

## INSTRUCTIONS FOR ADOPTING BY-LAWS IN YOUR GRANGE

As a chartered Community Grange it is essential that your Grange adopts a set of By-Laws clearly stating the purposes and to provide a framework for conducting the business of your Grange.

**DRAFT BYLAWS:** The President/Master should appoint a By-Law Revision Committee of at least three (3) members, who shall review the draft Form of By-Laws for Community Granges. The draft form of By-Laws is available in Microsoft Word for Community Granges. Your Grange will need to fill in the blanks, and choose which sections will apply when there are options.

**HOW TO ADOPT:** Once the draft by-laws have been agreed upon for your Grange, it is required to notify the entire membership at least 30 days prior to the meeting date at which the By-Laws will be presented for adoption. Adoption of the Community Grange By-Laws shall require a two-thirds (2/3) majority vote of the members present and voting, and the action shall be recorded in the minutes of the Grange meeting.

### BY-LAW OPTIONS:

**Article I – Section 1.1.1,** insert the full name and number of your Grange.

**Article III – Section 3.1.2 & 3.1.3,** enter the day and time where your Grange will hold its regular meetings.

**Article VI – Section 6.2.1 Elections.** - Two Options

(1) Annual Elections - officers are elected once each year.

**OR**

(2) Biennial Elections - officers are elected every two years.

No Majority – (1) the ballot is taken again with all names present

(2) the ballot is taken with only the top two vote getters.

**Article VII - Section 6.1.1 Application Fees.** - Two Options

(1) Specify the exact amount of application fees for your Grange.

**OR**

(2) Specify the additional amount your Grange will collect in addition to the amounts specified by the National and State Granges.

The advantage of the second option is that if the National or State Grange changes application fees, your Grange will not need to amend its By-Laws to account for any change. You will need to delete or amend one of the sections which does not apply.

**Article VII – Section 7.2.1 Membership Dues.** - Two Options

(1) Specify the exact amount of annual dues for your Grange.

**OR**

(2) Specify the additional amount (if any) your Grange will collect in addition to the amounts specified by the National and State Grange.

The advantage of the second section is that if the National or State Grange changes their dues, your Grange will not need to amend its By-Laws to account for this change. You will need to delete one of the Sections which does not apply.

**Article X – Section 10.2.2** Checks, Drafts, and Orders. For transparence and accountability, there are to options regarding signing checks for your Grange. Your options are to require two signatures on all checks, or to require two signatures only when checks are written above a set amount.

## **BY-LAWS OF**

\_\_\_\_\_ **Community Grange #** \_\_\_\_\_

### **ARTICLE I – NAME AND AUTHORITY**

#### **Section 1. Name**

1.1.1 This Grange shall be known and distinguished as \_\_\_\_\_  
Grange Number \_\_\_\_\_, Patrons of Husbandry.

#### **Section 2. Purposes**

1.2.1 This Grange has been organized to operate exclusively for the purposes as set forth in the National Grange of the Order of Patrons of Husbandry's (the "National Grange") Declaration of Purposes and in this Grange's Articles of Incorporation (the "Articles").

#### **Section 3. Prohibited Activities**

1.3.1 At no time shall this Grange engage in or carry on any activities that are unlawful under the laws of the United States, or any jurisdiction where any of its activities may be conducted. The Corporation shall not engage in or carry on any activities not permitted to be carried on by an exempt organization described in Section 501(c) of the Internal Revenue Code of 1986, as now in force or as hereinafter amended.

1.3.2 No part of any net earnings of this Grange shall inure to the benefit of any officer, director or member of the Grange, except as reasonable compensation for services performed, or be appropriated for any services other than as set forth in the Digest of Laws of the National Grange.

#### **Section 4. Declaration**

1.4.1 It is the stated Declaration of this Grange, and of any Officer elected to represent it, to operate this Grange in a manner which will exemplify faith, clarity, continuity, honesty and transparency to the name Grange in the State of Oregon, and that every member of this Grange can trust in and maintain confidence that their membership in this organization will be used toward the charitable and selfless purposes on which the Grange was founded.

### **ARTICLE II – RELATION TO THE STATE AND NATIONAL GRANGES**

2.1.1 This Grange, as a chartered division of the National Grange, shall have the right and power, as the good of the Order requires, to adopt laws for the organization, administration, and regulation of the affairs of this, so long as they do not conflict with the Digest of Laws of the National Grange or the By-Laws of the Oregon State Grange.

2.1.2 This Grange shall consult with, and receive approval from the State Grange before making any changes in this Grange's incorporation status.

2.1.3 This Grange shall operate under the rules of the Constitution, By-Laws and code as adopted by the National Grange and published in the Digest of Laws of the National Grange, and under the Constitution and By-Laws of the Oregon State Grange.

## **ARTICLE III – MEETINGS**

### **Section 1. Regular Meetings**

3.1.1 This Grange shall meet as least once each month. Any additional meetings scheduled by a vote of this Grange shall be deemed as regular meetings.

3.1.2 The regular meeting of this Grange shall be held on the \_\_\_\_\_ of each month.

3.1.3 The time of the meeting shall be \_\_\_\_\_ unless changed by a vote of the membership for special meetings.

### **Section 2. Special Meetings**

3.2.1 Special meetings may be called at any time by the Executive Committee, or by written request of five percent or more of the members. An agenda will be prepared with the business to be considered for action at the special meeting. Other topics may be discussed but will not be acted upon at this special meeting.

3.2.2 The Secretary shall give notice at least seven (7) days before the date of a special meeting, sent to the addresses on file with this Grange, by US Mail, electronic mail, via publications of this Grange, or published on the official website of this Grange.

### **Section 3. Quorum for Meetings**

3.3.1 Seven members shall constitute a quorum for the transaction of business, but a lesser number may close a meeting from time to time.

3.3.2 If only seven members are present, the following offices must be filled: President/Master, Vice-President/Overseer, Steward, Assistant or Lady Assistant Steward, Chaplain, Secretary and Gatekeeper. Any of the above officers may act in a dual capacity upon appointment by the Master, and may perform the duties of such officers as the Lecturer, Executive Committee, etc.

## **ARTICLE IV – MEMBERSHIP**

### **Section 1. How Obtained**

4.1.1 Any person interested in the purposes of the order, of the age of fourteen years (thirteen years and six months or more) duly proposed, elected and complying with the rules and regulations of the Order, is entitled to membership and the benefits of the degrees taken.

Section 4.1.2 Full membership is obtained by a candidate's participation in one of the following: The Official Grange Obligation Ceremony, the Welcome Ceremony, or the

first four degrees. All such Fourth Degree members are encouraged to witness the exemplification of the four degrees when available to them.

## **Section 2. Membership Types**

4.2.1 Fraternal Members/Affiliate Members – A person fourteen years of age (thirteen years and six months) or more, with an interest in the purposes of the Order may be proposed as a candidate and be elected to Fraternal membership.

4.2.2 An Affiliate Member is a person, who holds Fraternal Membership in another Subordinate/Community Grange and may be proposed as a candidate and be elected to membership in this Grange.

4.2.3 Family Membership - A family whose members are fourteen years of age (thirteen years and six months or more) with an interest in the purposes of the Order may be proposed as candidates and elected to membership in this Grange.

(a) A family shall consist of a couple and their dependents, or a single person and their dependents. Dependents are defined as children, grandchildren, great grandchildren, foster, adopted or step-children under the age of 23, who live as a member of the same household or in absence due to illness, education or military service. Legal dependents of any age shall be considered part of their legal guardians' family.

4.2.4 Junior 1 Plus (1+) Members - Any person over five years and under fourteen years of age may be proposed as a candidate for membership and elected as a Junior 1 Plus member.

4.2.5 Associate Members - A person or business with an interest in the advancement of agriculture and improvement of rural life may become an Associate Member.

## **Section 3. Voting Members**

4.3.1 Who are voting Members – Fraternal, Individual Family Members and Affiliate members of this Grange who are in good standing shall be consider Voting Members.

4.3.2 Voting Members – Each Voting Member shall have one vote on each question or matter submitted to a vote of the members. Proxy voting is not allowed.

4.3.3 Non-Voting Members – All other classes of membership shall be non-voting members.

## **ARTICLE V – APPLICATIONS FOR MEMBERSHIP**

5.1.1 Every application for membership must be accompanied by the appropriate application fee and dues. If rejected, the money will be refunded.

5.1.2 No application shall be received from a rejected applicant until six months have elapsed after such rejection.

5.1.3 Applications must be certified by one member and may be balloted upon at the same meeting at which it is received.

5.1.4 A majority vote, by paper ballot or the conventional method of ballot box using balls and cubes, is required to reject an applicant. Collective balloting is allowed. In cases of two (2) or more, the first ballot may be cast for the whole group. If a majority of the votes cast oppose them, each candidate must be balloted for separately.

5.1.5 An application for membership may be withdrawn at any time before a ballot is taken, and all fees paid thereon may be returned to the applicant. Once a ballot is ordered, the fees may be only returned with a vote of the Grange.

Section 5.1.6 From the date of acceptance by ballot, all applications for membership in any Subordinate Grange shall be held pending initiation of the candidate for a period not exceeding one (1) year, at the end of which time said applicant shall be sent a formal notice that unless valid excuse for not having presented them self for initiation is filed, the application will be destroyed and its approval considered null and void and that the fee will be forfeited.

Section 5.1.7 The application of a candidate shall not be the subject of debate at a meeting of the Grange. All balloting for candidates is secret, and no member may be required or should reveal said vote.

## **ARTICLE VI – OFFICERS & ELECTIONS**

### **Section 1. Officers**

6.1.1 Offices; Election – The officers of the this Grange shall consist of (in ranking order) a President/Master, a Vice–President/Overseer a Lecturer, a Steward, an Assistant Steward, a Lady Assistant Steward, a Chaplain, a Treasurer, a Secretary, a Gatekeeper, a Ceres, a Pomona, a Flora, three (3) Executive Committee members, and a Musician. The Members may elect or appoint such other officers and assistant officers as the Members, from time to time, deem necessary or appropriate. No individual may hold more than one office concurrently, except for that of Executive Committee.

6.1.2 This Grange shall have the option of using the following alternate titles for the following officers both within the order and outside the Order:

Master	President
Overseer	Vice President
Lecturer	Program Director
Gatekeeper	Greeter
Executive Committee	Board of Directors

6.1.2 Any Fourth Degree member in good standing is eligible to hold any office in this Grange, except, that the officers of Ceres, Pomona, Flora and Lady Assistant Steward



must be filled by Sisters of the Order, and that Affiliate members may not hold the same office in two (2) Subordinate Granges at the same time.

6.1.3 Resignation – Any officer may resign at any time by giving written notice to this Grange and such notice shall be effective upon delivery to this Grange.

## **Section 2. Elections**

### **OPTION #1**

6.2.1 Annual Election/Term – Officers shall be elected and installed annually, except for the Executive Committee, one of which shall be elected annually. All Officers shall serve for a term of one (1) year, except for the Executive Committee who shall serve for a term of three (3) years.

**OR**

### **OPTION #2**

6.2.1 Biennial Election/Term – Officers shall be elected and installed biennially, except for the Executive Committee, one of which shall be elected annually. All Officers shall serve for a term of one (1) year, except for the Executive Committee who shall serve for a term of three (3) years.

6.2.2 All elections shall be by paper ballot. Election to office shall require a majority of all votes cast by Voting Members. If upon the first ballot no nominee receives a majority of all votes cast, a second ballot shall (be taken). **OR** (prepared with the names of the two nominees receiving the highest votes from the first ballot.)

6.2.3 A blank ballot shall not be counted as a ballot cast unless the word “BLANK” appears on the ballot. The casting of one ballot (aka “White Ballots”) by the Secretary shall not be permitted.

6.2.4 Any member may present the name of another member as a nominee for office. A motion to close nominations is never in order and members may vote for a member whether the member’s name has been placed in nomination or not.

6.2.5 Nomination Committees and Nominating speeches are not permitted.

6.2.6 The date of election shall be announced at least one month prior to the election.

## **Section 3. Duties of Officers**

6.3.1 General Duties of Officers – It shall be the duty of the officers of this Grange to ensure that the Laws of the Order are observed and obeyed, and generally to perform all duties pertaining to their elected office, as contained in said Laws or the Manual of the Degrees of the Order.

6.3.2 President/Master – It shall be the duty of the President/Master to preside at all meetings of the Grange, to see that all officers and member of committees properly

perform their respective duties; to see that the Constitution, By-Laws of the Grange and the usages of the Order are observed and obeyed, and generally to perform all duties pertaining to such office.

6.3.3 Vice-President/Overseer – It shall be the duty of the Vice-President/Overseer to assist the Master in preserving order and to preside over the Grange in the absence of the Master, to assist in the appointment of committees, and to perform such other duties as may be required by the ritual or action of the Grange. In case of a vacancy in the office of President/Master, fill the same until the next regular election.

6.3.4 Lecturer/Program Director – It shall be the duty of the Lecturer/Program Director to plan, prepare, and present programs of interest to the membership at each regular meeting, to preside in the absence of the Master and Overseer, and to perform such other duties as may be required by the ritual or action of the Grange.

6.3.5 Steward – The Steward shall have charge of the Inner Gate and perform such other duties as required by the Manual.

6.3.6 Assistant Steward(s) – The Assistant Steward(s) shall assist the Steward in the performance of the duties of the Steward and perform such other duties as required by the Manual.

6.3.8 Treasurer – It shall be the duty of the Treasurer to receive all moneys from the Secretary, to keep an accurate account of said moneys, and to pay them out on the order of the Master with the consent of the Grange, to report regularly on the condition of all accounts and to present the records for auditing when called upon to do so.

6.3.9 Secretary – It shall be the duty of the Secretary to record accurately all the proceedings of the Grange, to make all necessary reports to the State Grange, to keep an accurate record of the membership of the Grange, to receive and pay over to the Treasurer all moneys received, taking a receipt therefore, to drawn and counter-sign all orders voted upon by the Grange, and to perform such other duties as may be required by action of the Grange.

6.3.10 Gatekeeper – The Gatekeeper shall have charge of the outer gate, ensure that only members having valid credentials are admitted to meetings of this Grange, and perform such duties as prescribed in the Manual.

6.3.11 Executive Committee – It shall be the duty of the Executive Committee of this Grange, only in conjunction with the Master to act for and in the name of the Grange between meetings in times of emergency or need, and to provide such oversight as may be required to insure the safety and security of the property of the Grange.

6.3.12 It shall be the duty of the other officers of the Grange not listed above to perform the duties as specified in the National Grange Digest of Laws and the ritual of the order.



#### **Section 4. Recognition**

6.4.1 Recognition of Officers – The officers of this Grange shall be addressed as “Worthy.”

#### **Section 5. Vacancies**

6.5.1 Vacancies in Office – Any vacancy occurring in any office of this Grange by reason of death, resignation, termination of membership, or removal from office shall be filled by the members by election at the next regular meeting of this Grange, except that of the President/Master, which is filled by the Vice–President/Overseer, until the vacancy is filled by an election. This Grange shall fill such vacancies by election not later than the second regular meeting following the event of the vacancy.

6.5.2 In the event where there is a vacancy in both the offices of President/Master and Vice–President/Overseer of this Grange, this Grange shall elect a qualified member in good standing to fill the vacancy of each the President/Master and the Overseer/Vice-President.

### **ARTICLE VII – FEES AND DUES**

#### **Section 1. Application Fees**

##### **OPTION #1**

7.1.1 Application Fees for Membership –The application fees must be paid in full before the conferral of the various degrees of the Order. The application fees for this Grange are;

- (a) Fraternal Members, \$\_\_\_\_\_ (includes affiliate member).
- (b) Family Membership, \$\_\_\_\_\_
- (c) Junior 1 Plus Members, \$\_\_\_\_\_
- (d) Associate Members, \$\_\_\_\_\_

**OR**

##### **OPTION #2**

7.1.1 Application Fees for Membership –The application fees must be paid in full before the conferral of the various degrees of the Order. The application fees for this Grange shall be the minimum amount specified in the By-Laws of the National Grange, plus any additional amount specified in the By-Laws of the State Grange, plus the following amounts;

- (a) Fraternal Members, \$\_\_\_\_\_ (includes affiliate member).
- (b) Family Membership, \$\_\_\_\_\_
- (c) Junior 1 Plus Members, \$\_\_\_\_\_
- (d) Associate Members, \$\_\_\_\_\_

#### **Section 2. Dues**

##### **OPTION #1**

7.2.1 Membership Dues – The annual dues for this Grange are;

- (a) Fraternal Members, \$ \_\_\_\_\_ (includes affiliate member).
- (b) Family Membership, \$ \_\_\_\_\_
- (c) Junior 1 Plus Members, \$ \_\_\_\_\_
- (d) Associate Members, \$ \_\_\_\_\_

**OR**

**OPTION #2**

7.2.1 Membership Dues – The annual dues for this Grange shall be the sum of the amount of dues or assessments required by the National Grange, plus the amount of dues or assessments required by the State Grange, and the amount of dues necessary for the operations of this Grange, which are;

- (a) Fraternal Members, \$ \_\_\_\_\_ (includes affiliate member).
- (b) Family Membership, \$ \_\_\_\_\_
- (c) Junior 1 Plus Members, \$ \_\_\_\_\_
- (d) Associate Members, \$ \_\_\_\_\_

7.2.2 How Collected – This Grange shall collect dues annually. Dues are due on November 1st and delinquent after January 31st. Members who join mid-year shall be responsible for paying prorated dues from the quarter they join, to the end of the calendar year.

## **ARTICLE VIII – QUARTERLY REPORTS AND COMMUNICATIONS**

### **Section 1. Quarterly Reports to the State Grange**

8.1.1 Quarters Defined – The four quarters of the year shall close on March 31st, June 30th, September 30th and December 31st.

8.1.2 Quarterly Reports – Quarterly Reports are due to the State Grange, 30 days after the close of the quarter. Dues, fees and assessments shall be paid on the membership as of the last day of the quarter for which the report is being filed. A list of members gained, members lost and changes to membership records shall be reported quarterly.

8.1.3 Delinquent Reports – Reports submitted more than 30 days after the close of a quarter shall be delinquent. Delinquent reports may be subject to a penalty as specified in the By-Laws of the State Grange.

### **Section 2 – Roster/Membership List**

8.2.1 Grange Roster – This Grange shall compile and make available, upon request, to its members, a roster of the names and addresses of elected officers and appointed committee chairman. This Roster shall be sent at least annually to the State Grange.

8.2.2 Membership List – This Grange shall provide to the State Grange a list of members at least annually.

### **Section 3 - Official Communications**

8.3.1 Official Communications – All official correspondence received by this Grange shall be made known to the members of this Grange without unnecessary delay.

#### **Section 4 – Corporate Seal**

8.4.1 The corporate seal, bearing the name of this Grange and the year of its organization, shall be in the charge of the Secretary. The Secretary shall have custody of the seal of this Grange, and shall have the authority to affix the same to any instrument requiring it and to attest the seal by his or her signature.

### **ARTICLE IX – SUSPENSION OR TERMINATION OF MEMBERSHIP**

9.1.1 A member who is current on the rolls of the Grange may request a card of demit, and upon an affirmative vote of the Grange, it shall be granted.

9.1.2 A member may be dropped from the rolls by majority vote of the Grange for delinquency of one quarter or more. Such action may be taken upon report of the Secretary, showing the amount of delinquency and verification that the member has been contacted at least three (3) times.

9.1.3 A member suspended for non-payment of dues may apply for reinstatement in this Grange within one year. Such application shall be accompanied by all delinquent dues. Such reinstatement shall be deemed to restore and maintain continuous membership status.

9.1.4 After one year a member suspended for non-payment of dues may apply to any Grange for reinstatement. The application shall be accompanied by proof of former membership, the application fee and one year's dues in advance. Approval shall be by majority vote by paper ballot.

9.1.5 A member may submit a written request to be dropped from the rolls. Such request shall be voted upon by the Grange at the next regular meeting.

### **ARTICLE X – COMMITTEES**

#### **Section 1. Committees**

10.1.1 Appointment – The President/Master shall appoint the members and the chairperson of each committee (if any) with the advice of the Overseer/Vice-President. The first named on a committee shall be considered its chairperson and shall convene the committee and report the results of its deliberations to the Grange at its next regular meeting.

9.1.2 All committees of this Grange will consist of at least three (3) members.

6.1.3 The Master is a member of all committees and meetings must not be held without their knowledge.

6.1.4 Standing Committee's term of office shall coincide with that of all elected officers; special committee's term of office shall be specified in the action of the Grange establishing them.

## **Section 2. Committees Types**

6.2.1 Standing Committees – The standing committees of this Grange are those contained in the most recent version of the Oregon State Grange by-laws, Article 4, Section 15, 4.15.1. This Grange may, by resolution, provide for other such Standing Committees as necessary for the operation of the Grange. The resolution shall provide for the duties, jurisdictions, number of members, method of appointments, and any other details necessary for the operations of said committee. This resolution shall become a part of the permanent records of this Grange.

6.2.2 Advisory and Special Committees – This Grange may from time to time create, by vote, any advisory or special committees it deems may be necessary to advise the Grange in the administration of the affairs of this Grange. This Grange shall provide for the duties, jurisdictions, number of members, method of appointments, and any other details necessary for the operations of said committee.

## **Section 3. Committee Policies**

7.3.1 Committee Rules – Unless this Grange otherwise provides, each committee may make, alter, and repeal rules for the conduct of its business by majority vote.

7.3.2 Records – Minutes shall be kept of each committee meeting. Copies of the minutes of each meeting shall be supplied to the Secretary of this Grange promptly after such meeting and filed with the Grange records.

7.3.3 Service and Powers – Each committee shall serve at the pleasure of this Grange. Each committee shall have such powers or responsibilities as may have been granted when the committee was created, consistent with all applicable state and federal laws, the Articles, and these By-Laws.

7.3.4 Quorum – Unless otherwise provided, a majority of the committee's membership shall constitute a quorum. The act of a majority of the committee members present at any meeting at which there is a quorum shall be the act of the committee, except as may be otherwise provided in these By-Laws and in the resolution creating such committee.

7.3.6 Income from Committees – Any income derived by a committee is the property of this Grange unless this Grange provides otherwise. This Grange may authorize the expenditure of these funds by the committee in individual cases or on a continuing basis, but any expenditure so made shall be reported at the next meeting of this Grange.

7.3.7 Special Requirements – Background Checks: It shall be a requirement that a background check shall be required for any appointments where the members' duties will require any supervision of any Youth or Junior Members, under the age of 18.



## **ARTICLE IX – INSURANCE & BONDING**

### **Section 1. Insurance**

9.1.1 Insurance - This Grange shall have the right and shall use its best efforts, to purchase and maintain insurance to protect property owned by this Grange, and the liability that may arise from the functions of this Grange.

### **Section 2. Bonding**

9.2.1 Bonding - All officers and committees handling funds of this Grange shall be bonded, conditioned upon the faithful discharge of the officer's or committee's duties and at the expense of this Grange, in such an amount as the Executive Committee of this Grange shall determine.

## **ARTICLE X – ACCOUNTING PROVISIONS**

### **Section 1. Accounting Period**

10.1.1 The accounting period of this Grange shall be from January 1st through December 31st.

### **Section 2. Receipt and Disbursement of Funds**

10.2.1 Disbursement Procedure – All funds shall be disbursed by the named officers as follows:

- (a) The Secretary shall prepare an Order to the Treasurer.
- (b) Orders to the Treasurer shall be signed by the Master/President and the Secretary.
- (c) The Treasurer shall then disburse said funds, as ordered, and keep detailed records of all funds in the care of said officers.

#### **OPTION #1**

10.2.2 Checks, Drafts, and Orders - All checks, drafts, and orders for the payment of money, notes, and other evidences of indebtedness, issued in the name of this Grange, shall, unless otherwise provided, shall be signed by the Treasurer. All checks, drafts or orders in excess of \$\_\_\_\_\_ shall require a second signature by the Master of this Grange or other authorized Officer.

#### **OR**

#### **OPTION #2**

10.2.2 Checks, Drafts, and Orders - All checks, drafts, and orders for the payment of money, notes, and other evidences of indebtedness, issued in the name of this Grange, shall be signed by the Treasurer and the Master/President or other authorized officer in the absence of the Master/President.

10.2.3 Deposits - All funds of this Grange shall be received by the Secretary who shall deliver those funds to Treasurer obtaining a receipt for the same. The Treasurer shall deposit funds received in such banks, or other depositories, that this Grange selects.

### **Section 3. Books and Records**

10.3.1 This Grange shall keep correct and complete books and minutes including, but not limited to records of its accounts and transactions; proceedings of the Board; proceedings of any executive or other committee when exercising any powers of the Board. The original or a certified copy of the Articles, By-Laws, and committee orders shall be kept at the principal office of this Grange. All books and records of this Grange may be inspected for any proper purpose at any reasonable time.

### **Section 4. Audits**

10.4.1 Audits - All audits of the records of this Grange should be conducted by this Grange annually. Audits shall be available for review by any member in good standing upon request.

## **ARTICLE XI – GRANGE PROPERTY**

### **Section 1. Real and Personal Property**

11.1.1 This Grange may sell, manage or encumber real or personal property owned or managed by this Grange, with the approval of the State Grange Board of Directors, in accordance and as required by the National Grange Digest.

### **Section 2. Intellectual Property**

11.2.1 This Grange may use its own logo, but expressly understands the word GRANGE, plus other listed trademarks, logos, copyrights and other intellectual property, are owned by the National Grange and may only be used as stated in Chapter 4, Article XVIII of the National Grange Digest.

## **ARTICLE XII – PARLIAMENTARY PROCEEDURE**

### **Section 1. Parliamentary Procedure**

12.1.1 In all Parliamentary matters, this Grange shall use the Parliamentary Codes of the National Grange. For all points not decided in the Parliamentary Codes, Robert's Rules of Order (most recently revised edition) shall be considered the standard authority.

## **ARTICLE XIII – TERMINATION, DISBANDING, DISSOLUTION OR LIQUIDATION**

### **Section 1. Disbanding**

13 .1.1 When the President/Master becomes aware this Grange is in danger of disbanding, it shall be the duty of the President/Master to immediately notify the State Grange.

13 .1.2 When the President/Master realizes that disbanding is imminent, no further action can be taken by any Grange officer or member to, in any way, dispose of, decrease or



transfer any property including real estate, real property, and financial assets, except for paying regular Grange bills.

13.1.3 Whenever this Grange decides by majority vote of the regular members to disband, the affairs of this Grange shall come under the direct supervision of the State Grange. This Grange shall not at any time divide among its members any monies in its treasury or any monies derived from the sale of any properties of this Grange. No individual shall, by reason of his or her membership in this Grange, be deemed to have a personal claim to the monies or properties of this Grange.

## **Section 2. Consequences of Dissolution**

13.2.1 Upon the termination, disbanding, dissolution or final liquidation of this Grange in any manner or for any reason, its assets, if any, remaining after payment (or provision for payment) of all liabilities of this Grange shall be retained by the Order for use in accordance with the general purposes of the Order, and activities permitted to be carried on by an exempt organization described in Section 501(c) (5) of the Code. In no event shall any of such assets or property be distributed to any officer or private individual.

## **ARTICLE XIV – AMENDMENTS**

14.1.1 These By-Laws may be adopted, amended, or repealed in whole or in part at any regular or special meeting, at which a quorum is present, by the affirmative vote of two-thirds (2/3) of all of the Regular Members.

14.1.2 Notice to Members – All resolutions to adopt, amend or repeal any provisions of these By-Laws may be sent to the addresses on file with this Grange, by US Mail, electronic mail, via publications of this Grange, or published on the official website of this Grange, at least thirty (30) days prior to the meeting which will consider adoption of said resolution.

14.1.3 Approval by The State Grange – Before these By-Laws can be effective, they must be approved by the Master/President of the State Grange, who will certify that they are in proper form and that there are no conflicts with the By-Laws of the State Grange, or the Digest of Laws of the National Grange.

14.1.4 Effective Date – All resolutions to adopt, amend or repeal any provisions of these By-Laws shall be effective upon approval by the Master/President of the State Grange.

14.1.5 Conflict With National Digest, State By-Laws or Deficiencies - If any amendment to these By-Laws is adopted, which may conflict with the National Grange Digest or the By-Laws of the State Grange, or if any subject on which these By-Laws are silent or deficient or which may be perceived as conflicting with the National Grange Digest or By-Laws of the State Grange, any member of this Grange may request that they be resolved in accordance with the Digest of Laws of the National Grange.

## CERTIFICATION

The \_\_\_\_\_ Grange # \_\_\_\_\_ a  
duly Chartered Grange, certifies that the By-laws were approved by a favorable vote of  
the Grange members on \_\_\_\_\_ (Date). This vote is duly  
reflected in the minutes of the Grange.

\_\_\_\_\_  
President/Master

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

[SEAL]

Approved by:

\_\_\_\_\_  
President, State Grange

\_\_\_\_\_  
Date

[SEAL]