

2.3.10.3.6 Volunteers under 21 will maintain a complete hands-off policy for alcoholic beverages, including the busing of dirty glasses, so as not to give the impression of non-compliance with Washington State laws.

2.3.10.3.7 Event chairs shall follow Washington State and Federal youth labor laws as regard to appropriate volunteer activities.

2.3.10.4 <u>Responsibilities</u>:

2.3.10.4.1 It is the responsibility of the event chair to ensure that youth under 14 have appropriate supervision. If a parent or appropriate adult cannot supervise the under 14 youth volunteer, the youth cannot volunteer.

2.3.10.4.2 The Youth Director will check the Washington State youth employment laws and report any changes to the Board.

2.4 MAINTENANCE AND REPAIR

2.4.1 Building Systems

2.4.1.1 Purpose: To provide information and guidance regarding locations and operation and control of building systems, including fire alarm, heating and air conditioning, hot water, public address, and security.

2.4.1.2 Background:

2.4.1.2.1 Knowledge of the location as well as operation and control of the various building systems is necessary for the efficient conduct of Lodge business; the provision of comfort to members, guests and renters; and for the safety and security of the Lodge and its patrons.

2.4.1.2.2 Volunteer Hosts, bartenders, members of the Building and Maintenance Committee, the Custodian, and the Office Manager should be aware of the location, function, and operation of the various building systems.

2.4.1.3 Systems:

2.4.1.3.1 Fire Alarm and Suppression System:

2.4.1.3.1.1 There are hardwired fire sensors throughout the building that are monitored by the fire alarm monitoring panel in the ice machine room.

2.4.1.3.1.2 There are six (6) pull-type manually operated alarm boxes throughout the Lodge that are also tied into the fire alarm monitoring panel—two pull boxes are located in the Marine Room and one each in the upstairs lobby, the downstairs hallway by the glass doors, the Viking Room, and the Trolls Den.

2.4.1.3.1.3 Evergreen Fire Alarms provides the Lodge with a fire alarm monitoring service. When the sensors or the pull boxes signal that a fire is present, the monitoring system notifies Evergreen which in turn notifies the Poulsbo Fire Department. Evergreen may also contact the Lodge to verify whether a fire exists or not. The contact numbers for Evergreen are posted on the outside of the monitoring panel in the ice machine room. The Lodge account number is EG-6003.

2.4.1.3.1.4 If a false alarm should occur, it may be shut off by pushing the "Clear" button inside the fire alarm monitoring panel in the ice machine room.

2.4.1.3.1.5 Both kitchens are equipped with a fire suppression system. The system may be activated either

automatically by sensors in the heads above the ranges/grills or manually by a pull-pin activation switch by the door to each kitchen.

2.4.1.3.2 Heating and Air Conditioning (A/C System/HVAC): These are two separate systems that work together to maintain the Lodge at the desired temperature.

2.4.1.3.2.1 The Heating System is a forced-air system with the boilers and the heat exchangers in the furnace room. The air conditioning system equipment for the Marine Room is in the attic above the east end of the Marine Room and the air conditioning units for downstairs are outside the furnace room in the upper parking lot.

2.4.1.3.2.2 There are four zones (Trolls Den, Viking Room, Norse Room, and Marine Room) and each has its own thermostat (HVAC controller) for temperature control. The temperature control has been preset by either the Lodge Office Manager or a member of the Building Association. In the event the temperature needs to be adjusted, contact the Lodge Office Manager during regular business hours. During an event, contact the event host or hostess or, after hours, contact a member of the Building Association.

2.4.1.3.2.3 The HVAC controls work under a simple principle in which one selects two temperature settings—a COOL setting and a HEAT setting—which creates a temperature range for the heating system and cooling system to work in unison and maintain a comfortable room temperature. The COOL setting is a temperature at which the A/C unit will turn on and begin cooling the room. The heat setting is a temperature at which the furnace will turn on and begin to warm the room.

2.4.1.3.3 Hot Water System:

2.4.1.3.3.1 There are three hot water heaters (HWH) in the Lodge—two in the shed under the steps just outside the wall on King Olav Vei and the other in the furnace room. All three are gas operated.

2.4.1.3.3.2 The two hot water heaters in the shed provide hot water to both kitchens and the upstairs bathrooms. The furnace room hot water heater provides hot water to

the upstairs bar sink, the Trolls Den, and the four downstairs bathrooms.

2.4.1.3.3.3 There is a "Hot Water Valve Station" in the downstairs kitchen in the wall just to the right of the dishwasher. There are two valves at this station—the lower valve controls hot water from the two downstairs hot water heaters and the upper valve controls hot water from the furnace room hot water heater. When a valve handle is parallel to the pipe, it is open and, when it is perpendicular to the pipe, it is closed. The "normal" position for the two valves is the bottom valve "open" and the top valve "closed". Should a problem exist with the downstairs hot water heater, then service can be provided to the kitchens by closing the lower valve and opening the upper valve, thereby drawing in hot water for the entire building from the furnace room hot water heater. It should be noted that the valves will only rotate 90 degrees. Attempting to rotate the valve more than 90 degrees may result in valve failure.

2.4.1.3.4 Public Address (PA) System:

2.4.1.3.4.1 The PA system amplifier is kept on the shelf in Vern's Office on the right just inside the door. The on/off switch turns the system "on". There are positions for six mic circuits with separate volume controls.

2.4.1.3.4.2 Mic circuits 1 to 4 are for outlets on the south wall of the Marine Room. Circuit #4 is also extended to the wall just below by the first left hand west window. Circuit #6 is for the wireless mic.

2.4.1.3.4.3 There is a mixer in Vern's Office that can be plugged into any other mic outlet and it will provide the opportunity for four mics with each having its own volume control.

2.4.1.3.4.4 Various mics, cords, and stands are kept in Vern's Office.

2.4.1.3.4.5 A portable PA system setup is kept in the downstairs closet across from the trophy case for use in the Viking Room or Trolls Den.

2.4.1.3.5 Office Security System:

2.4.1.3.5.1 The Lodge office and the bar office are protected by a security system with Evergreen Fire

Alarms (the same company as for the fire alarm system). The control panel for the system is mounted just outside the door to the bar office and the contact phone number for Evergreen is on the panel.

2.4.1.3.5.2 Only personnel with key access to either the Lodge office or bar office have the access code for the office security system.

2.4.2 Event Cleanups

2.4.2.1 **Purpose**: To provide guidance concerning cleanups following events at the Lodge.

2.4.2.2 **Background**: The Custodian is not responsible for trash/garbage removal following events. The duties of the Custodian include trash removal from areas such as restrooms, vestibules, and other common areas but not from food service or bar events.

2.4.2.3 Procedures:

2.4.2.3.1 Event coordinators, Team Leaders, and bartenders are responsible to ensure that all trash/garbage receptacles from their event or shift are placed in the outside trash bins and that replacement liners are placed in the receptacles. A supply of replacement liners of various sizes is maintained in the closet in the downstairs men's room. Groups that generate empty cardboard boxes should also break them down and place them in the recycling area.

2.4.2.3.2 Event coordinators listed in the Lodge Collateral Duties List should ensure that their Team Leaders are aware of their responsibilities.

Memo issued by Lodge President on January 8, 2008

2.4.3 Maintenance and Repair Committee

2.4.3.1 **Purpose**: To centralize maintenance and repair for the Lodge facility under a single organizational entity—one that has the necessary level of knowledge and expertise to accomplish the required work, to eliminate overlap in responsibilities, and to provide a mechanism for the prompt and effective accomplishment of required maintenance and repair.

2.4.3.2 Background:

2.4.3.2.1 The Lodge is responsible for the routine maintenance normally expected of a tenant, including maintenance and repair of portable (non-attached) equipment, normal internal building maintenance and upkeep, and janitorial requirements.

2.4.3.2.2 The Building Association is responsible for maintenance and repair covering the building and all installed fixtures and equipment and all maintenance contracts.

2.4.3.2.3 The Building Association has a Board of Trustees whose primary responsibility, other than holding title to real estate, is maintenance and repair, whereas, the Lodge has no separate maintenance and repair organization.

2.4.3.3 Membership: The Building Association Trustees shall also serve as the Lodge Maintenance and Repair Committee and they shall serve as a Standing Committee of the Lodge, with members changing as the Trustees of the Building Association change (as established by the Maintenance Agreement between the Lodge and the Building Association of April 6, 2007).

2.4.3.4 Operation:

2.4.3.4.1 The Building Association/Lodge Maintenance and Repair Committee shall be responsible for the accomplishment of all maintenance and repair work required in the Lodge facility.

2.4.3.4.2 The payment for the accomplishment of maintenance and repair work shall be made from the appropriate Lodge or Building Association account dependent upon which corporation is responsible for the work. Conflicts as to which corporation is responsible for payment shall be resolved by the Lodge President and the Building Association Chairperson.

2.4.3.4.3 The normal housekeeping duties of the Custodian shall be supervised by the Office Manager, whereas, maintenance and repair work within the purview of the Custodian shall be assigned/supervised by the Maintenance and Repair Committee.

2.4.3.5 Maintenance Agreement: See attached copy of the agreement.

Appendix T

2.4.4 Safety Committee

2.4.4.1 Purpose: To outline the duties of the Safety Committee and provide guidance for the reporting and correction of safety/health problems.

2.4.4.2 Background:

2.4.4.2.1 In January 2007, the Lodge President appointed the Trustees as the Lodge Safety Committee and established it as a

Standing Committee. This is also reflected in the Lodge Officer Additional Duties List.

2.4.4.2.2 The Safety Committee was tasked with making periodic safety inspections to discover any safety/health issues or discrepancies, to report problems to the appropriate Lodge members, and to monitor problems until corrected.

2.4.4.3 Guidelines:

2.4.4.3.1 The Safety Committee shall:

2.4.4.3.1.1 Conduct a quarterly inspection of all areas of the Lodge and property for safety/health issues or discrepancies.

2.4.4.3.1.2 Prepare a report of any safety discrepancies and ensure that a copy is provided to the appropriate party responsible for correction.

2.4.4.3.1.3 Report any discrepancies that require immediate action directly to the party responsible for correction and also the Lodge President.

2.4.4.3.1.4 Monitor discrepancies until corrected.

2.4.4.3.1.5 Review all Incident Reports to determine if any safety issues exist that require corrective action and, if so, refer to appropriate party.

2.4.4.3.1.6 Maintain Incident Report file.

2.4.4.3.1.7 Report to Board of Directors the results of Safety Inspections and any significant discrepancies noted.

2.4.4.3.1.8 Provide copy of all Safety Inspection Reports to the Building Association.

2.4.4.3.2 All Lodge members should report any safety/health issues that they notice direct to the Safety Committee.

2.4.4.3.3 Any safety/health issues that require action from outside Poulsbo Lodge should be referred to the Lodge President for coordination of reporting to outside agency.

2.4.5 Utility Shutoffs

2.4.5.1 Purpose: To provide information regarding the location of shutoffs for the building utilities.

2.4.5.2 Background:

2.4.5.2.1 Utility shutoffs are in various locations within the Lodge and immediate access may be required in response to emergencies or other incidents that may require that one or more utility systems be secured.

2.4.5.2.2 Volunteer Hosts, bartenders, members of the Lodge Maintenance and Repair Committee, the Custodian, and the Office Manager should be aware of the locations of all utilities shutoffs.

2.4.5.3 <u>Utility Shutoff Locations</u>:

2.4.5.3.1 Electrical

2.4.5.3.1.1 Main Breaker – the main electrical breaker for the entire building is located on the right side of the ice machine room on the lower part of the electrical panel.

2.4.5.3.1.2 Secondary panels:

2.4.5.3.1.2.1 Downstairs Hallway between kitchen and the Trolls Den – there are two panels on the left side wall, one is the light panel for electrical outlets and lighting for the downstairs and the second is the power panel for appliances and other electrical items for the downstairs.

2.4.5.3.1.2.2 Ice Machine Room – the upper part of the panel on the right side is for ranges and other heavy duty kitchen appliances, the air conditioning system and the attic, and the elevator.

2.4.5.3.1.2.3 Furnace Room – the panel is for the furnace, boilers, and the walk-in reefers.

2.4.5.3.1.2.4 Upstairs Kitchen Closet – the panel is for upstairs electrical outlets, lighting, and other electrical fixtures.

2.4.5.3.2 Water

2.4.5.3.2.1 Main Shutoff – located in the Norse Room in the wall just to the left side of the coffeemaker. To shut off the main water supply, the valve must be turned clockwise.

2.4.5.3.2.2 Secondary Shutoffs – individual shutoffs are located at each water fixture throughout the building (sink, toilet, ice machine, etc.).

2.4.56.3.2.3 Other – There is a valve in the wall in the downstairs kitchen just to the right of the dishwasher that can be used to shut off water coming from the hot water heaters in the room on the other side of the wall.

2.4.5.3.3 Gas

2.4.5.3.3.1 Main Shutoff – located outside the front (waterside) of the building under the walkway just behind the deck.

2.4.5.3.3.2 Secondary Shutoffs – located at individual gas-operated fixtures in the building (range, grill, deep fat fryer, hot water heaters, boilers).

2.4.6 Work Order Form

2.4.6.1 Purpose: To provide a Work Order form for recording repair, maintenance, and new project information for use of the Lodge Maintenance and Repair Committee in prioritizing and scheduling work.

2.4.6.2 Background:

2.4.6.2.1 The need for work about the Lodge, whether repair, maintenance, or new projects, may be noticed and/or developed by various individuals or groups. This information would need to be passed on to the Lodge Maintenance and Repair Committee for any necessary action, including determination of responsibility between the Lodge and the Building Association.

2.4.6.2.2 A formal means of identification and reporting of required and desired work around the Lodge would enable the Lodge Maintenance and Repair Committee to keep track of work requirements, assign responsibility for accomplishment, monitor, and ensure payment of bills, etc.

2.4.6.3 Guidelines:

2.4.6.3.1 The attachment provides a Work Order form for use in identifying work required or desired around the Lodge.

2.4.6.3.2 The Work Order form should be completed whenever work is required to correct some problem or for a new project that would require action by the Lodge Maintenance and Repair Committee. Completed forms should be delivered to the Committee Chairperson for consideration and determination of what action should be taken.

2.4.6.3.3 The Lodge Maintenance and Repair Committee shall maintain a file of pending and completed Work Orders for projects at the Lodge.

2.4.6.3.4 When new projects are deemed appropriate but not within the authority of the Lodge Maintenance and Repair Committee to approve, the projects should be referred to the Board of Directors for consideration and approval. Existing

funds expenditure rules apply for Lodge projects, whereas, the Building Association would operate within its own spending guidelines.

2.4.6.3.5 Work Order form is attached to this section.

Appendix S

2.5 OPERATIONS

2.5.1 Gambling

2.5.1.1 Purpose: To provide guidance regarding gambling activities at Poulsbo Lodge.

2.5.1.2 Reference: Washington State Gambling Commission Rules Manual (Chapter 9.46 RCW Gambling—1973 ACT and Title 230 WAC Gambling Commission)

2.5.1.3 Guidelines:

2.5.1.3.1 General:

2.5.1.3.1.1 All gambling activities conducted at Poulsbo Lodge shall be in accordance with the requirements of the Washington State Gambling Commission. No types of gambling, requiring a license, shall ever be conducted without an active license onsite and posted.

2.5.1.3.1.2 Each gambling activity conducted at Poulsbo Lodge must be assigned Manager(s). The Manager(s) are responsible to ensure that the gambling activity is conducted in strict accordance with the rules of the Washington State Gambling Commission Rules Manual.

2.5.1.3.1.3 A Lodge Gambling Manager shall oversee all Lodge gambling activities and individual gambling activities managers, as appropriate.

2.5.1.3.1.4 The Lodge Gambling Manager is responsible to ensure that all required recordkeeping and reports are maintained and/or submitted.

2.5.1.3.1.5 Gambling licenses for Poulsbo Lodge shall comply with the requirements of Chapter 230-07 WAC, Charitable and Nonprofit Rules.

2.5.1.3.1.6 The original or a copy of the gambling activity license must be displayed in the gambling area of the business premises whenever the gambling activity is taking place along with, if required, a Problem Gambling information sign.

2.5.1.3.2 Card Games:

2.5.1.3.2.1 All card games, whether licensed or unlicensed, shall be conducted under Chapter 230-15 WAC, Card Game Rules.

2.5.1.3.2.2 The following specific guidelines apply to unlicensed card games at Poulsbo Lodge which, if approved by the Board of Directors, shall be coordinated by the card Gaming Manager.

2.5.1.3.2.2.1 No license required for what we want (poker, pinochle, hearts, etc.).

2.5.1.3.2.2.2 Members only are allowed to participate.

2.5.1.3.2.2.3 No fees may be charged for playing to either the House or the person running the game.

2.5.1.3.2.2.4 House may not take any cut from the game, only the winners.

2.5.1.3.2.2.5 Bar must be open when the games are being played.

2.5.1.3.2.2.6 Must have a set of House Rules (can be fairly simple) that govern the operation.

2.5.1.3.2.2.7 Should follow the rules for card games in the Gambling Commission Rules Manual.

2.5.1.3.2.2.8 No record or reports are required since the House is not involved in the conduct of the game.

2.5.1.3.3 Raffles:

2.5.1.3.3.1 General Guidelines:

2.5.1.3.3.1.1 Raffle definition: Raffle, under the rules of the Gaming Commission, means a game in which tickets bearing an individual number are sold for not more than twenty-five dollars each and in which a prize or prizes are awarded on the basis of a drawing from tickets by the person or persons conducting the game.

2.5.1.3.3.1.2 Raffles shall be conducted under the provisions of Chapter 230-11 WAC, Raffles. Nothing in this section shall be interpreted as to supersede the guidance of 230-11 WAC.

2.5.1.3.3.1.3 Each raffle must have a purpose in support of the charitable/nonprofit status of the Lodge (e.g. Scholarship Fund, Chair Fund, etc.)

2.5.1.3.3.1.4 Approval to conduct a raffle for a given purpose shall first be obtained from the Board of Directors.

2.5.1.3.3.1.5 All raffles conducted within the Lodge by the Lodge or any of the Lodge auxiliaries under the Lodge Raffle Licenses shall

be coordinated through the Gaming Manager in advance of the raffle. The Gaming Manager should be consulted to determine whether or not the desired raffle can be conducted under the Gambling Commission rules and the correct procedures to be followed for the raffle.

2.5.1.3.3.1.6 The Building Association is not authorized to conduct raffles under the Lodge Raffle License since it is a separate corporation under the laws of the State of Washington.

2.5.1.3.3.1.7 Only members of Poulsbo Lodge may sell raffle tickets.

2.5.1.3.3.1.8 The Lodge Raffle License, or a copy thereof, must be posted at the site and at the time of the drawing.

2.5.1.3.3.1.9 The Gaming Manager shall provide raffle income data to the Lodge Treasurer on a monthly and quarterly basis, as appropriate, to permit required tax filings (summary report form attached).

2.5.1.3.3.1.10 The Gaming Manager shall prepare the Annual Raffle Report for submission to the State.

2.5.1.3.3.1.11 The Gaming Manager shall prepare the Annual License Renewal package for submission to the State so that the new license is received prior to the license expiration date (June 30).

2.5.1.3.3.2 Conduct of Raffle: Normally there are two types of raffles that can be conducted at the Lodge—a Regular Raffle (for lack of a better name) and a Members Only Raffle.

2.5.1.3.3.2.1 Rules for all raffles:

2.5.1.3.3.2.1.1 Ticket stubs must be placed in a receptacle from which the winning ticket will be drawn.

2.5.1.3.3.2.1.2 The winning ticket must be drawn randomly (each ticket must have an equal or fair chance of being drawn as the winner).

2.5.1.3.3.2.1.3 Person conducting the raffle must complete a Raffle Record at the time of the drawing for each prize winner (Record forms attached). The winning ticket and stub should be attached to the record at the time of prize delivery.

2.5.1.3.3.2.1.4 The Raffle Record should be placed in the Gaming Manager's box in the Lodge office.

2.5.1.3.3.2.1.5 The raffle proceeds should be delivered to the Lodge Treasurer for deposit.

2.5.1.3.3.2.2 Regular Raffle – This type of raffle is conducted when tickets are sold to the general public or if the raffle does not require the winner to be present at the drawing.

2.5.1.3.3.2.2.1 The rules must either be included on the ticket or on a separate sheet of paper provided to each ticket buyer. Included must be the rules, cost of the ticket, prizes available, date, time, and location of the drawing, whether or not required to be present at the time of drawing, and the name of the Lodge.

2.5.1.3.3.2.2.2 Prizes must be owned by the Lodge before the date of the drawing.

2.5.1.3.3.2.3 Members Only Raffle – In this type of raffle, tickets are only sold to full and regular members of the Sons and a limited number of guests.

2.5.1.3.3.2.3.1 The total number of guests participating must not exceed 25% of the total attendance at the event.

2.5.1.3.3.2.3.2 All aspects of the raffle must take place during the same event at the same location.

2.5.1.3.3.2.3.3 Sign(s) must be posted at each point-of-sale with all the rules unless included on the ticket.

2.5.1.3.3.2.4 Sports Pools:

2.5.1.3.3.2.4.1 Sports Pools may be conducted without a license under the authority of RCW 9.46.0335, Sports Pools Authorized.

2.5.1.3.3.2.4.2 A Sports Pool Manager(s) shall oversee the conduct of all Sport Pools conducted at the Lodge and shall comply with the provisions of the above RCW.

(Rev Sep 2013)

Appendix M

2.5.2 Guests and Visitors

2.5.2.1 <u>Purpose</u>: To provide guidance concerning access to the Lodge and its activities by non-members (guests and visitors).

2.5.2.2 <u>Background</u>:

2.5.2.2.1 As a private nonprofit organization, non-members are only authorized access to certain activities held at the Lodge. Some of these restrictions occur because the Sons of Norway is a membership organization and some apply to the Trolls Den because it is a private club bar.

2.5.2.2.2 Generally, members of the other Sons of Norway lodges have access to the Poulsbo Lodge and activities the same as for members of the Poulsbo Lodge. Specific limitations apply to members of the Central Lodge.

2.5.2.2.3 Members should be allowed to bring bona fide guests to Lodge functions/activities. Persons that attend Lodge functions/activities as a guest on a regular basis should be encouraged to join the Lodge or their guest status could be terminated for abuse of the privilege.

2.5.2.2.4 It is not in the best interest of the Lodge if guests become regular participants in Lodge activities and decline to become members. It would be unfair to our regular dues-paying members that support the Lodge.

2.5.2.3 <u>References</u>:

2.5.2.3.1 Sons of Norway Charter, Constitutions and Procedures

2.5.2.3.2 Private Club Management Guide

2.5.2.4 Definitions:

2.5.2.4.1 The Private Club Management Guide, issued by the State Liquor Control Board and under which the Trolls Den operates, distinguishes between a "guest" and a "visitor".

2.5.2.4.1.1 Guest – A friend of a member who has been issued a guest card for a period not to exceed two weeks. The guest must live outside the boundary set by the Board rule.

2.5.2.4.1.2 Visitor – An individual who is brought to or met at the club by a member. A visitor must be known to the member and the member must remain in the club at all times the visitor is in the club. A visitor may only enjoy the privileges of the club a reasonable number of times per year. "Reasonable" has not been defined but it cannot be excessive and should be determined by the club.

2.5.2.4.2 The Sons of Norway Charter, Constitutions and Procedures defines "guest" and "visitor" differently than the Liquor Control Board and for different purposes.

2.5.2.4.2.1 Guest – A non-member of Sons of Norway.

2.5.2.4.2.2 Visitor – A member of Sons of Norway from one lodge visiting another lodge.

2.5.2.5 Procedures:

2.5.2.5.1 Lodge Meeting

2.5.2.5.1.1 A visitor, as defined in the Charter, Constitutions and Procedures, may attend a Lodge meeting (considered a closed meeting).

2.5.2.5.1.2 A guest, as defined in the Charter, Constitutions and Procedures, may attend a Lodge meeting only if the President declares the meeting an "open meeting" if no objections are voiced to allow guests to attend the meeting.

2.5.2.5.2 Lodge Events/Activities:

2.5.2.5.2.1 For events "open to the public", anyone may attend. Events open to the public include, but are not limited to: Kaffe Stua, Lutefisk Dinner, Yule Fest, Viking Fest, Cultural Events, and Sunday Pancake Breakfast.

2.5.2.5.2.2 For events that are not open to the public, visitors from other lodges may attend as may non-

members (visitors as defined by the Liquor Control Board) when brought by another Sons of Norway member. Events not open to the public include, but are not limited to: Friday Night Dinner, Crab Feed, Lodge Picnic, Tuesday Dinner, Lodge Parties/Social Events, and Vets Night.

2.5.2.5.2.3 Members of the Sons of Norway Central Lodge may attend events not open to the public a maximum of six times per year. If they exceed this number, they must join Poulsbo Lodge or lose this privilege.

2.5.2.5.3 Trolls' Den

2.5.2.5.3.1 Members of other Sons of Norway lodges may enter the Trolls' Den the same as any other member.

2.5.2.5.3.2 Non-members may enter the Trolls' Den only as a visitor as defined by the Liquor Control Board.

2.5.2.5.3.3 Members of the Sons of Norway Central Lodge may enter the Trolls' Den a maximum of six times per year. If they exceed this number, they must join Poulsbo lodge or lose this privilege. If they choose not to join Poulsbo lodge, they shall not be allowed to enter the Trolls' Den as either a member of the Central Lodge or as a visitor.

2.5.3 Lodge Security

2.5.3.1 <u>Purpose</u>: To provide guidance for and assign responsibilities for Poulsbo Sons of Norway lodge security.

2.5.3.2 <u>Background</u>:

2.5.3.2.1 During all periods of time that the Lodge is open, whether for members, renters, visitors, etc., it is necessary that someone be responsible for the security of the facility and the safety of those persons utilizing the Lodge.

2.5.3.2.2 Volunteer Hosts serve as a liaison between the Lodge and renters when parts of the Lodge are used for private or other non-Lodge sponsored events and ensure that all rules pertaining to the Lodge are followed.

2.5.3.2.3 Volunteer Hosts also ensure that Lodge members comply with all the rules and regulations governing the Lodge and its services and activities.

2.5.3.2.4 When Lodge rooms are rented to individuals or other organizations for non-Lodge events, these rooms belong to the

renter for the duration of the event. Lodge members are not authorized to enter the rented room(s) unless they have been invited to the event or are part of the food service team (for Lodge catered events), are Volunteer Hosts or otherwise on official business of the Lodge which requires that they enter the room(s).

2.5.3.3 <u>Security Cameras:</u> ARLO Security Cameras provide 24-hour Security for the Poulsbo Sons of Norway lodge building, both Interior and Exterior. The use of such equipment consists of Video and Audio Recording Capabilities.

2.5.3.3.1 The lodge shall post signs indicating the use of Video and Audio Surveillance within the facility.

2.5.3.3.2 The "Posted Signs" shall be in a place which allows the membership prior knowledge of video and audio surveillance when they are in the lodge.

2.5.3.3.3 While the State of Washington governs the use of video and audio recording with a strict adherence to the "Right to Privacy" under RCW 9.73.030, it also allows for exceptions to what is considered a "Private Conversation" and distinguishes "Private" from "Public" Locations.

2.5.3.3.3.1 Neither the lodge nor its members shall use, or attempt to use, the videos in any manner not mentioned in the Exceptions to the Washington State RCW provisions.

2.5.3.3.3.2 Exceptions which allow for video and audio security recordings to be accessed include:

2.5.3.3.3.2.1 Theft

a) by an employee,
b) by a member
c) by Visitors to the Lodge

2.5.3.3.3.2.2 Safety of an employee

a) when enforcing WSLCB laws,
b) under threats of harm,
c) violations of House Rules. or
d) Injuries.

2.5.3.3.3.2.3 Safety of a member

a) violation of House Rules,
b) threats of harm, or
c) injuries.

2.5.3.3.3.2.4 Criminal activity

a) Any activity that would lead to a criminal violation of the Washington State RCWs.

2.5.3.3.4 Retention

The ARLO security camera system recorded security video and audio shall be retained for 30 days.

2.5.3.3.4.1 The ARLO security camera system "automatically" clears the recorded material at the end of the 30-day period unless otherwise requested to be downloaded for any of the following purposes:

2.5.3.3.4.1.1 There is a request from law enforcement to retain the videos for a longer period of time;

2.5.3.3.4.1.2 The video is needed to resolve internal disputes;

2.5.3.3.4.1.3 There is a subpoena for a video.

2.5.3.3.4.1.4 There is a request from a state, county, or local agency to retain videos;

2.5.3.3.4.1.5 In the judgment of the lodge, there is a need to retain specific video(s) for a longer period of time;

2.5.3.3.4.1.6 If videos have been requested to be downloaded, they should be stored 90 days to provide enough time for investigation and/or appeal of the findings.

2.5.3.3.4.2 The lodge may appoint a committee to oversee surveillance of the resulting videos:

2.5.3.3.4.2.1 for an investigative review by the members of the Executive Committee or a committee appointed by the Executive Committee and constituted by the lodge Board of Directors to conduct an in-depth investigation.

2.5.3.3.5 Logs

For the purposes of transparency and the security of the information recorded on the ARLO Security Camera system, a log will be maintained by the Office Manager of the Poulsbo Sons of Norway lodge. The log will be for the purpose of documenting access to the ARLO Security Camera System. The log will be printed monthly and securely stored for each calendar year. The log will include the following information:

2.5.3.3.5.1 Date and time the camera security system was accessed,

2.5.3.3.5.2 Who accessed the camera security system,

2.5.3.3.5.3 Name of witness present at time camera security system was accessed,

2.5.3.3.5.4 Reason for accessing the camera security system (i.e. theft, threats, injury, criminal activity, other),

2.5.3.3.5.5 Who requested the accessing of the camera security system (Executive Committee, Committee appointed by President, other)**,**

2.5.3.3.5.6 Date and time access to the camera security system was requested and whether the information requested was downloaded,

2.5.3.3.5.7 If the information was downloaded, log in the date when the 90-day retention will expire to allow enough time for investigation and/or appeal of the findings, and

2.5.3.3.5.8 The date and time downloaded material was erased and by whom.

2.5.3.4 <u>Security Requirements</u>:

2.5.3.4.1 During regular working hours, the Office Manager is responsible to provide lodge security and to perform the duties of the Volunteer Host.

2.5.3.4.2 During periods outside of regular working hours and when no outside renters are in the building or lodge functions are occurring and the Trolls Den is open, the bartender is responsible for lodge security. During these periods, it is expected that access to the building will only be via the Trolls' Den keycard door.

2.5.3.4.3 During lodge-sponsored events, the event coordinator is responsible for providing lodge security until such time as the event has ended and all attendees have departed the building.

2.5.3.4.4 During periods outside of regular working hours whenever lodge rooms are rented or otherwise provided to outside groups, a lodge Volunteer Host is required. The type and size of event will dictate the number of persons required for the watch.

2.5.3.5 <u>Security Responsibilities</u>:

2.5.3.5.1 Office Manager will be responsible to:

2.5.3.5.1.1 Determine which events will require Volunteer Hosts.

2.5.3.5.1.2 Determine start time and number of Volunteer Hosts needed. (Events that include a bar will normally require a minimum of a two-person Volunteer Host.)

2.5.3.5.1.3 Determine whether or not outside security is necessary (e.g. off-duty law enforcement officer). If so, schedule and charge renter for cost (include on rental contract).

2.5.3.5.1.4 Advise Trustees of all Volunteer Host requirements well enough in advance of the event so that Volunteer Host personnel may be scheduled.

2.5.3.5.1.5 Provide Volunteer Hosts with a Security Packet for the event. Security Packet will include a copy of the rental contract, Duties of Event Security Checklist, Accident Report form, Utility Shutoff information, and any other information necessary for that event.

2.5.3.5.1.6 Update Duties of Event Security Checklist as required. (Sample copy attached.) Coordinate with Trustees.

2.5.3.5.2 Trustees will:

2.5.3.5.2.1 Maintain list of Volunteer Host volunteers.

2.5.3.5.2.2 Provide training for Volunteer Hosts.

2.5.3.5.2.3 Schedule Volunteer Hosts for all events requiring Volunteer Hosts as per Office Manager schedule.

2.5.3.5.2.4 Maintain records of Volunteer Host days and hours worked.

2.5.3.5.2.5 Coordinate with Office Manager.

2.5.3.5.3 Volunteer Hosts will:

2.5.3.5.3.1 Obtain Security Packet from Office Manager for the scheduled event.

2.5.3.5.3.2 Conduct Volunteer Host duties (for that event) in accordance with the Duties of Event Security Checklist.

2.5.3.5.3.3 At conclusion of event, return signed Checklist to Office Manager.

2.5.3.5.4 Security Authority

2.5.3.5.4.1 The Volunteer Host is the lodge representative during the period of his/her watch and shall be the contact person in all dealings with renters/patrons/lodge members during an event.

2.5.3.5.4.2 The Volunteer Host has authority over all lodge members while on watch except for the President or Vice President (if acting as President) in performing Volunteer Host duties.

2.5.3.5.4.3 The bartender, whether for the Trolls' Den or the Marine Room bar, always has complete authority

regarding bar operations and the consumption of alcoholic beverages by members, visitors, etc.

2.5.3.5.4.4 The Volunteer Host or duty bartender, as a last resort, may order the closure of the Marine Room bar operation or that portion of the Trolls' Den bar operation serving an event in the Viking Room, if problems develop or rule violations occur which are not immediately corrected by the renter.

2.5.3.5.5 General Information:

2.5.3.5.5.1 Volunteer Hosts shall receive a ticket for free Tuesday Night Dinner or Sunday Breakfast in appreciation for their volunteering to serve as security.

2.5.3.5.5.2 Nothing herein shall prevent the Office Manager and Trustees from making adjustments to the guidelines and procedures for Volunteer Hosts in order to make this system work.

(Rev Sep 2013, Apr 2024)

2.5.3.6 Background Checks To ensure compliance with International Sons of Norway CBPP Policies & Procedures 8.2 Background Checks, Poulsbo lodge has approved Policy Section 1.19.2 and has adopted the following procedures:

2.5.3.6.1 As required by CBPP 8.2, a Trustee of the Board of Directors is designated to collect all background checks and confirm that all completed background checks are filed with the Office Manager.

2.5.3.6.2 Basic screening will include background checks for federal crimes and sex offense history. Current licensing and driving records will be included where appropriate.

2.5.3.6.3 All youth leaders will be re-screened and background checks verified at a minimum of every three (3) years.

2.5.3.6.4 The Poulsbo lodge Background Checks Policy and Procedures will be reviewed by the Board of Directors at the beginning of each year and will include a check for any changes in the requirements of state law, International CBPPs, or other governing bodies. This review will take place before each season of events begins.

2.5.3.6.5 The lodge will list the background policy clearly on all camp and youth activity web pages as well as other applicable organizational materials.

2.5.4 Memorial Service

2.5.4.1 Purpose: To provide guidelines for conducting the annual Lodge Memorial Service.

2.5.4.2 Background:

2.5.4.2.1 The annual Lodge Memorial Service, in memory of members who have passed away during the previous year, is normally held in lieu of the May Lodge meeting. No Lodge business is conducted at this meeting.

2.5.4.2.2 The Lodge Membership Secretary is responsible for coordination of the Memorial Service as stated in the Officer Additional Duties List.

2.5.4.3 Guidelines:

2.5.4.3.1 The Membership Secretary should maintain a record of Lodge members who have passed away and is required to submit the appropriate "Notice of Death" to Sons of Norway International.

2.5.4.3.2 Notice of the Memorial Service should be announced at the April Board and Lodge meetings and published in both the April and May Måken.

2.5.4.3.3 Notes to relative(s) of deceased members should be mailed a minimum of three weeks prior to the Memorial Service. Suggested note: "Dear _____, The Sons of Norway Poulsbo Lodge is having its Memorial Service to honor the memory of our members who have passed away during this past year. We invite you and your family and friends to join us on Tuesday, May _____ at 7:30 pm in the Marine Room at our Lodge. Sincerely _____".

2.5.4.3.4 Membership Secretary responsibilities for the service:

2.5.4.3.4.1 Coordinate overall program; obtain helpers.

2.5.4.3.4.2 Arrange for pianist, choir, and Chaplin.

2.5.4.3.4.3 Prepare Program; provide list of deceased members.

2.5.4.3.4.4 Send notes to deceased members relative(s).

2.5.4.3.4.5 Coordinate setup and break down of service.

2.5.4.3.4.6 Ensure dessert is provided.

2.5.4.3.4.7 Obtain flower arrangement.

2.5.4.3.4.8 Ensure adequate candles and lighters on hand.

2.5.4.3.5 Other Lodge member participants:

2.5.4.3.5.1 President

2.5.4.3.5.2 Marshal and Assistant Marshal

2.5.4.3.5.3 Musician

2.4.5.3.5.4 Chaplin - volunteer

2.4.5.3.5.5 Candle bearers – volunteers

2.5.4.3.6 Marine Room Setup:

2.5.4.3.6.1 Two 4-foot tables pushed together in front of windows

2.5.4.3.6.2 Tablecloth with Bible (located in the linen closet) covering tables

2.5.4.3.6.3 Cross plus large candle holder (located in the linen closet) on tables

2.5.4.3.6.4 Two candelabras (located in the attic) beside the tables

2.5.4.3.6.5 Two candle snuffers (located in linen closet) for candle bearers

2.5.4.3.6.6 Theater setup for audience (3 rows of chairs with aisle in middle)

2.5.4.3.6.7 Four round tables with chairs in back of room for use during social time

2.5.4.3.6.8 Long table with tablecloth for food at back of room by the kitchen

2.5.4.3.6.9 Flower arrangement for table with food

2.5.4.3.7 Conduct of Memorial Service:

2.5.4.3.7.1 As per program sample attached.

2.5.4.3.7.2 Large candle on table lighted by Marshal before ceremony starts.

2.5.4.3.7.3 Candle bearers wear black and white.

2.5.4.3.7.4 Each candle bearer carries a lighted candle representing a deceased member.

2.5.4.3.7.5 President will read each deceased member's name and pause between names until candle on candelabra representing each member is lighted.

2.5.4.3.7.6 After candle bearer lights candle, he/she extinguishes held candle and sits in audience.

2.5.4.3.7.7 Following singing of "Amazing Grace", Marshal and Assistant Marshal extinguish candles in the candelabras.

2.5.4.3.7.8 Social time with dessert follows service.

Appendix O

2.5.5 Scholarship Fund Accounts and Committee

2.5.5.1 Purpose: The purpose of this policy is to describe the scholarship accounts at the Lodge, the process for funding and managing these accounts, and the process for awarding scholarships.

2.5.5.2 Procedures:

2.5.5.2.1 Scholarship Accounts: The Lodge shall maintain two (2) scholarship accounts. One account will be called the "Capital Scholarship Account". The other account will be called the "Yearly Scholarship Account".

2.5.5.2.1.1 The goal is for the Capital Scholarship Account to be grown to where interest earned on the account will be sufficient to fund the annual award of scholarships.

2.5.5.2.1.2 There shall be a line item in the Lodge operating account budget each year of $2,000 to go into the Capital Scholarship Account, but the amount appropriated each year shall be voted upon in accordance with the Lodge Bylaws.

2.5.5.2.1.3 Members of the Lodge shall be encouraged to contribute to both scholarship funds and remember the Capital Scholarship Account in their wills.

2.5.5.2.1.4 Interest earned by the Capital Scholarship Account shall be transferred at the end of each year to the Yearly Scholarship Fund. Any funds not awarded will be transferred back to the capital account.

2.5.5.2.1.5 Fundraising events shall be encouraged and the proceeds may be directed, at the discretion of those doing the fundraising, to either account or be divided between the accounts.

2.5.5.2.2 Scholarship Committee: Both accounts shall be administered by a committee consisting of the Foundation Director (in a non-voting position) and up to six (6) Lodge members. The Foundation Director will serve as chairman and will be responsible for conducting the affairs of the Committee in an orderly and impartial manner. The Lodge members will serve three (3) year terms with the terms staggered so that each year a new member will be appointed by the new Lodge President upon the President's installation. The President shall also appoint members to fill vacancies. The Committee will elect a Secretary and a Treasurer at its first meeting after the

installation of Lodge Officers. The Secretary will keep a written record of meetings. The Treasurer will be responsible for the deposits and expenditures of all scholarship funds. The Lodge Treasurer and Office Manager will be listed on the account and two (2) signatures will be necessary for any withdrawals.

2.5.5.2.3 Scholarship Eligibility: Scholarship recipients shall be either Lodge members or children or grandchildren of Lodge members in good standing.

2.5.5.2.4 Scholarship Award Process: Total scholarship awards for one year shall not exceed the December 31 (prior year) balance of the Yearly Scholarship Account.

2.5.5.2.4.1 Depending on the money available in the Yearly Scholarship Account, the Committee may (in the following priority) award up to one $2,000 scholarship in memory of Peter Gerstel and one $1,000 scholarship in memory of Grace Overby as funds allow. In addition, a $500 camp scholarship in the name of artist Olaf Willums and up to five $100 camp scholarships be awarded annual as funds allow.

2.5.5.2.5 In February, the Committee shall report to the Lodge Board the amount of funds available for scholarships that year and the scholarships envisioned to be awarded. The Committee shall draw up a schedule for scholarship application and award. The Committee shall coordinate the award timing with that of the District 2 scholarship process so that scholarship recipients can take advantage of both the Lodge scholarship and the District 2 scholarships. The schedule for a scholarship shall be publicized in the Måken and reported at a Lodge meeting at least thirty (30) days before a scholarship application is due. Application forms shall be available at least thirty (30) days before an application is due.

2.5.5.2.6 The Committee shall review all applications received for a scholarship and select the winner(s). Scholarship award selection criteria shall prioritize Lodge involvement and an active interest in Norwegian heritage and culture.

2.5.5.3 <u>Dissolution</u>: If all the scholarship accounts are terminated, any money in the accounts shall be transferred to the Sons of Norway Foundation for scholarships. (This policy supersedes the previous scholarship fund policy)

2.5.6 Conflict of Interest

2.5.6.1. Purpose

2.5.6.1.1 To protect the lodge's integrity by addressing actual or potential conflicts of interest that may harm the organization's welfare.

2.5.6.1.2 To complement applicable legal regulations concerning conflicts of interest in nonprofit entities.

2.5.6.2 Definitions

2.5.6.2.1 The Sons of Norway Poulsbo Lodge shall be called "the lodge".

2.5.6.2.2 An "Interested Person" is anyone with a significant financial interest that could conflict with his/her/their lodge responsibilities.

2.5.6.2.3 "Financial Interest" includes ownership, investment, potential gain, or compensation from entities engaging with the lodge.

2.5.6.2.4 "Conflict of Interest" is a financial interest deemed inappropriate by the governing bodies of the lodge.

2.5.6.2.5 "Governing bodies" includes the Board, Executive Committee, House Committee, the auxiliary Building Association and any other committee given board-delegated powers.

2.5.6.3 Procedures

2.5.6.3.1 Disclosure Obligation - Individuals must disclose any financial interests that could potentially conflict with their role at the lodge.

2.5.6.3.2. Voluntary Recusal - Members may, without a formal decision process, withdraw from discussions where a potential conflict of interest could exist. After disclosure of a potential conflict, the interested person will exit the discussion.

2.5.6.3.3. Conflict of Interest Determination -Once a potential disclosure has been made, the governing body (board or committee) will discuss and determine whether or not a conflict of interest exists.

2.5.6.3.4. Addressing Conflicts of Interest

2.5.6.3.4.1 Interested persons to an actual or potential conflict of interest may present their case to the governing body (board or committee) but must not participate in any related voting.

2.5.6.3.4.2 An impartial investigator may be appointed to assess a potential conflict of interest.

2.5.6.3.4.3 After due diligence, the governing body (board or committee) will vote to confirm whether or not there is a conflict of interest. If a conflict of interest is confirmed, the governing body will decide on the appropriate action.

2.5.6.3.4.4 Appropriate action to address a conflict of interest may range from recusal, removal from their board-

delegated power role at the lodge, suspension, or revocation of membership.

2.5.6.3.5 Policy Violations

2.5.6.3.5.1. Suspected non-disclosures will be investigated by the governing body (board or committee). The interested person involved in the investigation will have an opportunity to respond to the governing body.

2.5.6.3.5.2 Based upon the results of the investigation, corrective actions may be implemented per Section 2.5.6.3.4.4 above.

2.5.6.4 Records of Proceedings

2.5.6.4.1 The governing body (board or committee) in charge of the conflict of interest investigation will maintain confidentiality throughout the proceedings.

2.5.6.4.2 The governing body (board or committee) reviewing the potential conflict of interest shall take minutes documenting disclosures, determinations, and actions taken regarding the matter.

2.5.6.4.3 When the conflict of interest matter has been adjudicated, the minutes will be turned into the lodge office to be securely filed with other records of the action per the lodge records retention schedule.

2.5.6.5 Affirmation

2.5.6.5.1 When becoming a member of the board or a committee with board delegated powers, lodge members must affirm their understanding and compliance with Policy 1.20 and Procedure 2.5.6 by signing an Affirmation form, agreeing to disclose any potential conflicts of interest that may arise, and, when felt necessary, completing any training that may be made available.

2.5.6.5.2 A member must report a potential conflict of interest to the Board of Directors as soon as he/she/they become aware of the potential conflict of interest but no later than within seven (7) days.

2.5.6.6 Use of Outside Experts

2.5.6.7.1 While the lodge may engage external advisors for conflict of interest investigations, the ultimate responsibility for enforcement lies with the Board of Directors.

2.5.7 Volunteer Procedure

2.5.7.1 <u>Purpose</u>:

2.5.7.1.1 To establish a comprehensive and consistent approach to the recruitment, assignment, and management of volunteers at the lodge.

2.5.7.1.2 To ensure volunteers are properly trained, supported, and recognized for their contributions.

2.5.7.1.3 To establish a comprehensive and ongoing list of volunteers to assist with the various events and activities at the Poulsbo lodge.

2.5.7.2 <u>Background:</u>

2.5.7.2.1 Volunteers play a critical role in the effective operation and success of the Poulsbo lodge's events and activities.

2.5.7.2.2 Various lodge procedures mention volunteer roles, including Volunteer Hosts, food service volunteers, and youth volunteers.

2.5.7.2.3 Consolidating volunteer policies ensures clarity and consistency in expectations and responsibilities.

2.5.7.2.4 Accurate logging of volunteer hours is essential for nonprofits as it helps demonstrate community engagement, supports grant applications, and ensures compliance with reporting requirements.

2.5.7.2.5 Having a Volunteer Coordinator in charge of training as well as encouraging and scheduling all volunteers for events and activities has long been an ongoing goal of the Poulsbo lodge.

2.5.7.2.6 Sessions of training for volunteers in kitchen usage, host duties, safety measures, etc. are determined necessary from time to time to ensure properly trained volunteers are available to assist with lodge events and activities. Training sessions may be requested by any lodge member and should be planned and brought forward by the Venue Rental Coordinator and/or the Office Manager for consideration and scheduling.

\+ **2.5.7.3 <u>Volunteers – Organization</u>**

2.5.7.3.1 Volunteers are members of the lodge in good standing who have stepped forward to assist in the success of lodge events and activities.

2.5.7.3.2 Members who have neither the time nor the inclination to volunteer at least a minimum of four (4) hours each year may, in lieu of volunteering, choose to donate $100.00 per year to the success of the lodge.

2.5.7.3.3 The Office Manager is the member of the lodge staff who provides the "constant" element in a sea of changing volunteers. The Office Manager will:

2.5.7.3.3.1 ultimately, be in charge of volunteer information forms, membership lists, and mailing lists

and will be the first contact for scheduling, training, logging, and reporting volunteer hours.

2.5.7.3.3.2 have sole control regarding the updating of volunteer lists.

2.5.7.3.3.3 schedule volunteers and will be assisted by the VRC and/or Event Chair in charge of an event or activity.

2.5.7.3.3.4 oversee and work with a Volunteer Coordinator at those times when one has volunteered and been appointed by the President.

2.5.7.3.4 The Volunteer Coordinator is a lodge member in good standing who has volunteered and been appointed by the President. The Volunteer Coordinator will:

2.5.7.3.4.1 work with the Office Manager.

2.5.7.3.4.2 schedule Volunteer Hosts for rental events, as well as scheduling Food Service Volunteers and Youth Volunteers.

2.5.7.3.4.3 attend scheduled training sessions and become knowledgeable of the locations of utility shutoffs, electrical panels, water turnoffs, and other emergency shutoffs as well as the location of the lodge's AED units in the event such should be needed during an event or activity.

2.5.7.3.4.4 schedule training and assist the Office Manager in logging volunteer hours.

2.5.7.3.5 Volunteer Hosts and Event Chairs are lodge members in good standing who have agreed to be the lodge representative and/or lead for an event or activity. The Volunteer Host and/or Event Coordinator will:

2.5.7.3.5.1 serve as the lodge representative and security contact during an event or activity.

2.5.7.3.5.2 conduct duties in accordance with the "Duties of the Event Security Checklist" form that will be provided by the VRC, Office Manager or Volunteer Coordinator.

2.5.7.3.5.3 ensure that lodge members comply with the rules and regulations governing the lodge and its services and activities during an event.

2.5.7.3.5.4 act as a liaison between the lodge and renters when various rooms of the lodge are used for private or

other non-lodge sponsored events and ensure that the rules pertaining to the lodge are followed.

2.5.7.3.5.5 attend scheduled training sessions and become knowledgeable of the locations of utility shutoffs, electrical panels, water turnoffs, and other emergency shutoffs as well as the location of the lodge's AED units in the event such should be needed during an event or activity.

2.5.7.3.6 Food Service Volunteers are lodge members in good standing who agree:

2.5.7.3.6.1 to take the Kitsap County Health Department training to obtain and keep current a Food Handler's Card.

2.5.7.3.6.2 to act responsibly to ensure compliance with health department standards and proper food safety practices.

2.5.7.3.6.3 to be entitled to receive a free meal for their assistance in serving a meal; no further entitlements would apply.

2.5.7.3.6.4 to attend scheduled kitchen usage training sessions to become knowledgeable of the locations of utility shutoffs, electrical panels, water turnoffs, and other emergency shutoffs.

2.5.7.3.7 Youth Volunteers may be members of Leikarringen or children of members.

2.5.7.3.7.1 The Youth Volunteers will be considered in two age categories—under fourteen (14) and fourteen (14) and over.

2.5.7.3.7.2 Those youth under fourteen (14) years of age must have parental permission and always be under the supervision of an approved adult.

2.5.7.3.7.3 Youth Volunteers will ideally be Heritage or Unge Venner members, although exceptions may be made with permission from the Youth Director or an Event Chair.

2.5.7.3.7.4 Those volunteers under twenty-one (21) years of age must maintain a complete hands-off policy regarding alcoholic beverages, including the busing of dirty glasses.

2.5.7.4 <u>Volunteers – Operation</u>

2.5.7.4.1 Office Manager

2.5.7.4.1.1 The Office Manager will have ultimate authority regarding all volunteer lists.

2.5.7.4.1.2 The Office Manager will work with the VRC, Trustees or designated Board Members, Volunteer Coordinator should one be appointed and/or Event Chairs to determine whether and how many volunteers are needed for the various events and activities.

2.5.7.4.1.3 The Office Manager will assist the VRC or Trustee or designated Board Members, as needed, in scheduling and providing the required materials for Volunteer Hosts.

2.5.7.4.1.4 The Office Manager will work with the VRC, Trustees or designated Board Members, Volunteer Coordinator or Event Chairs to schedule any training needed to ensure knowledgeable volunteers.

2.5.7.4.2 Volunteer Coordinator

2.5.7.4.2.1 The Volunteer Coordinator will work with the Office Manager and, when appropriate, work with Trustees or designated board members, the VRC, and/or Event Chairs when determining whether and how many volunteers will be needed for the various events and activities.

2.5.7.4.2.2 The Volunteer Coordinator will work closely with the Office Manager to recruit volunteers and will assist in scheduling training for the volunteers as needed.

2.5.7.4.3 Trustees or designated Board Members

2.5.7.4.3.1 The Trustees or designated board members will encourage members to volunteer.

2.5.7.4.3.2 The Trustees or designated board members will work with the Office Manager to ensure up-to-date volunteer lists and records of service.

2.5.7.4.3.3 With the approval of the board and assistance of office staff, the Trustees or designated board members will assist in scheduling necessary training and support for all volunteers.

2.5.7.4.4 Event Chairs

2.5.7.4.4.1 Together with the Office Manager, and Bar Manager when appropriate, the Event Chairs will work to ensure a successful event.

2.5.7.4.4.2 The Event Chairs will agree to approve and supervise the youth volunteers during events and/or activities.

2.5.7.4.4.3 Event Chairs will agree to receive training to ensure compliance with state and federal youth labor laws.

2.5.7.5 <u>Volunteers – Log</u>

2.5.7.5.1 The Office Manager will oversee the accurate tracking of volunteer hours, which is crucial for demonstrating community involvement and supporting non-profit status through proper documentation.

2.5.7.5.2 All volunteers must ensure their hours are logged into the official lodge volunteer logbook(s).

2.5.7.5.3 At those times when the lodge has a Volunteer Coordinator, the Volunteer Coordinator will submit the volunteer information to the Office Manager for the official volunteer logbook(s).

2.5.7.5.4 The wording of Section 2.5.7.3.2 in this procedure will be printed on all lodge meeting agendas and will also be included at least quarterly in the lodge newsletter, the Måken.

2.5.7.6 <u>Recognition and Rewards</u>

2.5.7.6.1 As noted in Section 2.5.7.3.6.3, volunteers who work a lodge dinner may receive a free lodge meal as a token of appreciation; no further entitlements would apply.

2.5.7.6.2 Longstanding volunteers may be considered for awards or public recognition by the lodge.

(Adopted September 2, 2025)

2.6 TROLLS' DEN

2.6.1 Trolls' Den and Lower Patio Area

2.6.1.1 Purpose: To provide guidelines concerning the Trolls' Den and lower patio area regarding the consumption of alcoholic beverages. These guidelines are based upon the rules and regulations of the Washington State Liquor Cannabis Board (WSLCB) and Washington State WACs (see reference Section 2.6.1.3 below). The specific guidelines for the lower patio area are based upon the approved conditions in the WSLCB letter dated March 17, 2023, which can be found as Appendix X in these Policies & Procedures.

2.6.1.2 Background: Besides the day-to-day operation of the bar, the Trolls' Den is involved in many of the activities and services of the lodge. Guidelines are adopted to ensure the Trolls' Den operates as efficiently as possible.

2.6.1.3 References:

2.6.1.3.1 Washington Administrative Code (**WAC**) current

2.6.1.3.2 WSLCB Private Club Handbook, current

2.6.1.3.3 Responsible Alcohol Sales Training, current

2.6.1.3.4 Poulsbo Sons of Norway Lodge Bylaws

2.6.1.3.5 Poulsbo Sons of Norway Lodge Policies & Procedures

2.6.1.3.6 RCW 9.41.300

2.6.1.4 Guidelines: Besides the references listed in Section 2.6.1.3 above, the letter of approval from the WSLCB dated March 17, 2023 to utilize the lower patio, identified as Appendix X for these procedures, contains the following conditions for use:

2.6.1.4.1 The lodge must own or have leasehold rights to the area where liquor will be served.

2.6.1.4.2 If food service is required, it must be available in the outside area when liquor is being served.

2.6.1.4.3 The outside service area (the lower patio area) must be enclosed with a 42" barrier. Entrances to the outside area may not be wider than ten feet. If there is more than one entrance along one wall/side, the total of all entrance areas on that side may not exceed ten feet. If the interior access into the premises is restricted (bar/lounge) or the entire premises is restricted, minor restriction signs must be posted.

2.6.1.4.4 All alcoholic beverages must be prepared in the liquor service area of the premises.

2.6.1.4.5 An employee must be responsible for control of the area when liquor is being served and consumed.

2.6.1.4.6 Lighting in the outside service area (lower patio area) must comply with WAC 314-11-055.

2.6.1.4.7 The WSLCB may withdraw this approval if problems arise.

2.6.1.5 General: Since the Poulsbo Sons of Norway lodge is a membership organization, the clientele of the Trolls' Den is limited to members and their guests and not the general public. In order to operate efficiently, the following general guidelines should be acknowledged.

2.6.1.5.1 The Trolls' Den bar is organized and licensed as a "private club" and different rules apply concerning patrons and accessibility than may be applicable to other bars. The Trolls' Den will comply with all rules and regulations required under the lodge liquor license as specified in Section 2.6.1.3 above.

2.6.1.5.2 In accordance with WAC 314.40.030(2)(b), the House Committee has established a membership limitation of 2,250.

2.6.1.5.3 All activities and events scheduled for the Trolls' Den or any of its facilities must be approved by the Bar Manager.

2.6.1.5.4 Members and guests in groups of ten (10) or more who arrive at the Trolls' Den to have a party without prior arrangement with the Bar Manager shall be charged a bar service fee payable before any drink orders will be served to the group.

2.6.1.5.5 Per the requirement of WAC 314-40-030(21), the lodge shall appoint a House Committee to supervise and manage the operation of the Trolls' Den and the Bar Manager.

2.6.1.5.6 A Trolls' Den Advisory Committee (TDAC) may be appointed by the lodge President and confirmed by the lodge Board of Directors. The TDAC will be a standing committee structured under Section 2.6.7 to support the Trolls' Den and the Bar Manager. The TDAC will report to the House Committee.

2.6.1.5.7 House Rules will be adopted for the Trolls' Den and will be reviewed annually by the Bar Manager and the TDAK and updated as necessary. Updated House Rules will be submitted to the WSLCB.

2.6.1.5.8 Additional information needed by the Bar Manager and duty bartenders to perform their jobs is identified and listed in Section 2.6.8.5 Bartender Information Sheet in this Policies & Procedures Manual.

2.6.1.5.9 When utilization of the Trolls' Den bar is authorized as part of a private event, the same rules apply regarding non-club wine along with all the regular rules and regulations regarding the Trolls' Den.

Appendix X

2.6.2 Viking Room and Deck Utilization

2.6.2.1 Purpose: To provide guidelines concerning the Viking Room and the deck as regards the consumption of alcoholic beverages.

2.6.2.2 References:

2.6.2.2.1 WSLCB letter dated June 1, 2006
2.6.2.2.2 WSLCB Private Club Handbook
2.6.2.2.3 WSLCB letter dated June 28, 2018
2.6.2.2.4 WSLCB letter dated March 17, 2023
2.6.2.2.5 Underwriter's Weapons Clarification

2.6.2.3 Background:

2.6.2.3.1 Upon completion of the deck off the Viking Room in 2006, the lodge submitted a request to the WSLCB to allow bar services in the outside deck area and to use the Viking Room for banquet activities. The request was approved on June 1, 2006 with the WSLCB specifying a number of conditions for use. See Appendix R

2.6.2.3.2 Some confusion has arisen with regards to the rules as relating to alcoholic beverages on the deck and in the Viking Room.

2.6.3 Guidelines For Utilization of the Trolls' Den, Viking Room, the Lower Patio Area and the Deck: The following guidelines were developed to avoid confusion and to provide definitive guidance concerning the use of the Trolls' Den, including the Viking Room and Deck and the Lower Patio Area, regarding the consumption of alcoholic beverages. These guidelines are based upon the conditions specified by the WSLCB in June 2006, the approved conditions in the letters of June 28, 2018 and March 17, 2023, and the requirements of the WSLCB Private Club Handbook.

2.6.3.1 Access to the deck and the lower patio area when use is approved by the on-duty bartender must be through the Trolls' Den only.

2.6.3.2 Alcoholic beverages cannot be prepared on the deck.

2.6.3.3 An employee (bartender) is responsible for control of the deck area when alcoholic beverages are served and consumed.

2.6.3.4 Persons under 21 years of age are not permitted on the deck per WSLCB.
2.6.3.5 Any time the Trolls' Den is open, the ramp gate to the deck area must be locked and access to the deck or Trolls' Den (from the ramp) is prohibited. The gate and ramp may not be used when departing the deck/Trolls' Den.
2.6.3.6 Whenever the Trolls' Den is closed, the ramp gate may be used for entry to the deck/Trolls' Den/Viking Room.
2.6.3.7 The presence of minors in the Trolls' Den and the Viking Room is subject to the Washington State WACs and WSLCB guidelines.
2.6.3.8 Bringing minors into the Trolls' Den is a privilege, not a right. Members who visit the Trolls' Den with minors are responsible for their children's behavior at all times. Other members enjoying the Trolls' Den should not be disturbed by the minors. If minors are wandering around or acting in an unruly manner, Bar Management will ask members to take the minors and leave the Trolls' Den. Continued misbehavior by minors in the Trolls' Den and Viking Room could result in the revocation of this privilege for all.
2.6.3.9 No minors shall be permitted in the Trolls' Den after 8.
2.6.3.10 When the Viking Room is rented for a banquet-type event (partition closed) and the renters have their own Banquet Permit, minors may attend as long as WSLCB rules are followed.
2.6.3.11 When a banquet-type event is being held in the Viking Room (partition closed), members and/or guests are prohibited from taking alcoholic beverages from the Trolls' Den into the Viking Room.
2.6.3.12 When public events occur in any room of the lodge, alcoholic beverages may not be carried from one room to another.
2.6.3.13 When the Viking Room is used for a lodge family night dinner,-the presence of minors in the Trolls' Den or Viking Room is, as always, subject to the WAC and WSLCB guidelines.
2.6.3.14 Per RCW 9.41.300, the Trolls' Den, Viking Room, Deck and Lower Patio of the Poulsbo lodge shall be a weapon-free zone.

> **2.6.3.14.1** To ensure concurrence with the lodge's insurance require-ments and the state's RCWS, it shall be unlawful to enter the Trolls' Den, Viking Room, Deck or Lower Patio when in possession of a weapon of any kind. Also, per insurance requirements, mock battles may not be performed. See

Underwriter's response dated July 29, 2025, which is Appendix Y.

2.6.3.14.2 When members in the lodge are participating as Vikings, weapons may be unsheathed only for photographs and in the areas of the lodge not identified as weapon-free zones. During any such photo sessions, the weapons must be handled only by the weapon owner or other Vikings participating in the shoot.

2.6.3.14.3 When members are involved in any of the lodge's events such as Julefest, Viking Fest, parades, etc.as Vikings, all weapons of any kind must be stored in a designated location outside of the weapon-free zone and secured by a member of the Vikings prior to entering the Trolls' Den, Viking Room, Deck or Lower Patio.

Appendix Y

(Rev July 2018, Rev November 2025)

2.6.4 Marine Room Bar Operation

2.6.4.1 <u>Purpose:</u> To provide guidelines for operation of a Club bar in the Marine Room for either a lodge or private event.

2.6.4.2 <u>Background:</u>

2.6.4.2.1 A Club bar operation may be provided in the Marine Room for lodge events as scheduled by the Office Manager, Bar Manager, Board of Directors and/or the Social Director.

2.6.4.2.2 A Club bar operation may be provided in the Marine Room for a private event under the special liquor license endorsement following consultation with the Bar Manager.

2.6.4.2.3 Non-club wine may be brought into events by members with the approval of the Bar Manager at the cost of the current corkage fee. Other non-club alcoholic beverages may only be brought into any event at the Poulsbo lodge in accordance with current Washington WACs.

2.6.4.3 <u>Guidelines:</u>

2.6.4.3.1 All Club bar operations in the Marine Room shall be under the direct supervision and control of the Bar Manager.

2.6.4.3.2 When a bar is in operation in the Marine Room in support of a Club event, all guests of members must "sign in" in the same manner as for the Trolls' Den and the same rules apply to the guests.

2.6.4.3.3 When a bar is in operation in the Marine Room in support of a private event, attendance is dictated by the sponsor (renter) and a sign-in log is not required.

2.6.4.3.4 No alcoholic beverages may be consumed on the Marine Room deck.

2.6.4.3.5 No alcoholic beverages or open containers may be brought into or removed from the Marine Room or Marine Room lobby except during a lodge event utilizing the upper parking lot as approved by the WSLCB.

2.6.4.3.6 The event Volunteer Host shall be responsible to ensure that persons do not consume alcoholic beverages on the deck, remove alcoholic beverages from the building, or engage in inappropriate conduct. Any problems should be passed on to the event sponsor for immediate remedy.

2.6.4.3.7 The bartender and Volunteer Host shall have the right to close down the bar operation in response to uncorrected abuse of any WSLCB rules and regulations or for continued inappropriate conduct by event attendees.

2.6.4.3.8 At the conclusion of any event, all alcoholic beverages must be returned to a secure storage area.

2.6.4.3.9 Bartenders are responsible for cleaning the bar area following an event and for disposal of trash and empty beverage containers.

(Rev Feb 2013)

2.6.5 House Committee

2.6.5.1 Purpose: To provide guidance regarding the duties of the House Committee.

2.6.5.2 Background:

2.6.5.2.1 Based on WAC 314-40-030(21), the Trolls' Den must be under the supervision of a Bar Manager and of a House Committee acting in the role of bar owner.

2.6.5.2.2 Several years ago, the lodge Board of Directors determined that the House Committee would be constituted by the same members as the Executive Committee which, based on the change to the lodge bylaws approved in November 2024, consists of the President, Vice President, Treasurer, Secretary and the three Trustees.

2.6.5.2.3 In 2026 the Board of Directors determined that combining the Executive Committee and the House Committee has caused confusion in the past and could result in a conflict of

interest. The board further determined that the responsibilities of the House Committee and the duties of the Trolls' Den Advisory Committee (TDAC) overlap, which is an inefficient use of volunteer time. After appropriate discussion and deliberation, the board agreed that the House Committee should be reconfigured and the TDAC responsibilities found to overlap certain House Committee responsibilities should be eliminated.

2.6.5.2.4 Beginning with the election in November 2026 for the year 2027, the House Committee will no longer be made up of the members of the Executive Committee but will be composed of the following: a) the lodge Vice President; b) House Committee Position #1; c) House Committee Position #2; d) House Committee Position #3; and e) House Committee Position #4. The four (4) House Committee positions will be elected for three-year terms. Initially, Positions #1 and #2 will be elected for one (1) year, Position #3 will be elected for two (2) years, and Position #4 will be elected for three (3) years. As the initial terms expire, the three-year position(s) will be included in the annual lodge election. Members of the House Committee may run for re-election.

2.6.5.3 <u>References:</u>

2.6.5.3.1 WAC 314-40-030(21)

2.6.5.3.2 Washington State Liquor Cannabis Board (WSLCB) Private Club Handbook, current

2.6.5.4 <u>Duties:</u>

2.6.5.4.1 The House Committee will supervise and manage the operation of the Trolls' Den together with the Bar Manager.

2.6.5.4.2 The House Committee will keep minutes and submit approved minutes to the lodge office.

2.6.5.4.3 The House Committee will comply with all rules and regulations required under the lodge liquor license as specified by the WSLCB.

2.6.5.4.4 The House Committee will be responsible for all decisions regarding the operation of the Trolls' Den with the exception of those responsibilities directly granted to the Bar Manager based on the Job Description as approved by the Board of Directors.

2.6.5.4.5 The House Committee will meet as needed, but no fewer than four (4) times a year, to address Trolls' Den issues. The bar operations will include but not be limited to:

2.6.5.4.5.1 Hours of Operation
2.6.5.4.5.2 Special openings/hours
2.6.5.4.5.3 Music
2.6.5.4.5.4 Game Days
2.6.5.4.5.5 Raffles
2.6.5.4.5.6 Drink prices
2.6.5.4.5.7 Special events
2.6.5.4.5.8 Improvements to the Trolls' Den
2.6.5.4.5.9 Anything that will improve the Trolls' Den operation and/or services to members.

2.6.5.4.6 The House Committee will inform the lodge Board of Directors in a timely manner of any and all decisions made regarding the operation of the Trolls' Den.

2.6.5.4.7 The House Committee will be responsible, together with the Bar Manager and the Executive Committee, for all matters dealing with Trolls' Den employees.

2.6.5.4.8 The House Committee will review all recommendations of the Trolls' Den Advisory Committee (when that committee is active) and/or bar patrons, seek input from the Bar Manager, and make appropriate decisions or refer the matter to the lodge board if the matter is not within the authority of the House Committee.

2.6.5.4.9 The House Committee shall be the first point of contact beyond the Bar Manager to receive complaints and/or ideas from bar patrons regarding anything to do with the bar.

(Rev October 2026)

2.6.6 House Rules

2.6.6.1 **Purpose:** To provide a set of rules for the guidance of employees and patrons of the Trolls' Den in compliance with the requirements of the WSLCB.

2.6.6.2 **Background:** Establishments that serve alcoholic beverages are required by the WSLCB to post a set of House Rules for the information and guidance of employees and patrons.

2.6.6.3 **Reference:**

2.6.6.3.1 Washington Administrative Code (WAC)
2.6.6.3.2 WSLCB Private Club Handbook, current
2.6.6.3.3 Poulsbo Sons of Norway lodge bylaws

2.6.6.4 **Action:**

2.6.6.4.1 The attached House Rules for the Trolls' Den are applicable to all employees, members, and guests/visitors that

enter the Trolls' Den and are also applicable for any bar operation by the lodge in the Marine Room.

2.6.6.4.2 The Bar Manager shall ensure that all Trolls' Den employees are familiar with the House Rules and that they enforce these rules while on duty.

2.6.6.4.3 A copy of the House Rules shall be conspicuously posted in the Trolls' Den.

2.6.6.4.4 The House Rules may be amended and/or changes made, as necessary, by the House Committee. The House Rules will be submitted to the WSLCB whenever they are updated.

2.6.6.4.5 When meals are sold in the Trolls' Den no other food shall be brought into the Trolls' Den except pre-approved food for medical and food allergies. The only other exception allowed would be desserts that can be shared by all those present (added August 2013).

(Rev Aug 2013)

2.6.7 Trolls' Den Advisory Committee (TDAC)

2.6.7.1 <u>Purpose:</u> To represent the Trolls' Den and thereby its supporters and to provide a formal mechanism for the Trolls' Den supporters to make recommendations and/or suggestions concerning the operation and administration of the Trolls' Den or voice concerns regarding the Trolls' Den to the House Committee and the lodge Board of Directors.

2.6.7.2 <u>Background:</u> Most of the programs/auxiliaries within the Poulsbo lodge have a mechanism for representation of their views/positions on various topics/issues that may arise in the lodge. The Program Directors (Social, Cultural, Youth, and Sports), all of whom are on the Board, each represent a group or facet of lodge life. The Leikarringen and the Vikings each have their own organization. The Trolls' Den, which is involved in many of the activities and services of the lodge and which is included in the activities of most of the aforementioned groups, has no representation as a unit.

2.6.7.3 Committee – Organization:

2.6.7.3.1 The TDAC shall be a standing committee of the lodge. The TDAC consists of five (5) members, appointed by the President and confirmed by the board to serve three-year (3) terms. Members may be reappointed when terms expire at the discretion of the President. It is desirable that the members

appointed to the TDAC be persons interested in the success of the Trolls' Den.

2.6.7.3.2 The TDAC is strictly advisory in nature in all matters. It has no supervisory authority over the Bar Manager nor any authority or responsibility for the Trolls' Den operation or administration.

2.6.7.3.3 TDAC shall be the liaison between the House Committee and patrons and between the House Committee and the Bar Manager whenever necessary.

2.6.7.3.4 TDAC shall elect a Chairperson and a Secretary.

2.6.7.3.5 Minutes of meetings shall be maintained.

2.6.7.3.6 TDAC shall operate independently of the Bar Manager.

2.6.7.3.7 TDAC shall consult with the Bar Manager and any other lodge officers and members as deemed necessary.

2.6.7.3.8 Members of the TDAC may be removed from the committee per lodge procedures in the same manner as board members.

2.6.7.4 <u>Committee – General</u> Operation:

2.6.7.4.1 TDAC supports the Trolls' Den and the Bar Manager and reports to the House Committee.

2.6.7.4.2 TDAC shall contact the Bar Manager and deliver any complaints and/or ideas received from bar patrons regarding anything to do with the bar.

2.6.7.4.3 TDAC may be involved in the interview process (advisory) when hiring bar staff and may provide input (advisory) during bar staff evaluations.

2.6.7.4.4 TDAC will work closely with the Bar Manager, Venue Rental Coordinator (VRC) and Office Manager to prevent conflict with any other scheduled events/activities or use of space, when needed.

2.6.7.4.5 TDAC shall submit any recommendations/requests that are time sensitive to the House Committee in coordination with the Bar Manager as far in advance as possible in order that a timely decision can be made by the House Committee.

2.6.7.4.6 TDAC will work with the Social Director, Program Managers, and lodge committees on everything impacting the Trolls' Den.

2.6.7.4.7 TDAC will work with the Bar Manager to ensure the bar follows all rules of the WSLCB.

2.6.7.4.8 TDAC will annually review the House Rules to recommend updates to the House Committee as needed to ensure lodge and state requirements are met.

(Rev October 2026)

2.6.8 Bartender Information

2.6.8.1 Purpose: To provide information for the lodge bartenders; to supplement that imposed by the WSLCB and that contained in the lodge House Rules, including any unique rules applicable to the lodge Trolls' Den operation; and to better enable bartenders to perform their assigned duties.

2.6.8.2 Background:

2.6.8.2.1 Specific guidance for bartenders in the performance of their duties is provided by the WSLCB and state legislation.

2.6.8.2.2 The Trolls' Den is a licensed nonprofit private club with a Private Club Liquor License as issued by the WSLCB.

2.6.8.2.3 House Rules have been issued by Poulsbo lodge for the guidance of employees and patrons of the Trolls' Den.

2.6.8.3 Reference:

2.6.8.3.1 Washington Administrative Code (WAC) Current

2.6.8.3.2 WSLCB Private Club Handbook, Current

2.6.8.3.3 Responsible Alcohol Sales Training, Current

2.6.8.4 Action:

2.6.8.4.1 The Bar Manager and all bartenders shall be familiar with and abide by the information provided in Section 2.6.8.5 below and all other rules and regulations of the WSLCB that are applicable to the Trolls' Den and bar operations at Poulsbo lodge.

2.6.8.4.2 The House Committee, working with the Bar Manager and the Trolls' Den Advisory Committee, shall ensure that all pertinent changes to the rules and regulations of the WSLCB are passed on to all bartenders.

2.6.8.4.3 Nothing in the Bartender Information Sheet or the lodge House Rules shall take precedence over or supersede any of the rules and regulations of the WSLCB or Poulsbo city ordinances.

2.6.8.5 Bartender Information Sheet: The Trolls' Den is similar to other bars except the bar is organized and licensed as a "private club" and different rules apply concerning patrons and accessibility. Since the Sons is a membership organization, the clientele of the Trolls' Den is limited to members and their guests and not the general public. The

following important information should be known by all of the lodge bartenders:

2.6.8.5.1 House rules apply to all patrons, whether member or guest/visitor.

2.6.8.5.2 All WSLCB rules regarding bars apply plus those applicable to nonprofit organizations and private clubs.

2.6.8.5.3 Patrons are not allowed behind the bar or to serve themselves (exceptions to behind the bar rules are stated below).

2.6.8.5.4 No patrons are allowed to help bartender restock, hook up kegs, get booze from reefer, replenish ice, etc. without express authority from the bartender.

2.6.8.5.5 Bartenders have exclusive authority to "cut people off" or "ask them to leave" as dictated by the situation. No lodge member has the authority to overrule the bartender when he/she/they is acting in this capacity.

2.6.8.5.6 No patrons are allowed in the Bar Office. The Bar Office door shall be closed when the office is not occupied.

2.6.8.5.7 No members or guests are allowed access to the deck, the lower patio area, Trolls' Den, or Viking Room from the outside ramp or lower area gates while the Trolls' Den is open.

2.6.8.5.8 Personal confrontations between members and/or guests while in the Trolls' Den should be handled in the same manner as described for all areas of the lodge. Conflicts within the Trolls' Den should be brought to the Bar Manager first and then, if needed, to the Trolls' Den Advisory Committee. Per Section 1.16 Rules of Conduct and Anti-Harassment Policy, unresolved conflicts should be brought to the Conflict Resolution Committee appointed by the lodge president.

2.6.8.5.9 No pets shall be allowed into the Trolls' Den or onto the deck or tied up on lodge property adjacent to doors or walkways.

2.6.8.5.10 Bona fide service animals shall be allowed into the Trolls' Den and onto the deck.

2.6.8.5.11 There are no exceptions to guests being signed in by members. The member must be present so long as the guest is in the Trolls' Den.

2.6.8.5.12 Unless otherwise specified by Bar Management, no more than five (5) guests may be signed in by each member.

Repeated abuse of this rule may cause the offending member to lose their Trolls' Den privileges.

2.6.8.5.13 Bartenders shall not "find" a member willing to sign in unauthorized persons that show up without a member sponsor. If they are not with a member or are not meeting a member who they identify by name and who is present in the Trolls' Den, they should be asked to leave the premises. Guests may wait outside the Trolls' Den in the hallway by the kitchen if they are meeting a member who has not yet arrived.

2.6.8.5.14 Because WSLCB requires that all members must have their legal photo identification (ID) as well as their current membership card on their person in order to be allowed entry into the Trolls' Den during hours of operation, all adult guests/visitors must have their legal ID on their person when entering and during their time in the Trolls' Den. Minors must be accompanied by an adult with legal ID in order to be in the Trolls' Den during hours of operation. Bartenders have the authority to verify legal ID and current membership for any reason, including to check age. Failure to produce legal photo ID or proof of membership will result in expulsion from or denial of entry into the Trolls' Den. (A lodge roster will be available in the Bar Office for the use of bartenders and security volunteers.)

2.6.8.5.15 Although additional lodge members may possess a Class 12 Mandatory Alcohol Server Training (MAST) Certification from the State, those persons are not allowed behind the bar or to serve without prior approval of the Bar Manager, or when he/she/they cannot be contacted, by the lodge President, except in urgent and unusual circumstances which must be justified after the fact.

2.6.8.5.16 Bartenders should be familiar with the contents of the rules and regulations listed in Section 2.6.1.3 as well as the various warning signs of intoxication and being under the influence of drugs.

2.6.8.5.17 Nothing in the above information takes precedence over the rules and regulations issued by the WSLCB or any Poulsbo city ordinances that are applicable to the Trolls' Den.

Appendices P, R, V. X. y Rev. Nov 2025, Oct 2026

~~**Appendix Q Repealed 7-10-2018**~~

CHAPTER 3

APPENDIX

APPENDIX A

POULSBO SONS OF NORWAY
LODGE #2-044 BYLAWS
AND AUXILIARY BYLAWS

(Referenced throughout the manual)

APPENDIX B

REPORTS INDEX

(Sections 2.1.1.3.3 and 2.2.2)
Revised 11-5-2024

APPENDIX C

SONS OF NORWAY LODGE CONDUCT

(Section 2.1.5)

APPENDIX D

DISTINGUISHED SERVICE AWARD QUALIFICATION CHECKLIST

(Section 2.1.6)

APPENDIX E

POULSBO LODGE EVENT COORDINATION

(Section 2.1.1.4)

Repealed November 2024

APPENDIX F

POULSBO SONS OF NORWAY
INCIDENT REPORT
(Section 2.1.8)

APPENDIX G

LODGE MEMBERSHIP PIN LIST – POULSBO LODGE

(Section 2.1.12)

APPENDIX H

SONS OF NORWAY POULSBO LODGE #2-044 OFFICERS ADDITIONAL DUTIES

Section 2.1.1
Revised November 2024

APPENDIX I

RECORD SHEET

(Section 2.1.17)

APPENDIX J

RECORDS RETENTION SCHEDULES (10 PAGES)

(Section 2.1.2)

APPENDIX K

POULSBO SONS OF NORWAY LODGE #2-044 RENTAL AGREEMENTS

(Section 2.2.6 and 2.2.7)

APPENDIX L

WASHINGTON STATE FOOD AND BEVERAGE WORKERS MANUAL

(Section 2.3.7)

APPENDIX M

SONS OF NORWAY POULSBO LODGE #2-044 MONTHLY/ QUARTERLY RAFFLE SUMMARY (3 PAGES)

(Section 2.5.1)

APPENDIX N

DUTIES OF EVENT SECURITY
(Section 2.5.3)

APPENDIX O

MEMORIAL SERVICE PROGRAM SAMPLE

(Section 2.5.4)

APPENDIX P

TROLLS' DEN HOUSE RULES

Section 2.6.4
Revised August 2024

~~APPENDIX Q~~

~~GUIDELINES FOR UTILIZATION OF VIKING ROOM AND DECK~~

~~(Section 2.6.7)~~

APPENDIX Q APPEALED JULY 2018

APPENDIX R

WASHINGTON STATE LIQUOR CONTROL BOARD LETTER DATED JUNE 1, 2006

(Section 2.6.7)

APPENDIX S

POULSBO LODGE #2-044
WORK ORDER FORM
(Section 2.4.6)

APPENDIX T

LODGE AND BUILDING ASSOCIATION MAINTENANCE AGREEMENT

(Section 2.4.3)

APPENDIX U

MEMORANDUM OF UNDERSTANDING WITH MARTHA & MARY HEALTH SERVICES

(Section 2.1.1.3.4.2.6)

APPENDIX V

LIQUOR AND CANNABIS BOARD LETTER DATED JUNE 28, 2018

(Section 2.6.7)

APPENDIX W

Annual Review of Contract with Integrity Roofing Entered into August 2023 (Section 2.1.1.3.4.2.7)

APPENDIX X

LIQUOR AND CANNABIS BOARD LETTER DATED MARCH 17, 2025

Section 2.6.7)

APPENDIX Y

UNDERWRITER'S RESPONSE REGARDING WEAPONS COVERAGE CLARIFICATION DATED JULY 29, 2025

(Section 2.6.3.14.3)