

# Oregon State Grange

## By-Laws



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## **Article 1 – State Grange**

### **Section 1, Name**

**1.1.1** This organization shall be known as the Oregon State Grange of the Order of Patrons of Husbandry; but for legal and practical purposes it shall be designated “Oregon State Grange”.

### **Section 2, Relation to National Grange**

**1.2.1** In all its acts, the Oregon State Grange shall be subject to and governed by the Constitution and By-Laws of the National Grange.

**1.2.2** These Oregon State Grange By-Laws will immediately be brought into compliance with the National Grange By-Laws as enacted by the delegates at the annual convention of the National Grange, except, where a State Grange or State Master has the authority to modify or amend the National By-Laws. If authority to amend or modify is left with the Oregon State Grange, the change cannot become effective until amended per Section 6.1.2 of these By-Laws.

**1.2.3** In all parliamentary law matters, the Grange Code of Parliamentary Law as adopted by the National Grange (XIII) shall be the law of the Order and the various Granges of the divisions of the Order shall conform thereto. Roberts Rules of Order (newly revised) is considered standard authority in this country and is adopted as such on all parliamentary matters not included in the Parliamentary Code.

### **Section 3, Meetings**

**1.3.1** The Oregon State Grange shall hold regular State Sessions on the third Monday in June of each year, commencing at 9:00 A.M. at such place as shall be determined by the Grange at a previous regular Session; provided that

the State Executive Committee is hereby authorized to change the meeting date and set a date not exceeding one week earlier or two weeks later than the time provided above.

**1.3.2** Whenever the Oregon State Grange shall not select a place of meeting, it shall be the duty of the State Executive Committee to select the place of meeting and give notice to the Subordinate/Community and Pomona Granges at least ninety (90) days before the time fixed by the By-Laws for the State Session.

**1.3.3** Special meetings of the Oregon State Grange may be called by the State Master and State Secretary upon request of the State Executive Committee.

**1.3.4** When any special meeting of the Oregon State Grange is to be held, the Oregon State Grange shall give at least thirty (30) days written notice of the same to State Officers and Pomona and Subordinate/Community Grange Masters.

### **Section 4, Quorum and Order of Business**

**1.4.1** Official delegates from ten percent (10%) of all Granges eligible for representation shall constitute a quorum.

**1.4.2** The Order of Business of the State Sessions shall be:

- 1 – Opening the Oregon State Grange
- 2 – Roll call of Officers & Standing Committees
- 3 – Report of Credentials Committee
- 4 – Adoption of the program for the State Session, which shall be the order of business for the remainder of that meeting.
- 5 – Program as adopted
- 6 – Closing the Oregon State Grange

### **Section 5, Membership**

#### **1.5.1 Voting Members**

(a) Each Subordinate/Community and Pomona Grange is entitled to two (2) voting delegates at the Oregon State Grange Session. These shall be the Master and a second delegate elected by their members at a regular meeting or by their Executive Committee.

(b) When a Subordinate/Community Master is also a Pomona Master, the Subordinate/Community Grange shall elect two (2) delegates. If a Master is unable to fulfill the duties of a delegate, the Grange shall elect two (2) delegates.

(c) The official credential, to be presented at registration, shall have spaces for first and second delegates and first and second alternates.

**1.5.2** Past delegates, past officers and all fourth degree members in good standing shall be honorary members, but not entitled to vote, and all Patrons in good standing shall be entitled to the Fifth and Sixth Degrees and eligible to office, but not entitled to vote.

## **Section 6, Session Committees**

**1.6.1** All Session Committees, unless otherwise ordered, shall be appointed by the State Master. When the committees organize at the Oregon State Grange Session, they shall report to the Progress Committee the names of the committee members who are present. If there are five or more members present, they shall constitute the Session Committee, but if less than five members of the committee are present, the State Master shall appoint additional members so that the committee will have at least five members present.

**1.6.2** Not less than fifteen (15) days before the State Session, the Session Committees for such meeting shall be appointed by the State Master. To these committees shall be referred such business as would be appropriate for

them to consider and report upon to the State Session.

**1.6.3** The State Session Committees shall be: Agriculture, Budget, By-Laws, Credentials, Education, Environment and Ecology, Federal Affairs, Financial Affairs, Good of the Order, Grange Bulletin, Grange Elections, Grange Programs and Activities, Health and Welfare, Insurance, Legislation, Natural Resources, Progress, Resolutions, Transportation, Utilities and such other committees as the State Master may deem necessary.

**1.6.4** Each voting delegate from a Subordinate/Community or Pomona Grange shall be entitled to a vote in a Session Committee meeting, as long as they are assigned to different committees.

**1.6.5** Special Committees may be appointed from time to time as the Oregon State Grange may order.

**1.6.6** Delegates need not be appointed to committees to which resolutions have not been assigned.

## **Section 7, Officers**

**1.7.1** The officers of the Oregon State Grange shall be the same number and name as in the Subordinate/Community Granges.

The officers of Junior, Subordinate/Community, Pomona, State Granges and National Grange shall consist of and rank as follows: Master, Overseer, Lecturer, Steward, Assistant Steward, Lady Assistant Steward, Chaplain, Treasurer, Secretary, Gatekeeper, Ceres, Pomona, Flora, and Executive Committee members.

The following alternative titles may be used: President for Master, Vice-President for Overseer, Program Director for Lecturer, Greeter for Gatekeeper, and Board of Directors for



Executive Committee. It is understood that these titles are interchangeable within the printed materials of the Grange.

**1.7.2** The officers of the Oregon State Grange shall be elected biennially in even numbered years.

**1.7.3** Candidates for offices of the Oregon State Grange shall be nominated and voted upon in Subordinate/Community Granges by members in good standing in such Granges; as provided in Sections 8, 9, & 10 of these By-Laws.

**1.7.4** There is no limit on the length of term of officers.

## **Section 8, Officer Nominations**

**1.8.1 (a)** At any regular meeting in January of even years, Subordinate/Community Granges may, by majority vote, present the names of members to become candidates for the offices of the Oregon State Grange. The names of such members must be presented by a minimum of one Subordinate/Community Grange before their names can be entered on the Preferential Election ballot.

**(b)** Nominees for the offices of Executive Committee shall reside and be a member of a Grange within the district and shall be nominated and elected by the state at large. These districts to be as follows: District 1 – Benton, Coos (includes Curry County), Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, and West Coast District Pomonas. District 2 – Clackamas, Columbia (includes Clatsop County), Hood River, Multnomah, Tillamook, Wasco (includes Sherman County) and Washington/Yamhill Pomonas. District 3 – Baker, Crooked River, Deschutes, Grant/Harney, Klamath, Lake, Malheur,

Umatilla, Union, Wallowa, Wheatland, and Wheeler Pomonas.

**(c)** The names presented shall be filed with the State Office not later than 5:00 p.m., February 5. Results of the nominations listing all members receiving one or more nominations and the Granges from which they were received shall be published in the February issue of the Grange Bulletin.

**(d)** Not later than February 15, the State office shall notify in writing each member whose name has been presented by a minimum of one Subordinate/Community Grange for the Preferential Election, stating the office or offices for which his or her name has been presented.

**(e)** Not later than 5:00 p.m., March 1, each such member must file with the State Office a written statement accepting the nomination to the office of his/her choice in order to have his/her name placed on the Preferential Election Ballot. No member may be a candidate for more than one office.

**(f)** Preferential Election Ballots shall be printed and distributed in the manner described below:

“Immediately after it shall be determined who are to be the candidates at this election for the respective offices, ballots shall be printed with the names of the candidates for each office. The names of the candidates shall be followed by the names of the Granges of which they are members. The names of the candidates shall be rotated in the order in which they appear upon the ballot. This shall be done by dividing the whole number of ballots into as many sets (equal number) as there are candidates for an office. Beginning with a form arranged in the order in which the acceptances of nominations are received, the rotation shall be made by removing

one name from the head of the list for each office and placing said name at the bottom of said list for each successive set of ballots. These ballots shall be furnished to Subordinate/Community Granges in time for use in the Preferential Election.”

(g) If no members are nominated for an office or if none of those nominated accept nomination, that office will not appear on the Preferential Election Ballot. Nominations for that office will be accepted from the floor of the State Session and appear on the Final Delegate Ballot.

**1.8.2** A full list of all candidates for the Preferential Election shall be published in the special election issue of the Grange Bulletin. This list shall include the names of all members who have filed statements of acceptance with the State office. The list shall constitute the official Preferential Election slate of candidates for office.

**1.8.3** Each candidate may use not to exceed one-half of a column in the special election issue of the Grange Bulletin for a brief history and/or picture of the candidate, but no statements disparaging to any other candidate will be permitted. Statements must also include the Grange, Grange #, city and county where the candidate resides.

## **Section 9, Preferential Election**

**1.9.1** Not later than April 1 of the year in which a Preferential Election is to be held as herein provided, the Master of the Oregon State Grange shall appoint an Election Board, consisting of six Pomona Masters and other members as needed. The Board shall canvass the reported ballots of Preferential Election and report its findings to the State Master.

**1.9.2 (a)** The Preferential Election shall be held at any regular meeting of the respective Subordinate/Community Granges in April. The vote is to be taken immediately after the fifth order of business. The report of election shall be announced before the close of the meeting and incorporated in the minutes. The ballots used shall be those furnished by the State office, which must have stub attached. Each member, voting, must write his or her name on the stub of the ballot. The stub shall be torn off by the member and returned with the ballot. After the vote is counted, the ballots and stubs shall be turned over to the Subordinate/Community Grange Secretary.

**(b)** A report of the total vote cast in such Preferential Election shall be certified by the Master and Secretary of the respective Subordinate/Community Granges with the seal of such Grange affixed, and be filed with the State Office not later than 5:00 p.m., May 5. This report shall be sent directly to the State Office in a special envelope provided for this purpose to be held intact and turned over, unopened, to the Election Board. Such report will be canvassed by the Election Board, which Board report its findings to the State Master not later than May 15.

**(c)** The stubs and ballots must be kept on file by the Subordinate/Community Grange until after the next meeting of the Oregon State Grange.

**1.9.3** The results of the Preferential Election, listing all candidates and number of votes each received, as shown in the Election Board’s report shall be final, unless one or more candidates shall demand a recount of the ballots.

**1.9.4** The candidates who receive the majority of the votes for the respective offices shall have their names printed on

ballots for the Final Delegate Election at the State Session, in the regular manner prescribed by the National and Oregon State Grange laws. If no candidate for an office receives a majority of the votes cast, the names of the candidates for that office who receive the highest and the next highest votes shall be printed on the ballot.

### **Section 10, Final Delegate Election**

**1.10.1** Except when otherwise provided in the By-Laws, the election shall be the responsibility of the Election Committee composed of at least five voting delegates except two members of this committee may be appointed from past delegates to the Oregon State Grange. This committee shall be appointed by the State Master and shall conduct the election, count the votes and report the results as hereafter provided.

**1.10.2** The election of officers shall be held the second day of the State Session at a time designated in the official program adopted by the delegates. The State Secretary shall prepare an Australian ballot with the names of the candidates and a space for the delegates to vote for other members if they desire. Whenever an office has no candidate, nominations will be accepted from the floor. The State Secretary shall incorporate these names on the Australian ballot.

**1.10.3** The State Secretary shall post one of the ballots in the Session hall as soon as it is printed. Each ballot shall have a stub attached to be signed by the delegate at the time of voting. When the vote is cast, the stub shall be torn off by a member of the Election Committee and placed in a box separate from the ballots.

**1.10.4 (a)** The Credentials Committee shall supply the Election Committee with duplicate lists of all the voting

delegates of the State Session, said lists to be arranged by county and in numerical order of the Granges represented.

**(b)** One of these lists shall be used by the Election Committee in spreading out the ballots, the other to be posted at some conspicuous place in the Session hall.

**1.10.5** The distribution of the ballots and the election shall be separate from the State Session at a convenient place arranged by the Election Committee and shall provide for a secret ballot.

**1.10.6** Immediately after the close of the polls, the Election Committee shall count the ballots, and when the count is completed, post a statement, giving the result of the vote.

**1.10.7** The candidates receiving the majority of all votes cast for the respective offices shall be reported elected; provided that if no candidate receives a majority of the votes cast for the office for which he/she is a candidate, then a new ballot shall be taken at the polling place, the polls being in the charge of the Election Committee and open from 12:45 p.m. to 1:30 p.m. on the third day of the Session. The ballot shall list the names of those candidates whose total vote shall equal 50% of the votes cast.

**1.10.8** If there is not a majority in the second vote, a new ballot shall be taken. The Election Committee shall arrange and announce the time and the place of such ballot provided that, if such ballot shall be necessary, the Election Committee may call it at a time when the Grange is in Session, but in such case, the time must be announced on the floor of the Session at least one hour before the vote is to be taken.

**1.10.9** Having completed the election and recorded the vote for each candidate,

the Election Committee shall make a signed copy of its record and report of the candidates elected, which report shall be filed with the State Secretary, and acted upon as soon as possible.

### **Section 11, Installation & Vacancies**

**1.11.1** Unless otherwise ordered by a two-thirds vote, the officers elect shall be installed into their several offices at 1:30 p.m. on the final day of the convention, the installation being conducted in conformity with the usual custom of the Order.

**1.11.2** When the office of Master becomes vacant in a Pomona Grange, State Grange or National Grange, the Overseer (Acting Master) shall become Master upon being duly installed. When the Overseer is thus installed as Master, the Office of Overseer becomes vacant. An Overseer thus installed is entitled to be called a Past Master.

**1.11.3** Vacancies in Oregon State Grange offices, except for the Master, shall be filled by the Oregon State Grange if in Session or at the first Session after the vacancy occurs, but between Sessions such vacancy may be filled by election by the State Executive Committee. The officers so elected hold office until the next Session of the Oregon State Grange.

### **Section 12, Officers Amenable to**

**1.12.1** All officers of the Oregon State Grange, except the Master, who is amenable to the National Grange only, are amenable to and may be tried by the Oregon State Grange for offenses.

**1.12.2** At the expiration of his/her term of office, officers of the Oregon State Grange shall deliver to their successors all the money, books and property belonging to their offices or to the Oregon State Grange.

### **Section 13, Duties of State Grange Officers**

**1.13.1** Master– It shall be the duty of the State Master to preside at all meetings of the Oregon State Grange; to see that the officers and members of the committees perform their respective duties; to see that the Constitution of the National Grange, the By-Laws of the Oregon State Grange and the rules and regulations of the Order are obeyed; and to sign all drafts on the treasury. The State Master shall appoint the committees provided for in these By-Laws and send to each member so appointed a notice of the committee upon which he/she is to serve; and perform such other duties as pertain to the office or are required by the By-Laws and the usages of the Order.

**1.13.2** Overseer– It shall be the duty of the State Overseer to assist the State Master in preserving order during the meeting of the Oregon State Grange and to preside over the Grange in the absence of the Master. In case the office of the State Master shall be vacant, the State Overseer shall automatically become State Master and be duly installed. It shall be the duty of the State Overseer to attend all State Executive Committee meetings and he/she shall have a voice and vote in all matters discussed.

**1.13.3** Lecturer – It shall be the duty of the State Lecturer in addition to the duties prescribed by the Ritual, to have charge, subject to the approval of the State Master, of the educational and literary work of the Order, to be carried on through the Subordinate/Community and Pomona Lecturers of the State.

**1.13.4** Steward – It shall be the duty of the State Steward to have charge of the inner gate and perform such other duties as are prescribed in the Ritual.

**1.13.5 Secretary –**

(a) The State Secretary shall make and keep an accurate record of all proceedings of the meetings of the Oregon State Grange, the State Executive Committee and provide aid and instruction to Subordinate/Community Grange Secretaries.

(b) It shall be the duty of the State Secretary to attend all State Executive Committee meetings and he/she shall have a voice and vote in all matters discussed.

**1.13.6 Treasurer–** The State Treasurer at his/her discretion may audit the bills.

**1.13.7 Gatekeeper –** It shall be the duty of the State Gatekeeper to see that the gates are properly guarded.

**1.13.8 Chaplain –** It shall be the duty of the State Chaplain to coordinate the Worship Service and the Memorial Service at the State Session of the Oregon State Grange.

**1.13.9 Assistant Steward and Lady Officers –** The duties of the State Assistant Steward and Lady officers shall be the same as required by the Digest of Laws of the National Grange and the Ritual of the Order.

**1.13.10 Executive Committee –**

(a) The State Executive Committee shall consist of the State Master who serves as Chairman, State Overseer, State Secretary and three elected members. The elected members shall be elected at the same time and in the same manner as provided by Oregon State Grange By-Laws. A quorum of an Executive Committee of the various Granges of the divisions of the Order at any meeting is a majority of all its members.

(b) The State Executive Committee shall have authority to act for the Oregon State Grange on all matters of interest to

the Order, when the Oregon State Grange is not in Session, and it shall be its duty to so act; to provide for the welfare of the Order in business and other enterprises; to audit and pay claims against the Oregon State Grange; to supervise the preparation and circulation of petitions and referendums of such legislation as may be ordered between Sessions of the Oregon State Grange; to pass upon all official bonds of the State Officers; to make a detailed report of its actions to the State Session; and to submit the financial part of such report to the Budget Committee previous to the State Session.

(c) The State Executive Committee shall hold such meetings as may be deemed necessary. Such meetings may be called by the Chairman of the Committee or by a majority of the Committee. The Committee shall adopt such rules as it may deem necessary for the government of the Committee and for the protection of the interests of the Oregon State Grange.

(d) The State Executive Committee shall cause the following to be accomplished:

(1) All Subordinate/Community Granges shall be furnished with the necessary forms upon which to make Quarterly reports of fees and dues to the Oregon State Grange and other matters upon which information is required for the benefit of the Order.

(2) Keep and publish, annually, a complete roster of names, numbers, and locations and date of meetings of all Subordinate/Community, Pomona and Junior Granges in the state with the names, post office addresses, telephone numbers and email addresses, if available, of the Master, Overseer, Lecturer, Chaplain, Secretary, and Chairmen of the following Committees:

Agriculture, Community Service/Involvement, Deaf Activities/Family Health, Education, Energy, Grange Workers', Junior, Legislative, Membership, Youth, and Rental Contact for each Grange. Pomona Grange entry shall include name of Junior Committee Chairman. Roster entry for Junior Granges shall include Master, Lecturer, Secretary, Leader, date and time of meeting and Grange name and number. A copy of such Roster shall be sent no later than January 30, to the Master and Secretary of each Subordinate/Community and Pomona Grange, Pomona Lecturer, Leaders of all Junior Granges, officers and all Committee Chairmen of the Oregon State Grange, each Deputy, and to the National Grange.

(3) No later than August 31, send a copy of the Proceedings of the Oregon State Grange to each of its officers, to the Master of each Subordinate/Community and Pomona Grange, and to the National Grange.

(4) The By-Laws shall be printed on loose leaf paper and shall be sent to each Subordinate/Community, Pomona and Junior Grange within the State of Oregon, each new Grange (organized within the jurisdiction of the Oregon State Grange), to the National Grange, and one copy to each officer and Deputy of the Oregon State Grange.

New pages for this book are to be mailed when a By-Law has been added, changed or deleted. The revised pages will have the word "revised" and the date of the revision at the top of the page with all changed or added wording underlined.

(5) Remit promptly to Pomona Grange Secretaries all Pomona Grange dues which have been collected and remitted by Subordinate/Community

Grange Secretaries in accordance with the provision of these By-Laws.

(6) Be vigilant in the collection of all dues and fees from the Subordinate/Community Granges as provided in the Constitution and Laws of the Order. Upon receipt of dues from any Subordinate/Community Grange for the quarter ending December 31 and the name and post office address of the Master who has been elected and duly installed, the State Office shall immediately forward to such Master the Annual Word for the current year.

(7) Whenever a Subordinate/Community Grange shall be in arrears for dues for three months, it shall be the duty of the State Executive Committee to notify such Grange and the State Master of its delinquency.

(8) Report to the Oregon State Grange, upon request of the State Master, the amount of dues paid by each Subordinate/Community Grange during the year and the number of members as reported for the quarter ending March 31 of each year.

(9) Make deposits of the monies to the accounts of the Oregon State Grange in a timely manner.

(10) Give a good and sufficient bond to all officers, employees or volunteers of the Oregon State Grange who are charged with handling monies of the Oregon State Grange.

## **Section 14, Compensation of Officers**

**1.14.1** The State Master shall receive a salary of \$2,833.33 per month and all necessary traveling expenses when away from home on Grange work. The State Executive Committee is to determine residence, taking into consideration conditions that may exist from time to time.

**1.14.2** The members of the State Executive Committee shall receive forty cents (\$0.40) per mile and necessary traveling expenses while actually engaged in work for the Oregon State Grange. The State Executive Committee shall be given the power to adjust the mileage rates when deemed necessary.

**1.14.3** Officers and any member when assigned by the Master of the Oregon State Grange to perform Grange work between Sessions of the Oregon State Grange, which requires traveling away from home, may receive forty cents (\$0.40) per mile and necessary traveling expenses and such additional compensation as the State Executive Committee shall approve. The State Executive Committee shall be given the power to adjust the mileage rates when deemed necessary.

**1.14.4** County Deputies are to receive no mileage reimbursement when traveling within their own counties/Pomona District unless approved and paid by their respective Pomona Grange.

## **Section 15, Standing Committees**

**1.15.1** (a) Standing Committees of the Oregon State Grange shall be: Agriculture, Budget, Community Service/Involvement, Deaf Activities/Family Health, Division of Labor, Education, Grange Workers', Junior, Lecturer's Legislative, Legislative Lobbying Team, Membership, Veterans, and Youth.

**(b)** All Standing Committees except Budget, Division of Labor and Legislative Lobbying Team shall consist of at least seven members, including the chairman, to be appointed by the State Master. One member shall be appointed from each of the six districts and the committee director to be from the state at large.

**1.15.2** The duties of the Agriculture Committee shall be to cooperate with the agriculture committees of Pomona and Subordinate/Community Granges in carrying on the work of such committees.

**1.15.3** The Budget Committee shall consist of three or more members appointed by the State Master. The duties of the Budget Committee shall be to prepare and present a proposed budget for the fiscal year to be reviewed by the State Executive Committee and presented for adoption at the annual State Session.

**1.15.4** The duties of the Community Service/Involvement Committee shall be to develop and conduct programs to encourage community involvement by Subordinate/Community and Pomona Granges and report a summary of these activities to delegates at the Oregon State Grange Session.

**1.15.5** The duties of the Deaf Activities/Family Health Committee shall be to develop and conduct programs to promote awareness for those with hearing impairments and health issues.

**1.15.6** The Division of Labor Committee shall consist of the Executive Committee of the Oregon State Grange. This committee shall meet prior to the State Session and shall decide to what Session committees resolution, or other

matters, shall be referred for consideration and report such reference to the State Session, as soon as possible after the Oregon State Grange is in Session.

**1.15.7** The duties of the Education Committee shall be to meet and study the problems pertaining to education and submit a report and/or recommendations at each State Session.

**1.15.8** The duties of the Grange Workers' Activities Committee shall be to cooperate with the Grange Workers' Chairmen of Pomona and Subordinate/Community Granges in carrying on the work of those committees.

**1.15.9** The duties of the Junior Committee shall be to develop and conduct activities for the Junior Granges and members in the state.

**1.15.10** The Lecturer's Committee shall assist the State Lecturer and Lecturers in their respective districts and at the State Session in conducting the activities of the Lecturer's Department.

**1.15.11** The duties of the Legislative Committee shall be to work with Legislative chairmen of the Subordinate/Community and Pomona Granges to see that the legislative policies of the Oregon State Grange are carried out and input from members is forwarded to the State Master.

**1.15.12** The Legislative Lobbying Team shall consist of at least three members to be selected by the State Executive Committee. Their duties shall be to formulate such bills for state laws to be introduced at the following session of the Legislature, as may be necessary to carry into effect the intent of the Oregon State Grange as expressed at the State Session, or as may be directed by the State Executive Committee and to use all due diligence to secure the enactment of such bills into law.

**1.15.13** The duties of the Membership Committee shall be to develop and conduct programs to encourage membership growth in the Subordinate/Community Grange.

**1.15.14** The duties of the Youth Committee shall be to develop and conduct activities to promote involvement of the Youth in the Grange.

## **Section 16, Deputies and Master's Assistant**

**1.16.1** The State Master shall annually appoint State, Special and County Deputies to serve until the next Session of the Oregon State Grange. Supervisory responsibility for all Deputies is in all cases to remain with the Master of the Oregon State Grange. County Deputy supplies to be paid for by their respective Pomona Granges.

**1.16.2** It shall be the duty of such Deputies to organize Subordinate/Community Granges, putting the same in good working order; to visit existing Granges and assist them in strengthening their respective Granges. They shall promptly report any discord existing in their respective jurisdictions to the Master of the Oregon State Grange. They shall also examine the records of the Subordinate/Community Granges in their respective districts and see that the books are properly kept.

**1.16.3** The State Master shall be authorized to appoint an Assistant to the Master. This person would work on legislative matters as needed and on other duties if and as the occasion arises.

**1.16.4** For the various duties required of Deputies and the Master's Assistant, the State Executive Committee shall see that suitable compensation is paid, except for County Deputies who are to receive no mileage reimbursement when traveling within



their own counties/Pomona District unless approved and paid by their respective Pomona Grange.

### **Section 17, General Provisions**

**1.17.1** The fiscal year of the Oregon State Grange, Pomona, Subordinate/Community and Junior Granges shall end on the 31<sup>st</sup> day of December of each year.

**1.17.2** The books for the fiscal year of the Oregon State Grange shall be audited by a Certified Public Accountant and the report of such audit made at the annual Oregon State Grange Session.

**1.17.3** If the dues of a Subordinate/Community Grange shall remain unpaid for one quarter, the delinquent Grange, Pomona Master and County Deputy shall be warned by the State Master that the Charter of such Grange is in danger of being suspended for non-payment of dues. If the dues are not paid within thirty days after such notice, the State Master may suspend the Charter of the delinquent Grange. In case of such suspension, the Master of the Pomona Grange of the county in which the suspended Grange is located shall be immediately notified of such suspension.

National Digest 4.5.10: "The remedy of a suspension of a Charter is intended to be used when in the judgment of the Master of the Grange having jurisdiction, the deficiencies in these criteria may be remedied in a reasonable time. The duration and conditions of a Suspension Order shall be established by the said Master taking such action with the advice and consent of the Executive Committee of said Master's Grange."

National Digest 4.5.11: "The remedy of revocation of a Charter is intended to be used when in the judgment of the Master of the Grange having jurisdiction, the deficiencies in the criteria are

incapable of being remedied or may not be remedied within a reasonable time."

**1.17.4** Except as otherwise provided in this section, all resolutions which are to be considered at the State Session, must originate in a Subordinate/Community or Pomona Grange and be referred to the Oregon State Grange by such Subordinate/Community or Pomona Grange, be signed by the Master and Secretary of such Grange and have the seal of the Grange affixed thereon. Such resolutions from Subordinate/Community or Pomona Granges must be filed with the State office 30 days prior to the annual State Session. Pomona Granges having a regular meeting after the 30 day deadline may present resolutions passed at such meeting. The Division of Labor Committee may ask for general consent of the delegates present, to be permitted to immediately introduce and/or refer additional resolutions and, if the request is granted, such resolutions may be introduced or referred; provided, resolutions incidental to a State Session, or its action, may be introduced at any time during said meeting and be considered without reference.

**1.17.5** The issues of the Grange Bulletin following the State Session shall print the highlights of the resolutions adopted by the Oregon State Grange delegates.

**1.17.6** A yearly report showing by date and amount the composition of the Dormant Grange Fund shall be given to the delegate body.

### **Section 18, Suspension or Revocation of a Charter**

**1.18.1** Criteria – When the following circumstances exist as to any Junior, Subordinate/Community, or Pomona Granges over which the Oregon State

Grange has jurisdiction, it shall be the duty of the State Master to suspend or revoke the Charter of such Granges, if it is the determination of the State Master that the good of the Order requires such action.

(a) Charter has been issued to a Grange, contrary to the laws and usages of the Order.

(b) A Grange working in violation of the law and usages of the Order.

(c) A Grange is in arrears for dues for one or more quarters.

(d) A Grange refuses or is unable to hold meetings, as provided for in Chapter 10, Article IX of the National Digest.

(e) Attempts to restore a Grange which has become inactive to an active status prove unsuccessful.

(f) The membership of a Grange is reduced below the organization requirement of thirteen, except when reorganization is in process as provided for in Chapter 4, Article III of the National Digest.

(g) If a Charter is suspended for reason of being in arrears for dues, the suspension shall automatically be lifted when the arrears are paid by said Grange.

**1.18.2** If the State Master suspends or revokes a Charter said State Master shall report such action to the Master of the National Grange along with the reasons of the State Master for taking such action.

**1.18.3** Appeal – Junior, Subordinate/Community or Pomona Granges whose Charters are suspended or revoked may appeal such action to the Master of the National Grange pursuant to Chapter 12 Section 12.1.3 of the Code of Judicial Law as adopted by the National Grange.

**1.18.4** Disposition of Assets – As soon as possible after the final

determination of revocation of a Charter the affected Junior Grange shall proceed to discharge any and all of its financial obligations. All the remaining assets owned by such Junior Grange shall be turned over to the sponsoring Grange having jurisdiction; all remaining assets owned by such Subordinate/Community or Pomona Grange shall be transferred or placed in trust as provided for in Chapter 4, Article XII of the National Grange Digest.

**1.18.5** Disposition of Charter – The Charter of the Junior, Subordinate/Community or Pomona Grange which has been revoked must be surrendered to the Oregon State Grange.

**1.18.6** Disposition of Members – After the final determination of revocation of Charter, when in the opinion of the State Master it would best serve the interest of the Grange as a whole, the membership of said Grange may be:

(a) Issued individual demits signed by State Master and State Secretary or

(b) Transferred as a whole to a nearby Grange who has voted to accept the membership of said Grange.

**1.18.7** Suspension – The remedy of a suspension of a Charter is intended to be used when in the judgment of the State Master, the deficiencies in these criteria may be remedied in a reasonable time. The duration and conditions of a Suspension Order shall be established by the State Master with the advice and consent of the State Executive Committee.

**1.18.8** Revocation – The remedy of revocation of a Charter is intended to be used when in the judgment of the State Master, the deficiencies in the criteria are incapable of being remedied or may not be remedied within a reasonable time.

**Section 19, Oregon State Grange Special Funds**

**1.19.1 Charles E Spence Memorial Scholarship Fund**

(a) A Charles E. Spence memorial scholarship fund of \$500.00 shall be awarded each year until such time as the funds are exhausted.

(b) The State Executive Committee shall be authorized to select the recipient.

(c) The State Executive Committee shall administer the fund and shall make an annual report to the Oregon State Grange delegates of all business transacted in the administration of the Spence Memorial Scholarship Fund.

**1.19.2 Grange Workers' Scholarship Fund**

(a) The name, Oregon State Grange Workers' Activities Committee Scholarship Fund, shall be used for the annual scholarships given from the money raised for that purpose by the Grange Workers' Activities Committee districts.

(b) (1) All money donated for Grange Workers' Activities Committee Scholarships shall be sent directly to the State office.

(2) The State office is responsible for keeping an accurate and current accounting of the money by districts from which it originated.

(3) These accounts shall be open for inspection by any member of the Grange. A quarterly accounting shall be sent to the State Director of Grange Workers' Activities Committee.

(a) All other regulations for the Grange Workers' Activities Committee Scholarship Fund shall be determined by action of the State Executive Committee at a meeting at which the Director of Grange Workers' Activities Committee is included.

**1.19.3 Leadership/Membership Development Fund**

(a) All monies collected through any supportive membership contract shall be placed in a fund called Leadership/Membership Development Fund.

(b) The monies in the Leadership/Membership Development Fund shall only be used for leadership development of Subordinate/Community Grange leaders and membership growth programs for the Subordinate/Community Grange.

(c) The State Executive Committee shall authorize any expenditures from the Leadership/Membership Development Fund and a report of each approved program shall be given at the next State Session.

**Section 20, Associate Membership**

**1.20.1 Associate Membership –**

(a) The State office shall administer a program of Associate Members of the Oregon State Grange, and remit dues for these Associate Members to the National Grange in accordance with the National Digest.

(b) Such Associate Members shall be charged annual dues of fifty dollars (\$50.00). The membership shall be effective on the date specified on the application for membership. Annually, approximately 30 days prior to the member's membership anniversary date, the State office shall send a membership renewal dues statement to the member's last known address.

(c) Associate Members shall be entitled to Grange publications and services as provided in the National Digest, but may not participate in the fraternal order.

(d) Associate Members shall be notified each year (with their dues receipt) of the difference between

associate and fraternal membership and the steps necessary to attain fraternal membership.

Members and to provide them with any additional benefits.

(e) Annually by April 30, the State Master shall forward a list of associate members and \$3.00 per associate member residing in a Pomona district to the appropriate Pomona.

(f) An associate member, whose renewal dues remain unpaid on the due date, shall be sent one reminder. If the renewal dues remain unpaid 15 days beyond the date the reminder was sent, the member shall be dropped from the membership rolls.

**1.20.2 Associate Business Membership –**

(a) Any business or organization that is incorporated or has a registered assumed business name may become an Associate Business Member of the Oregon State Grange and must be associated through a Subordinate/Community Grange.

(b) Annual dues of Associate Business members shall be no less than fifty dollars (\$50.00) of which eleven dollars (\$11.00) shall be forwarded at the rate of two dollars and seventy five cents (\$2.75) per quarter to the Oregon State Grange as the portion of dues payable to the State and National Granges.

(c) The Oregon State Grange shall provide to the Subordinate/Community Granges, at no charge, an Associate Business Membership decal, at least six inches (6”) in height, appropriate for display in a business window, to the Subordinate/Community Grange for its distribution to the Associate Business Members.

(d) The Subordinate/Community Grange will be responsible to collect the annual dues from Associate Business

## Article 2 – All Granges

### Section 1, General Provisions

**2.1.1** Only Granges working under a Charter and opened in due form, or members of the Order called together by the Master of the Oregon State Grange or his/her deputies for instruction, shall be entitled to use the unwritten work of the Order.

**2.1.2** The State, Pomona and Subordinate/Community Grange must provide itself with a seal. The Secretary is the custodian of the seal of a Grange and it is only to be used to authenticate the action of a Grange or its executive officers and should never be used unless accompanied by the signature of the Secretary.

**2.1.3** A member cannot remain in a Grange meeting when work is being conducted in a higher degree than such member has received.

**2.1.4** No Grange can be legally opened unless, in addition to an open Bible on the Altar, the flag of the United States of America is in evidence in the Grange room.

**2.1.5** It is the right of every member to cast a secret ballot and no one can be required to tell how he or she voted.

**2.1.6** All Subordinate/Community Granges and Pomona Granges shall be required to list the Oregon State Grange as an “additional named insured” on their liability and/or property insurance and on fidelity bonding policies.

**2.1.7** Proxy voting shall never be in order by any of the Granges in the various divisions of the Order.

### Section 2, Officers

**2.2.1 (a)** It shall be the duty of members and officers of the State, Pomona, Subordinate/Community and Junior Granges to be clothed in

appropriate regalia when performing their official duties in the Grange.

**(b)** Proper attire for meetings at all levels of the Grange shall consist of wearing prescribed regalia or an official Grange pin, and is obligatory upon all members except when a member claims exemption because of religious convictions, then may be excused by a vote of the Grange.

**2.2.2 (a)** Elections of officers in State, Pomona, Subordinate/Community and Junior Granges shall be by paper ballot and a majority of all legal votes cast shall be necessary to elect.

**(b)** All officers of Pomona or State Granges must be members in good standing in a Subordinate/Community Grange or must hold an unexpired demit there from. Any fourth degree member may be elected to office in a Grange of a higher degree but shall not be installed until he/she shall have received the higher degree.

**(c)** All officers of a Grange must be installed each term before assuming the position and duties of the office.

**(d)** If a Patron is ineligible to office at the time of election, installation by a proper officer will not cure the defect and remove the ineligibility.

**2.2.3** Members may hold office only in the Grange in which they hold membership, except in case of Student Granges or Affiliate Members, provided such Affiliate Members shall not hold the same office in two Subordinate/Community or Pomona Granges at the same time nor vote twice on Oregon State Grange issues, nor Oregon State Grange elections.

### Section 3, Rules

**2.3.1** The right to make rulings as to Grange Law and Usage is vested solely in the Masters of the various Granges of

the divisions of the Order; provided, however, that such rulings shall conform to Grange Law as adopted by the National Grange.

**2.3.2** The right to make rulings as to parliamentary law is vested solely in the Masters of the various Granges of the divisions of the Order. Provided, however, that such rulings shall conform to the Parliamentary Code as adopted by the National Grange.

**2.3.3** The rulings of the Master as to all other matters over which the Grange has jurisdiction are authoritative until reversed by the Grange having jurisdiction.

**2.3.4** The Master of a Grange may not suspend the provisions of the Constitution of the Order, the Articles of Incorporation of the National Grange or the By-Laws or Grange Laws of any Grange.

**2.3.5** In case of a vacancy in the office of the Master in either the Subordinate/Community or Junior Granges, or any other office in the Grange, it may be filled by an election for the unexpired term at the next regular meeting. The Overseer acts as Master until the vacancy is filled. When the office of Master becomes vacant in a Pomona or the Oregon State Grange, the Overseer (Acting Master) shall automatically become Master and be duly installed.

**2.3.6 (a)** If the Master of a Grange is absent, the highest ranking officer present acts as Master and fills all vacancies by appointment. After the Grange has been opened, the Master may call any member to the chair to preside during his/her temporary absence.

**(b)** In the absence of the Master, the acting Master is invested with all the power of the Master, except communicating the Annual Word, unless the

acting Master be the ranking officer of that Grange.

#### **Section 4, Officer Removal**

**2.4.1** As provided in the Code of Judicial Law (National Grange Digest, Chapter 12) when any officer (except the Master) fails or refuses to properly perform the duties of his/her office he/she may be suspended or removed, after a fair trial by vote of the Grange.

**2.4.2** When any officer (except the Master) fails or refuses to properly perform the duties of his/her office for four successive regular meetings, without good and sufficient reason for such failure, the Grange may then, by vote, declare the office vacant.

#### **Section 5, Suspension or Termination of Membership**

**2.5.1** Membership in a Subordinate/Community Grange may be suspended or terminated as a result of any of the following occurrences:

**(a)** A Demit.

**(b)** Non-payment of dues for one quarter.

**(c)** A members' written request to be dropped from the membership rolls.

**(d)** A guilty finding of a State or National Grange Trial Court for a violation of the Manuals of the Degrees of the Order or of the By-Laws and Laws of the National Grange, and the By-Laws and Laws of the other Granges of the divisions of the Order, which is not reversed on appeal.

**(e)** Conviction of a felony under Federal or State Laws, which is not reversed on appeal. Refer to National Grange Digest, Chapter 4.6.14 (a), (b), (c), (d) and (e).

## **Section 6, American Flag**

**2.6.1** The Flag of the United States of America should be placed on a staff, between the stations of Pomona and the Master.

**2.6.2** The presentation of the flag shall be in accordance with the prescribed ceremony adopted by the Oregon State Grange and appended to these By-Laws. The manner of presentation must not conflict with Grange ritualism or method of opening or closing the Grange.

**2.6.3** The flag presentation may be omitted, although it is earnestly recommended that it be given at the opening of every Grange meeting.

## **Section 7, Alcoholic Beverages**

**2.7.2** All Granges are prohibited from having alcoholic beverages either in the Grange Hall or on any of the Grange property during any Grange meeting or Grange sponsored event. Granges meeting in buildings or on property not owned by the Grange may not allow the consumption of alcoholic beverages during any Grange meeting.

**2.7.3** All Granges may have sealed containers of alcoholic beverages at Grange meetings and activities for use as demonstration aids, gifts, or fundraisers. Such containers shall remain sealed at such Grange meeting or activity.

**2.7.4** A subordinate Grange may allow the use of alcoholic beverages at functions sponsored by non-Grange groups that rent or lease Grange property. Such renters shall provide proof of host liquor or liquor liability coverage.

## **Section 8, Restrictions**

**2.8.1** Denominational religious or partisan political matters shall not be the subject of discussions in the work of the Order and no religious or political tests for membership shall be applied.

**2.8.2** No Grange may compel attendance at meetings as a prerequisite for maintaining good standing. Neither may attendance at meetings be a basis for a schedule of required dues.

**2.8.3** Nominating speeches shall not be allowed in a Grange and no letter endorsing any candidate or candidates for Grange office or for any civil office may be presented or discussed in any Grange. Any Grange candidate found guilty of such infractions shall be disqualified as an office seeker in the current election year and the others involved be reprimanded; however any member may present a member as a candidate, or present the name of any member willing to serve as a candidate for a Grange office.

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## **Article 3 – Pomona Grange**

### **Section 1, Purpose**

**3.1.1** It shall be the duty of Pomona Granges to assist in the social, educational, legislative and business interests of the Order in their respective districts and especially to assume responsibility for Grange growth in the county or district under such system as the Oregon State Grange shall provide.

**3.1.2** There must be at least two (2) Subordinate/Community Granges to organize a Pomona Grange. If the number of Subordinate/Community Granges included in the jurisdiction of a Pomona Grange falls below two (2), then the State Grange shall readjust the jurisdiction or a new Subordinate/Community Grange should be organized to maintain at least two (2) Subordinate/Community Granges.

### **Section 2, Membership**

**3.2.1 (a)** Any fourth degree member in good standing, on filing an application in due form, shall, on being duly elected by majority vote, be entitled to the Official Fifth Degree Obligation Ceremony or the Degree of Pomona and membership in the Pomona Grange. Election shall be by voting sign of the Order.

**(b)** A member may be elected to membership in one additional Pomona Grange as an Affiliate Member. Such Affiliate members shall be entitled to hold office and vote in the additional Pomona Grange but shall not hold the same office in both Pomona Granges at the same time.

### **Section 3, Fees for Membership**

**3.3.1** The minimum initiation fee for membership in the Pomona Grange shall be two dollars (\$2.00).

### **Section 4, Dues**

**3.4.1** The annual dues shall be fixed by the Oregon State Grange.

**3.4.2** Pomona Grange dues shall be due and be collected by Subordinate/Community Grange Secretaries at the same time that the regular Subordinate/Community Grange dues are collected and shall be remitted to the State office at the same time Subordinate/Community dues to Oregon State Grange are remitted.

**3.4.3** The State office shall once each quarter pay to Pomona Granges the funds paid by Subordinate/Community Granges for Pomona dues, remittance to be made in May, August, November and February.

### **Section 5, Applications**

**3.5.1** Persons applying for membership in Pomona Granges shall do so in the form prescribed by the Oregon State Grange, and should apply to the Pomona Grange in the Pomona district where their Subordinate/Community Grange is located.

### **Section 6, Demits**

**3.6.1** Any member who is in good standing in the Pomona Grange shall be entitled to a demit card which shall be valid for six months. Persons having such cards may be admitted to membership in another Pomona Grange, but shall be subject to the same form of petition and ballot as those first applying for membership.

### **Section 7, Annual Word**

**3.7.1** The use of the Annual Word is optional at the Pomona Grange.

**3.7.2** The Pomona Annual Word cannot be communicated to a Pomona

Grange member until such members' Subordinate/Community dues are paid for the current calendar year.

**3.7.3** Upon certification of membership in writing by the Master and Secretary of the Pomona Grange of which he or she is a member and upon presentation of a Fourth Degree Membership card, such members shall be entitled to obtain the Pomona Annual Word, if in good standing, from any Pomona Grange Master under the jurisdiction of the Oregon State Grange.

### **Section 8, Officers**

**3.8.1 (a)** The officers of the Pomona Grange shall be the same as in the Subordinate/Community Grange and their rank and duties shall be such as are provided for in the Ritual of the Fifth Degree. They shall be chosen at a regular meeting, held in the Fifth Degree. Officers shall be elected biennially, in the last quarter of the year, and installed as soon as practicable thereafter.

**(b)** Affiliate members in a Pomona Grange may hold office in any Pomona Grange in which they hold membership; provided, however, an Affiliate Member shall not hold the same office in two Pomona Granges.

**3.8.2** The Executive Committee shall consist of the Master, who will serve as chairman, Overseer, Secretary and three elected members chosen by ballot to attend to the general business of the Pomona Grange when the Grange is not in session.

**3.8.3** As soon as possible after the election of officers takes place, the Secretary of the Pomona Grange shall send the names, post office addresses, telephone numbers, and email addresses, if available, of the Pomona Master, Overseer, Lecturer, Chaplain, Secretary

and Chairmen of the following Committees: Agriculture, Community Service/Involvement, Deaf Activities/Family Health, Education, Energy, Grange Workers', Junior, Legislative, Membership, Veterans, and Youth to the office of the Oregon State Grange.

**3.8.4** Any officer or past officer of a State or National Grange or Master or Past Master of a Pomona Grange or any member of a Pomona Grange, who has been a voting member of the Oregon State Grange, or any Deputy, and/or person approved by him/her, may install the officers of a Pomona Grange. Provided that said officer or member must, at the same time, be in good standing in a Subordinate/Community Grange.

### **Section 9, Meetings**

**3.9.1** Pomona Granges shall meet once each quarter and may hold such other meetings as may be deemed necessary for the Good of the Order. Regular meetings of a Pomona Grange are those held regularly at fixed times as named in its By-Laws.

**3.9.2** Special meetings may be called by the Master and Executive Committee.

**3.9.3** A Pomona Grange must always be opened in the Fifth Degree but may be closed either in the Fourth or Fifth Degree. Pomona Granges may transact all general business in the Fourth Degree, however, only Pomona members shall vote.

**3.9.4** Pomona Granges have authority to confer the Fifth Degree.

### **Section 10, By-Laws**

**3.10.1** Pomona Granges may make such By-Laws as they deem necessary for their own government provided such By-Laws are in compliance with the Constitution, By-Laws and Laws of the

National Grange and the By-Laws of the Oregon State Grange.

**Section 11, Amendments**

**3.11.1** Pomona Grange By-Laws may be amended at any regular meeting by two-thirds (2/3) vote of those present and voting, providing that said amendment shall have been presented at the preceding regular meeting and that notification shall have been given to each Subordinate/Community Grange in that district not later than forty (40) days prior to the time when the final vote is to be taken. Amendment shall become effective immediately upon adoption.

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## **Article 4 – Subordinate/ Community Granges**

### **Section 1, Relation to State and National Granges**

**4.1.1** Subordinate/Community Granges have full power to make their own By-Laws and enforce the same, provided such By-Laws are in compliance with the Constitution, By-Laws and Laws of the National Grange and the By-Laws of the Oregon State Grange.

### **Section 2, Jurisdiction**

**4.2.1** A Subordinate/Community Grange may include within its jurisdiction all persons, eligible for membership in the Order, where location will be most convenient for them to attend the meetings whether the Grange is situated in their locality or in an adjoining one, within the State of Oregon.

### **Section 3, Individual Membership**

**4.3.1 (a)** Any person interested in agricultural pursuits and having no interest that conflicts with our purposes, fourteen years of age (thirteen years and six months) or more, proposed, elected and complying with the rules and regulations of the Order is entitled to membership and the benefits of the Degrees taken. Every application must be accompanied by the Initiation fee and dues payable to the end of the calendar year. If rejected, the money will be refunded, and no petition shall be received from a rejected applicant until six months have elapsed after such rejection.

**(b)** Applications must be certified by one member of the Grange to which application is made. The application may be balloted upon at the same regular meeting it is read. It shall require a

majority of votes cast to accept an applicant.

**4.3.2** The Initiation fee shall be five dollars (\$5.00) except that the Subordinate/Community Grange may waive the fee for Junior Grangers graduating into a Subordinate/Community Grange. A member pays Subordinate/Community Grange dues beginning the first calendar quarter following the quarter in which full membership is attained. Any Grange that receives new members without the payment of the Initiation fee and dues paid to the end of the calendar year as provided in this section, violates its Charter right and invites the penalty. No person may be admitted free.

**4.3.3** Election to membership shall be by paper ballot (“Yes” for acceptance or “No” for rejection) at a regular meeting at which a quorum is present and election to membership will thereby be made by a majority of the paper ballots cast, or the conventional ballot box using balls and cubes.

**4.3.4** When a candidate is being balloted upon and a tie vote occurs, the Master must say, “Lest a member may have cast a ballot carelessly or by mistake, the ballot will be taken again”, whereupon another ballot will be immediately taken. If a tie again occurs, the candidate is rejected and the ballot cannot be reconsidered or repeated unless a member voluntarily declares that he/she cast a negative vote by mistake, then the Master may immediately order another ballot.

### **Section 4, Family Membership**

**4.4.1** 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 a Subordinate/Community Grange as follows:

**4.4.2** The process of election to membership and becoming a full member for all members of the family shall be the same as for an individual.

**4.4.3** 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.

**4.4.4** At such time as an individual qualifies for Family Membership the status of the member shall change to Family Membership with no interruption of their membership.

**4.4.5** At such time as a member no longer qualifies as a dependent or becomes a single member the status of the member shall be as an individual with no interruption of their membership.

**4.4.6** The Initiation fee for application shall be ten dollars (\$10.00) for a family.

## **Section 5, Receiving Members By Demit**

**4.5.1** Grange members holding a valid demit from any Grange may apply for membership by filing an application, accompanied by valid demit showing dues paid up to the end of the calendar year. The Grange may by majority vote by paper ballot of the members present, accept or reject the applicant for membership. The dues of such member to the Subordinate/Community Grange shall begin on the first day of the quarter following the favorable action upon the

application. The Secretary of the Grange accepting the demit shall notify the Secretary of the Grange from which the demit was granted, of the date said demit was accepted, in order to receive the remaining portion of dues into its treasury for the balance of the calendar year. A demit shall remain in force for six months from date of issue and show the date to which dues have been paid.

## **Section 6, Standing Of Members**

**4.6.1** Members of Subordinate/Community Granges shall be considered to be in good standing by the Oregon State Grange. Subordinate/Community Granges must continue to pay dues to the Oregon State Grange upon such members until their names have been listed on the quarterly report to the office of the Oregon State Grange as dropped from the roll of their respective Granges.

**4.6.2** The total number of members reported on one quarterly report to the office of the Oregon State Grange is the number upon which dues must be paid when the next report is submitted.

**4.6.3** The Subordinate/Community Grange is not exempt from the payment of dues on any member until the next quarterly report after that in which the member's name has been reported as dropped from the roll on account of death, loss by demit, non-payment of dues, by request or expulsion.

**4.6.4** A member in good standing is one who has met all required financial obligations to his/her Subordinate/Community Grange and is not under suspension for offenses against the Order.

**4.6.5 (a)** Provisional membership begins at the time an applicant receives the First Degree and dues commence at the first of the following quarter.

(b) Full membership in the Subordinate/Community Grange is attained with the approval of the application and the candidate's participation in the Official Welcoming Ceremony, the Official Obligation Ceremony or the conferral of the Four Degrees upon the candidate.

**4.6.6 Subordinate/Community Grange Affiliate Membership-** A Fourth Degree member may not be a member of more than one Subordinate/Community Grange at the same time except that Fourth Degree members may be elected to membership in one additional Subordinate/Community Grange as an Affiliate Member. A proposal for Affiliate membership and election thereto shall be the same as provided in Section 4.6.6 of the National Digest except election to membership shall be by majority vote by paper ballot. Such Affiliate Member shall pay the applicable membership dues and be entitled to hold office and vote in the additional Subordinate/Community Grange, provided that Affiliate Members are clearly designated as such in reports to the State office, and further provided such Affiliate members shall not hold the same office in two Subordinate/Community Granges at the same time.

Subordinate/Community Grange Affiliate Members are eligible to hold office in the Oregon State Grange and participate in contests sponsored by the National Grange. Neither of these two benefits of the Order may be exercised by such Affiliate Members in more than one Subordinate/Community Grange or the Oregon State Grange at the same time.

## **Section 7, Life Membership**

**4.7.1 Who May Purchase A Life Membership:**

(a) Any member in good standing in a Subordinate/Community Grange.

(b) A Subordinate/Community Grange for any member of the Order living or deceased.

(c) A donor, designated for a living or deceased Grange member.

### **4.7.2 Cost Of Life Membership-**

(a) The minimum fee for a Life Membership for a current member shall not be less than two hundred and fifty dollars (\$250). A Grange may increase the minimum fee charged for such Life Memberships by making a provision in its By-Laws.

(b) The minimum fee for a Memorial Life Membership for a deceased member shall not be less than one hundred dollars (\$100). A Grange may increase the minimum fee charged for Memorial Life Memberships by making a provision in its By-Laws.

### **4.7.3 Relief From Dues Only-**

(a) A Life Member is relieved from further annual dues to the Subordinate/Community Grange.

(b) The Subordinate/Community Grange must pay dues to the Oregon State Grange as required for non-exempt members.

(c) The Life Member shall not be relieved from payment for any special assessments lawfully levied by his/her Subordinate/Community Grange or by the Oregon State Grange.

(d) A Life Member is subject to all the laws, rules and regulations as provided in the Constitution and By-Laws of the National, State, Pomona and Subordinate/Community Grange.

### **4.7.4 How To Purchase A Life Membership-**

(a) For each Life Membership purchased, a Life Membership Application and appropriate Life Membership Fee

must be completed and submitted to the Subordinate/Community Grange.

(b) If the Life Membership is being purchased on behalf of a current (not a deceased or honorary) member, an additional year's dues must be submitted to the Subordinate/Community Grange.

(c) Upon receiving a completed application fee and applicable dues, the Subordinate/Community Grange shall submit the application and fee to the State Office.

(d) Upon receipt of a completed application and the proper fee, the State office will enroll the Life Member and issue a receipt to the Subordinate/Community Grange.

#### **4.7.5 Installment Plan**

(a) A Subordinate/Community Grange may choose to accept installment payments toward the purchase of a Life Membership. If a Grange allows installment payments, it must keep an accurate accounting of all monies received.

(b) Life Membership Fees may be collected in installments of not less than ten dollars (\$10) per month. Until the fee is paid in full and sent to the Oregon State Grange, the member must continue to pay his/her regular Subordinate/Community Grange dues.

(c) If a member discontinues installment payments before the full fee has been paid, the Grange shall apply the amount paid to payment of the member's future dues. In case of sickness or hardship, a Subordinate/Community Grange may refund any installment monies still remaining with the Subordinate/Community Grange. In the event of the death of the member, all installment monies still remaining with the Subordinate/Community Grange shall be refunded to the member's estate or heir(s).

#### **4.7.6 Life Member Recognition-**

The Oregon State Grange, upon enrollment of a Life Membership shall issue a card and numbered certificate and submit it according to the instructions on the application.

#### **4.7.7 Transferring A Life Membership**

(a) A Life Member may transfer his/her Life Membership to another Subordinate/Community Grange within Oregon in which he/she is a member provided that he/she gives written notice to the State Office.

(b) A Life Membership may not be transferred outside the Oregon State Grange jurisdiction.

(c) The Life Membership Fee cannot be removed from the Life Membership Fund regardless of the standing of the member. The fee shall remain in the Life Membership Fund and remain credited to the appropriate Subordinate/Community Grange.

(d) When two or more Granges consolidate, all monies in the Life Membership Fund that are credited to such Granges, shall be transferred to the credit of the consolidated Grange.

(e) A Life Member in a Subordinate/Community Grange which disbands, shall, upon affiliation with another Subordinate/Community Grange in Oregon, have his/her Life Membership transferred in the same manner as a voluntary transfer. Deceased Life Memberships and those living Life Members who fail to affiliate with another Grange shall have their portion of the Life Membership Fund retained in the Life Membership Fund.

(f) After a two-year period of time, in which the Subordinate/Community Secretary has attempted, by telephone, US mail and electronically, to contact the Life Member or other family members, the Life Member may be



dropped from the active rolls of the Subordinate Grange.

**4.7.8 Suspension – Life Membership**

(a) If a Life Member is suspended or expelled from the Order, a notice of such suspension or expulsion must be reported to the State Master. The Subordinate/Community Grange will ask the former Life Member to forfeit his/her card and forward it to the State office. If the member fails to surrender his/her card when expelled or withdrawn, he/she shall not be reinstated as a Life Member. All surrendered Life Membership Cards will be voided by the State office.

(b) If a member expelled or withdrawn is later readmitted, a card shall be reissued and their Life Membership reinstated.

**4.7.9 Investment of Life Membership Fund**

(a) Upon receipt of the fee for Life Membership, the monies shall be deposited in the Life Membership Fund and credited to the Subordinate/Community Grange, where it shall remain until transferred within the Fund according to Section 4.7.7 (a).

(b) The Oregon State Grange shall, through the State Executive Committee or its appointed representative(s), provide for the investment of the Life Membership Fund and shall enact rules and regulations for the control of the Fund as necessary and advisable.

(c) Funds shall be invested only in government, state or municipal bonds, treasury notes, or any other FDIC/FISC/SIPC insured investment, mutual funds or other professionally managed accounts or by loaning to Oregon Subordinate/Community Granges when approved by the State Executive Committee.

**4.7.10 Investment Income Return**

(a) By the fifteenth (15th) day of April the income generated by the investment of the Life Membership Fund be remitted to the participating Subordinate/Community Granges. This income shall be paid on a pro-rata basis determined by the balance of the Life Membership Fund at the beginning of the previous year.

(b) The State Executive Committee, or its appointed representative(s), may deduct a maximum of two percent (2%) of the total income earned as a fee for administering the fund. This administrative fee, if used, is to be credited to the Oregon State Grange General Fund.

(c) The Subordinate/Community Grange which was receiving income for a deceased Life Member shall always receive its distribution share of the income from the fund.

**Section 8, Honorary Membership**

**4.8.1** A Subordinate/Community Grange may grant honorary membership without dues to any of its members, in accordance with the laws of the National Grange, but the Grange must pay Oregon State Grange dues on such members.

**4.8.2 Golden Sheaf Membership**

(a) A Subordinate/Community Grange may relieve Golden Sheaf members from payment of annual dues as long as the Golden Sheaf recognition was awarded prior to January 1, 2001.

(b) A Subordinate/Community Grange which has relieved Golden Sheaf members from payment of annual dues will be relieved of payment of Pomona, State and National dues upon those members.

(c) A Golden Sheaf member who has been relieved of dues retains all rights and privileges of membership.

**Section 9, Demits – Withdrawals – Non-Payments**

**4.9.1 (a)** A member is entitled at any time to a demit as a matter of right, if in good standing. No member can object without preferring charges against the applicant.

**(b)** If, however, the Grange wrongfully withholds or refuses the demit, the aggrieved member may appeal to the Master of the Oregon State Grange who will instruct the Grange in its duty; and in case of a persistent refusal, the State Master will issue to the appealing member a certificate in the nature of a demit, under seal of the Oregon State Grange.

**4.9.2** A demit simply disconnects a member from his/her Subordinate/Community Grange, leaving him/her still a member of the Order during the lifetime of the demit. If a member fails to affiliate with another Grange during the lifetime of his/her demit, he she becomes a former member.

**4.9.3** A Subordinate/Community Grange, by majority vote at a regular meeting may suspend a member who is delinquent in the payment of dues for one quarter or more. Such action shall be taken upon report of the Secretary, showing the amount of the delinquency and showing the delinquent member has been contacted at least once, by First Class Mail, before the vote to suspend. Until thus suspended, the Secretary shall report such members to the Oregon State Grange in the Quarterly Reports. The Secretary shall immediately notify the member of the vote of suspension.

**4.9.4** A member, suspended for non-payment of dues, may be reinstated within one year in the Grange from which suspended, by a majority vote. Such application for reinstatement shall be accompanied by all dues to the end of

the current year. The Subordinate/Community Grange will forward back dues owed to the Oregon State Grange. Such reinstatement within one year shall be deemed to restore and maintain continuous membership status.

**4.9.5** After one year a member suspended for non-payment of dues may apply for reinstatement in any Subordinate/Community Grange in whose jurisdiction said member may reside. Such application shall be accompanied by proof of former membership, a two dollar (\$2.00) reinstatement fee and dues paid to the end of the calendar year. The application and proof shall be voted upon by paper ballot and the majority vote shall elect. The ballot may be taken at the same regular meeting as the application is read. Such member shall not be eligible for continuous membership awards.

**4.9.6** Former members, from this and other jurisdictions, may make application and be received into membership in any Subordinate/Community Grange in the jurisdiction of which such members reside. Such former members shall make written application for membership, accompanied by proof of former membership, a reinstatement fee of two dollars (\$2.00) and dues paid in advance to the end of the calendar year. Such advance dues to be credited as the dues of new members are credited. The application and proof shall be voted upon by paper ballot and the majority shall elect. The ballot may be taken at the same regular meeting as the application is read.

**4.9.7** A demitting member (unaffiliated) cannot receive the Annual Word or any Degree instruction or be elected or hold any office in the Subordinate/Community Grange; provided, that a member holding a demit may, during the

life of the demit, serve as an officer in a Grange of a higher degree.

**4.9.8** A Grange may issue membership cards to members whose dues are paid to the end of the calendar year. Such cards are good only to the end of the calendar year.

### **Section 10, Dues**

*Note: Sections 4.10.1 and 4.10.2 become effective 1/1/2015.*

**4.10.1 (a)** The minimum regular annual dues shall be forty--five dollars (\$45.00) for each individual member. All dues shall be paid in advance to the end of the calendar year.

**(b)** The annual individual member dues are distributed as follows: \$1.90 to subsidize Oregon State Grange Bulletin; \$1.50 to the Oregon State Grange Convention Fund; one dollar (\$1.00) to the National Grange Convention Fund, \$14.00 to National Grange; \$0.40 to Pomona Grange; \$25.20 to the Oregon State Grange, and \$1.00 to the Oregon State Grange emergency fund.

**4.10.2** The minimum regular annual dues shall be ninety dollars (\$90.00) for each Family Membership.

**4.10.3** In cases of absolute distress the Grange may carry a member for a period of six months by the payment of Oregon State Grange dues.

**4.10.4** Quarterly reports and dues payments are due within thirty (30) days of the end of the quarter: (March 31, June 30, September 30, and December 31). Reports and dues payment are delinquent if not postmarked within thirty (30) days of the end of a quarter.

**4.10.5** Subordinate/Community Granges with delinquent quarterly reports may be subject to a penalty of one half of one percent (.005) per month or fraction of a month.

### **Section 11, Annual Word**

**4.11.1** The use of the Annual Word to prove current membership is optional at the Subordinate/Community Grange. The Annual Word shall not be communicated nor a current membership card issued until a member's dues are paid for the current calendar year.

**4.11.2** Any Subordinate/Community Grange having its quarterly dues to the Oregon State Grange paid in full to December 31 is entitled to the new Annual Word. Upon receipt of the Secretary's 4<sup>th</sup> Quarterly Report and dues from any Subordinate/Community Grange for the quarter ending December 31 and the name and post office address of the Master who has been elected and duly installed, the State office shall immediately forward to such Master the Annual Word for the current year.

**4.11.3** The Master receiving the Annual Word should communicate it at the next regular meeting to all members of his/her Grange who are entitled to receive it.

**4.11.4** The Master of a Subordinate/Community Grange who communicates the Annual Word to any member not entitled to receive it has violated his/her official obligation and upon satisfactory evidence may be removed from office by the Master of the Oregon State Grange.

### **Section 12, Officers and Their Duties**

**4.12.1** The officers of a Subordinate/Community Grange shall be the same in name, number and rank as provided in the Constitution and Ritual of the Order.

**4.12.2** The election of officers shall take place at the first regular meeting in November annually, provided, that the individual Granges may amend their By-Laws and elect officers at any time after August 1 and provide for biennial

election of Subordinate/Community Grange officers.

**4.12.3** The installation of officers shall take place as soon after the election as practicable or desirable.

**4.12.4** Any Master or Past Master of a Subordinate/Community Grange or any Fifth Degree member is eligible to install the officers of a Subordinate/Community Grange.

**4.12.5** Duties of the Master

(a) The Master shall preside at all the meetings of the Grange and conduct the same, according to the best of his/her ability under the rules of the Order and general Parliamentary Law. The Master shall open and close the Grange in due form and decide all questions arising in the Grange subject to appeal. The Master shall also see that all reports required by the Oregon State Grange from his/her Grange are promptly made. At the close of his/her term of office, the Master shall make an annual report, recapitulating the work of the past year and recommending measures for the year to come.

(b) If the Master of a Grange is absent, the highest ranking officer present acts as Master and fills all vacancies by appointment. After the Grange has been opened, the Master may call any member to the chair to preside during his/her temporary absence. The acting Master is invested with all the power of the Master, except communicating the Annual Word, unless he/she be the ranking officer.

**4.12.6** Duties of the Secretary

*Note: Quarterly dues amounts become effective 1/1/2015.*

(a) The Secretary of each Subordinate/Community Grange shall report quarterly to the State office, the names of all individual persons and families initiated, obligated, welcomed, admitted by demit, reinstated,

suspended, expelled, deceased, dropped for non-payment of dues, dropped by request or lost by demit during the quarter and pay to the State office one dollar (\$1.00) for each person and two dollars (\$2.00) for each family initiated, obligated or welcomed during the quarter; also quarterly dues of eleven dollars and twenty five cents (\$11.25) for each member and twenty-two dollars and fifty cents (\$22.50) for each Family Membership reported in good standing at the close of the preceding quarter.

The Quarterly Report must be approved by the Grange membership at the first regular meeting of the Grange following the quarter for which the report is calculated and forwarded to the State office.

(b) The Secretary shall also report to the State office the names, post office addresses, phone numbers and email addresses, if available, of officers and committee chairmen and other information needed to compile the Roster. This information to be in the State office no later than December 1<sup>st</sup> of the election year. Any changes in Roster information that occur during the year should be reported to the State office. The Secretary is strongly encouraged to submit the roster information by email or other digital format.

(c) The Oregon State Grange shall provide to each Subordinate/Community Grange within the state, a list of the names of all members shown on the Oregon State Grange database as members in good standing of their respective Granges; said list to be provided on or before September 15<sup>th</sup> of each calendar year. It shall be the duty of the Subordinate/Community Grange Secretary to correct this list of names with all members on their books as of June 30<sup>th</sup> of each year and send it with

the 3<sup>rd</sup> Quarter Report directly to the State office.

(d) In case the Grange shall become inactive, the Secretary shall return the seal, Charter and rituals to the office of the Oregon State Grange on demand of the Master of the Oregon State Grange.

(e) Thirty (30) days prior to January 1 of each year, the Secretary of a Subordinate/Community Grange shall notify each member of that Grange of the amount of annual dues to be paid in advance.

**4.12.7** The Steward has charge of the inner gate and is the proper custodian of the regalia, jewels and other property of the Grange and, as in all his/her other duties, is assisted by the Assistant Stewards whose positions are: Assistant on right and Lady Assistant on left of Overseer.

**4.12.8** It is the duty of the Gatekeeper to have charge of the outer gate and during the sessions of the Grange see that none pass the inner gate except authorized persons clad in proper attire as prescribed in the Ritual of the Order.

**4.12.9** The further duties of the officers of a Subordinate/Community Grange are defined by the Ritual and Constitution of the Order, the Digest of the National Grange and the By-Laws of the Subordinate/Community Grange that are in compliance with the State and National Grange laws.

**4.12.10** An Executive Committee of three members in addition to the Master, Overseer and Secretary, shall be chosen by ballot to attend to the general business of the Grange when the Grange is not in session. The Master shall be chairman of the Executive Committee. The Executive Committee shall be considered as the Board of Trustees.

**4.12.11** Every Subordinate/Community Grange shall bond its Treasurer and Secretary.

**4.12.12** At the close of the Grange fiscal year the books of the Secretary, Treasurer and all committees having financial records shall be audited by the Finance Committee. Failure to perform such audit shall void fidelity bond or surety.

**4.12.13** Each Subordinate/Community Grange has full jurisdiction over the conduct and standing of its members and officers, except the Master who is amenable to the Oregon State Grange.

**4.12.14** If a Master of a Subordinate/Community Grange refuses to obey the By-Laws of his/her Grange or his/her conduct is prejudicial to the Good of the Order, the Grange, or any member thereof may present the fact to the Master of the Oregon State Grange, who, after full investigation, may suspend the offending Master from office until the case be adjudicated by the Oregon State Grange.

### **Section 13, Meetings**

**4.13.1** A regular meeting of a Grange is any meeting fixed by the By-Laws or standing rule of the Grange. All Subordinate/Community Granges shall provide for at least one meeting each month and may hold intermediate meetings. Every Grange in existence at the beginning of the Grange year, January 1, shall hold at least six regular or special meetings during the ensuing year in order to be entitled to representation at the State Session.

**4.13.2** The By-Laws or standing rules of each Subordinate/Community Grange should fix definitely the day and hour of regular meetings.

**4.13.3** Receiving applications for membership, balloting for candidates,

granting demits, preferring charges against members, election of officers, suspension or expulsion of members, place or time of meeting, surrendering of Charter, disposing of property of the Grange or authorizing drafts on the treasury can be done only at regular meetings.

**4.13.4** Special meetings may be called by the Master or by vote of the Grange, for special purpose; but no business relating to the general work of the Order can be transacted at such meetings unless notice of the same is given with the call for the meeting.

#### **Section 14, Quorum**

**4.14.1 (a)** A quorum of seven (7) members is required for a legal meeting.

**(b)** If only seven members are present, the following offices must be filled: Master, Overseer, Steward, Assistant Steward or Lady Assistant Steward, Chaplain, Secretary and Gate-keeper.

#### **Section 15, Standing Committees**

**4.15.1** The standing committees of a Subordinate/Community Grange shall be Agricultural Committee, Community Service/ Involvement Committee, Finance Committee, Legislative Committee, Membership Committee, Youth Committee, and any others determined by the Subordinate /Community Grange. All of said committees shall serve for the current term.

**4.15.2** All the Subordinate/Community Granges are encouraged to appoint the following committees: Deaf Activities and Family Health Committee, Education Committee, Grange Workers' Activities Committee, Junior Committee, Lecturer's

Committee, Veterans Committee, and Relief Committee.

**4.15.3** It shall be the duty of the Agriculture Committee to secure information and furnish to the members helpful suggestions for all branches of agriculture.

**4.15.4** The Finance Committee shall consist of three members, their duty shall be to inspect and audit all bills and accounts presented to the Grange. The Finance Committee is authorized to examine the Treasurer's books, the Secretary's books and vouchers and report the financial condition of the Grange each year. The Finance Committee shall produce a written audit report, to be filed with the Secretary.

**4.15.5** Grange Workers' Activities Committee

**(a)** It shall be the duty of the Grange Workers' Activities Committee to coordinate activities that promote the general welfare of the Grange.

**(b)** All Grange Workers' Activities club money received by members shall be turned over to the club Secretary with an itemized account. At club meetings, all bills shall be presented and a financial statement read by the Secretary and bills paid. All money earned by the club shall be reported at regular meetings of the Grange and shall be turned over to the Grange Secretary and shall be spent by vote of the members at regular meetings of the Grange, provided that the club may retain a sum not to exceed seventy five dollars (\$75.00) for incidental expenses. This sum may be spent by vote of club members at regular meetings and a report of such expenditures will be given at the next regular Grange meeting. With the consent of the Grange the club may raise money for some special projects – this money to be turned over to the Grange

Secretary to be kept in a special fund for this purpose.

(c) In those Granges where the Grange Workers' Activities Committee has organized into a Club, the Club will make recommendations to the Master as to their choice for the Chairman of the Grange Workers' Activities. The election is to be held in November of each year. In Granges not having a Club the Master will appoint the Grange Workers' Activity Chairman.

**4.15.6** It shall be the duty of the Legislative Committee to keep the Grange in close communication with the Legislative Committee of the Oregon State Grange and endeavor to carry out the requests from the Oregon State Grange Legislative Committee. It shall also keep the members posted on national and current events.

**4.15.7** The Relief Committee shall consist of the Chaplain and two other members. At least one member of the committee shall always be a Brother. It shall be its duty to report on all members who are sick.

## **Section 16, Appeals**

**4.16.1** Any member of a Subordinate/Community Grange has a right to appeal the decision of the Master of the Grange. If the Grange sustains the Master, appeal to the Oregon State Grange can be taken. If the Grange does not sustain the Master, the Master may appeal to the Oregon State Grange. If the Master refuses to obey the decision of the Grange, the Grange, by majority vote, may appeal to the Master of the Oregon State Grange.

## **Section 17, Disposal of Grange Property**

**4.17.1** When the Master of a Subordinate/Community Grange becomes

aware that there is a serious possibility that the Grange is in danger of disbanding, it shall be the duty of the Master to immediately notify the State Master and the members of the State Executive Committee by certified mail, return receipt requested.

**4.17.2** When the Master of a Subordinate/Community Grange realizes that dissolution 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 normal Grange bills.

**4.17.3** A Subordinate/Community Grange owning property of value cannot legally surrender its Charter until its financial business has been closed and all its liabilities, mortgages, liens or other encumbrances on said property have been fully discharged.

**4.17.4** No Subordinate/Community Grange shall sell, nor encumber real estate except by two-thirds (2/3) vote of the Grange at a regular meeting, on resolution presented at a previous regular meeting. Such resolution shall set a date upon which vote shall be taken and said date shall not be less than fifteen (15) days nor more than ninety (90) days following the introduction of such resolution. The resolution shall also have the approval of the State Executive Committee and the Master of the Oregon State Grange. All members shall be notified in writing or by publication in the Grange Bulletin at least thirty (30) days before the date of meeting at which a vote will be taken on its purpose.

**4.17.5** Whenever a Subordinate/Community Grange has decided by vote of its members to disband, the affairs of the Grange shall come under the direct supervision of the State Executive

Committee. No Subordinate/Community Grange shall at any time divide among its members any monies in its treasury or any monies derived from the sale of any properties of the Subordinate/Community Grange. No individual member shall, by reason of his/her membership in a Subordinate/Community Grange, be deemed to have a personal claim to the monies or properties of the Grange.

**4.17.6** Whenever a Subordinate/Community Grange has ceased to function as such and has failed to make disposition of its property, such property then shall become the property of the Oregon State Grange, subject however, to any valid claims against such property or liens thereon; the Oregon State Grange assuming no liability for such claims or liens. The State Master with the advice and consent of the Executive Committee of the Oregon State Grange may dispose of such property, except as provided for in the National Grange Digest, and hold the proceeds of the same in the Oregon State Grange Treasury in trust, pending the reorganization of the Subordinate/Community Grange. Interest accruing becoming the property of the Oregon State Grange. In those cases where the property of a Subordinate/Community Grange is not sold and ownership is retained in the Oregon State Grange, any increase in value of the property and any or all mineral or oil rights in the property shall remain the property of the Oregon State Grange; provided however that the State Master with the advice and consent of the State Executive Committee, may waive such right in returning property to a reorganized Subordinate/Community Grange.

(a) In the event the Subordinate/Community Grange shall not have been reorganized within a period of seven

years, all such property shall become the property of the Oregon State Grange, and accounted for in a separate 'reverted trusts' fund limited to the following uses:

(i) Organizing new Subordinate/Community Granges and Junior Granges.

(ii) Improvements to real property.

(iii) As a source of capital for making loans to Subordinate/Community Granges.

(iv) As a source of funds for providing training to Grange leaders including officers and deputies.

(v) As a source of funds to pay for the utilities, maintenance, and property taxes of inactive Grange halls that have become the property of the Oregon State Grange following the 7-year trust period.

(vi) If a 'reverted trust' consists of a building, the Oregon State Grange may convey said building to another active Grange in need of a meeting hall.

## **Section 18, Consolidation of Subordinate/Community Granges**

**4.18.1** Consolidation procedure (National Digest 4.4.1) Two or more Subordinate/Community Granges may be consolidated provided that:

(a) Consolidating Granges shall send a written notice to the Master and Executive Committee of the State Grange having jurisdiction of the intent to invoke the procedure to consolidate included in Article IV of the National Digest.

Such notice shall contain a summary of the reasons for the proposed consolidation including, a proposal for the disposition of the assets of the dissolving Granges. This proposal shall contain the latest available report as to



the net assets of the dissolving Grange, including, if available, an appraisal of the value and a statement as to the current use and condition of any real and/or personal property included in the said assets.

(b) Consolidating Granges shall obtain written approval to consolidate, including approval of the proposal for disposition of the assets of dissolving Granges, from the Master of the State Grange having jurisdiction, with the advice and consent of the Executive Committee of said State Grange.

(c) Consolidating Granges shall mail a notice of the intent to consolidate to all members of each Grange subject to the consolidation at the members last recorded address at least thirty (30) days prior to any meeting at which a vote to consolidate is to be considered.

(d) Nothing herein contained shall be construed to authorize the surrender of the Charter of a Grange in which thirteen (13) persons, of whom there shall not be less than four of either sex, shall desire to continue the operation thereof.

### **Section 19, Consolidation Options**

**4.19.1** Consolidating Granges shall have the following options to consolidate, which shall be determined by majority vote, of the members present and voting, of each Grange applying for consolidation.

(a) One or more Granges to surrender their Charters with the surviving Grange retaining its name and number and receiving all the members of the consolidating Grange or Granges, or,

(b) All consolidating Granges to surrender their Charters and the members of said Granges becoming members of a newly Chartered Grange with a new name, provided, however, that the number of the newly Chartered

Grange shall be the number of one of the consolidating Granges. The procedure for adopting a new name shall be provided for in the Subordinate Code of the Digest of Laws of the Order (6.1.12).

### **Section 20, Inactive Granges**

**4.20.1** An Inactive Grange is one whose Charter has been surrendered or revoked or whose membership has been reduced below the minimum number of members required by the Constitution as Charter members or has voted to surrender its Charter without consolidation with any other Grange.

**4.20.2** A member of an Inactive Grange may be granted a demit by the Master of the Oregon State Grange, if in their opinion, the good of the Order will be promoted.

**4.20.3** It shall be the duty of the Master of the Oregon State Grange, or the Deputies to reorganize any Inactive Grange when requested to do so by thirteen or more persons, of whom there must be at least four of each sex, who are eligible as members of the Order. Persons who have never been members may also be taken in to make up the numbers. Before imparting any of the unwritten work or the Annual Word, the Deputy should collect the sum of two dollars (\$2.00) from each person as a reinstatement fee and in addition dues paid to the end of the calendar year. When the Master and Secretary are installed, the Deputy shall pay over to the Secretary of the reorganized Grange the sum of one dollar (\$1.00) for each person admitted to membership, together with the dues collected from each member and shall within five (5) days thereafter, transmit to the office of the Oregon State Grange the sum of one dollar (\$1.00) for each person admitted into the reorganized Grange, together

with a complete list of the names of all members, also the names of Master, Lecturer and Secretary and their post office addresses.

**4.20.4** The fee of one dollar (\$1.00) for each member sent to the office of the Oregon State Grange by the Deputy for a reorganized Grange, shall be the dues in full for the quarter during which the Grange was reorganized. The regular quarterly dues from a reorganized Grange shall begin on the first day of the quarter following its reorganization.

### **Section 21, Amendments**

**4.21.1** Amendments may be made to the Subordinate/Community Grange By-Laws at any regular meeting by a two-thirds (2/3) vote of the members present; provided that no amendment shall be made which will in any of its provisions conflict with the Oregon State Grange By-Laws nor National Grange Digest and, provided further, that such amendment shall be presented in writing at a regular meeting and acted upon at a subsequent regular meeting. All members shall be notified by mail or email or by publication in the Grange Bulletin at least thirty days before the date of the meeting at which a vote will be taken of such proposed By-Law change.

## **Article 5 – Junior Granges**

### **Section 1, Organization and Name**

**5.1.1** Junior Granges may be organized within the jurisdiction of the Oregon State Grange by the State Master (or by someone delegated by the State Master) under regulation of the Oregon State Grange provided such regulation is in compliance with the Constitution, By-Laws and Laws of the National Grange.

**5.1.2** Each Junior Grange shall be organized and meet under the authority of, as part of, and within the jurisdiction of its sponsoring Grange. The sponsoring Grange shall provide a suitable meeting place and the necessary equipment for a beginning Grange.

**5.1.3** A Junior Grange shall take the same name as the Grange to which it is attached, but shall be numbered in the order in which it is organized.

### **Section 2, Membership**

**5.2.1** Any person over five years and under fourteen (14) years of age may be proposed as a candidate for membership and elected a member of a Junior Grange as follows: (a) Submit an application to a Junior Grange accompanied by the prescribed application fee. (b) Recommendation for candidacy for membership by two members of said Junior Grange. (c) Election to Junior Grange membership shall be made by paper ballot (yes for acceptance, no for rejection) at a regular meeting at which a quorum is present, and elections thereby be made by majority of paper ballots cast.

**5.2.2** As established by the Oregon State Grange, the minimum Initiation fee shall not be less than one dollar (\$1.00) for both active Junior and honorary Junior members. A demit card from a

Junior Grange shall be issued without charge.

**5.2.3** The minimum admission fee in a reorganized Junior Grange for the former members shall be one dollar (\$1.00).

**5.2.4** Junior Grange members upon reaching fourteen (14) years of age and paying the applicable membership dues may become Honorary Junior Grange Members.

**5.2.5** Honorary membership in a Junior Grange may be obtained by Subordinate/Community Grange members and by parents of Junior Grange members by paying the required fee and receiving the proper instruction.

**5.2.6** Any child who is eligible to membership in a Junior Grange may be initiated at an Oregon State Grange Session herein provided for and become an unaffiliated Junior Grange member and become a member in good standing in the Junior Grange under whose jurisdiction he or she may be, by paying the necessary dues and being voted upon by said Junior Grange.

**5.2.7** Children who have been members in good standing at the time a Junior Grange becomes inactive and who desire to retain their membership may do so by affiliating with some other Junior Grange.

### **Section 3, Junior Grange Life Membership Fund**

**5.3.1** All those applying for active membership in the Oregon State Junior Grange shall submit a ten dollar (\$10.00) Life Membership Fee in addition to the application fee. This Life Membership shall be honored in any Junior Grange in Oregon.

**5.3.2** An Honorary Member who desires to support the Junior Grange program, may purchase an Honorary

Junior Grange Life Membership for no less than fifty dollars (\$50.00).

**5.3.3** The Life Membership Fee shall be submitted to the Oregon State Grange with the next quarterly report whenever a new member joins the Junior Grange or whenever an Honorary Member purchases a Life Membership.

**5.3.4** Each Junior Grange Life Member and Honorary Junior Grange Life Member shall be issued a numbered Junior Life Membership Certificate and each Life Member is relieved from paying yearly dues in a Junior Grange, provided that, should an active Junior member desire to join another Junior Grange, an additional Life Membership be purchased at the time of applying for membership in another Junior Grange.

**5.3.5** By February 10<sup>th</sup> of each year, the net income generated from the Junior Life Membership Fund during the prior calendar year shall be paid on a pro-rata basis determined by the number of active Junior members reported on the previous year's 4<sup>th</sup> Quarter Report.

#### **Section 4, Meetings**

**5.4.1** Junior Granges shall meet at least once each month if sponsored by a Subordinate/Community Grange; once each quarter if sponsored by a Pomona Grange; once each year if sponsored by a State Grange. Such Granges may vote to hold additional meetings.

Seven (7) members is the least number with which a Junior Grange may be opened in due form, and shall constitute a quorum unless a greater number is provided in the By-Laws of the Oregon State Grange. In cases where a quorum is not present, the Master may adjourn the meeting from time to time until a quorum is present.

#### **Section 5, Officers**

**5.5.1** The officers of a Junior Grange consist of and rank as follows: Master, Overseer, Lecturer, Steward, Assistant Steward, Lady Assistant Steward, Chaplain, Treasurer, Secretary, Gate-keeper, Ceres, Pomona, Flora and the Executive Committee. They are elected in the same manner as in the Subordinate/Community Grange and continue in office until their successors are elected and installed. The sponsoring Granges shall select a Junior Leader to supervise the work of the Junior Grange.

**5.5.2** It is the duty of the Master to preside at all meetings of the Grange, preserve order, exercise kindness to all, rule impartially and thus command a willing obedience to all rules of the Grange.

**5.5.3** The Overseer assists the Master in all duties, and presides in his/her absence.

**5.5.4** The Lecturer shall arrange for the literary work with the assistance of the Junior Leader and will conduct the same.

**5.5.5** The Steward guards the inner gate or door and reports all signals to the Overseer. He/she should permit none to enter unless duly qualified

**5.5.6** The Assistant Steward and Lady Assistant Steward, under the direction of the Steward, arrange the hall and keep it in order and have charge of the wardrobe, emblems and other articles used in the Grange and collect the manuals, emblems, etc. at closing. They conduct the candidates in the initiation and act as Marshals on public occasions.

**5.5.7** The duties of Chaplain are indicated in the ritual.

**5.5.8** The Treasurer shall take charge of and keep safely the funds of the Grange and pay the same only on orders signed by the Master and Secretary.

**5.5.9** The Secretary shall keep a careful record of all proceedings of the Grange, receive the fees and dues of the members and deposit the same with the Treasurer, taking and carefully preserving his/her receipt. The Secretary shall send a list of members as of September 30<sup>th</sup> of each year to the State Office.

**5.5.10** The Gatekeeper guards the outer gate.

**5.5.11** The official duties of Ceres, Pomona and Flora, beyond a general cooperation with the other officers, are mainly confined to initiations.

**5.5.12** The Executive Committee shall work with the Master and Junior Leaders, especially between meetings to assist in the supervision of Junior Grange matters and will assume responsibility for the wise use of the money and other property of said Junior Grange.

## **Section 6, Oregon State Junior Grange**

**5.6.1** Under the direction of the State Master, the Oregon State Junior Director shall have supervisory jurisdiction over the Junior Grange work of the State.

**5.6.2** State Junior Grange meetings may be held in connection with State Session. Such meetings shall be in charge of the State Junior Director, assisted by the State Junior Deputies. .

**5.6.3** The State Executive Committee shall provide for the expenses of such meetings and shall work out any necessary details not mentioned in this section, in order to make such meetings a success.

## **Section 7, Junior Granges**

**5.7.1** The Subordinate/Community Grange Master shall select a committee of five or more to supervise the work of

the Junior Grange. This committee to consist of a Chairman, Junior Leader, Financial Advisor, Arts and Crafts Advisor and Contests and Awards Advisor. Such selection shall be announced to the Subordinate/Community Grange preceding the election of officers. A Subordinate/Community Grange may select a Junior Leader from some Grange other than the sponsoring Grange if in its judgment it is in the best interest of the Junior Grange to do so.

**5.7.2** The Junior Leader has a general supervision over the Junior Grange assisting the officers and caring for the welfare and comfort of the members.

**5.7.3** The Junior Leader of a Junior Grange shall have the power to select his/her own assistant.

## **Section 8, Ritual**

**5.8.1** The ritualistic work shall be as prescribed by the National Grange.

**5.8.2** The proper regalia for Junior officers shall be as prescribed by the National Grange Digest.

**5.8.3** The "proper attire" of a Junior member is the official Junior Grange Button, which shall be worn by all members during the meeting.

## **Section 9, Inactive Junior Granges**

**5.9.1** Junior Granges which have failed to maintain a membership of at least seven (7) members in the previous year are considered Inactive Granges.

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## **Article 6 – Amendments**

### **Section 1**

**6.1.1** These By-Laws supersede all By-Laws previously published by the Oregon State Grange.

**6.1.2** These By-Laws may be amended at any State Session of the Oregon State Grange by a two-thirds (2/3) vote. Proposed amendments presented at any State Session must be filed with the State office and duly read in the Grange before the close of the first day's Session; with the exception that the Session By-Laws Committee may propose By-law changes originating in its committee and read not later than second to the last day of the Session. By-Law changes transferred from another committee by the delegates will be read and noted upon the day of transfer but not later than second to the last day of the Session.

**6.1.3** Amendments adopted at State Session shall not become effective until the first day of September following the date of adoption.

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## **Article 7 - Standing Rules of the Oregon State Grange**

### **Rule 1**

**7.1.1** In its report on any resolution or other matter delivered to it for reference, the Division of Labor Committee shall give the serial number assigned such resolution or matter; shall report the name of the sponsor of such resolution or matter; shall present a brief statement of the subject covered and shall name the Session Committee to which it is referred.

### **Rule 2**

**7.2.1** All resolutions reported by the Division of Labor Committee shall be delivered to the State office, which shall deliver them to the Chairmen of the respective committees to which they have been referred.

### **Rule 3**

**7.3.1** In disposing of any resolution referred to them, Session Committees may follow any one of the following courses:

(a) Approve and report it with a recommendation that it be adopted.

(b) Report it, with amendment, with a recommendation that it be adopted as amended.

(c) Report a substitute for the resolution with a recommendation that the substitute be adopted.

(d) Report it with a recommendation that it not be adopted, "i.e." an unfavorable report.

(e) Report it to the Session with no recommendation.

(f) Report it to the Session to be referred back to Pomona or Subordinate/Community Grange for action

### **Rule 4**

**7.4.1** Whenever the members of a committee disagree upon any resolution referred to such committee, a majority of the committee members shall act for the committee and report for the committee, provided, that the members of the committee who do not agree with such report may submit a dissenting statement. Such dissenting statements must be read immediately after the reading of the report, when it will be in order to move that the said dissenting statement be substituted for the report of the committee. If the motion to substitute is adopted, the dissenting statement becomes the question to be acted upon.

### **Rule 5**

**7.5.1** All reports of the committees shall be filed with the State Secretary, who shall assign such reports their place on the calendar in the serial order received. All reports shall be considered in their calendar order.

### **Rule 6**

**7.6.1** Any committee may present a report upon any subject, whether such subject has been referred to it or not, but a report upon an unreferred subject has no privilege and its consideration may be objected to.

### **Rule 7**

**7.7.1** The report of a committee of itself has no binding affect upon the Oregon State Grange.

### **Rule 8**

**7.8.1** Only specific recommendations of committees, when adopted by vote of the Oregon State Grange become binding upon the Oregon State Grange.

**Rule 9**

**7.9.1** If nothing is referred to a Session Committee, such committee need make no report, but its chairman shall state that nothing has been referred to his/her committee.

**Rule 10**

**7.10.1** All resolutions amending the By-Laws shall be accompanied to the By-Laws Committee by a separate sheet stating the reason for the proposed changes.

**Rule 11**

**7.11.1** Each and every resolution coming into State Session from named committee must be signed by not less than a majority of the members of the committee regardless of whether they are named before or during a State Session.

**Rule 12**

**7.12.1** At each annual State Session a report on the current status of resolutions adopted at the previous State Session will be made to the delegates.

## **Article 8 - Official Flag Ceremony**

Adopted by the National Grange 1946  
Adopted by the Oregon State Grange  
1960

### **8.1.1 Presentation of the Flag**

Grange Law prescribes that no Grange can be legally opened unless, in addition to the open Bible upon the Altar, the American Flag is properly displayed in the Grange room. The position of the Flag is thus defined by Grange law: If possible, the Flag shall be placed on a staff, between the stations of the Master and Pomona. If placed on the wall, it should be directly behind and above the Graces, the stripes in either case pointing towards the Master's station.

In Granges having no piano or for some other reason it seems impracticable to make the official Flag presentation, it may be omitted. (It is earnestly recommended that the Flag presentation be given at the opening of every Grange meeting.) In these instances the Flag should be placed in the proper position before the meeting is called to order. The singing of the National Anthem or the Pledge of Allegiance must not be omitted in any case.

The presentation or salute of the Flag should not be announced, but immediately following the proclamation of the Overseer in the opening exercises and before the Master calls down, the pianist sounds a chord and follows with an appropriate march. At the first note of the march the Lady Assistant Steward takes one step forward, faces to the right, and marches until about two paces beyond the station of the Assistant Steward. She then faces to the left, the Assistant Steward steps directly forward

into line, and without pausing, the Assistants march abreast until they reach a position at the front of the hall, then facing to the left and marching in file to a position in front of the Secretary's station (the line of march being in front of the Graces' station and far enough out so it will not interfere with the Secretary's desk); the Flag Bearer stepping into line between the Assistants as they pass her station. Facing to the left in unison, they now march abreast in close rank until they reach a line about three paces in front of the Assistant Steward's station, where the Steward in line with the Flag Bearer, has just completed unfurling the Flag. As the Escorts and Flag Bearer pause before the Steward he/she presents the Flag to the Flag Bearer in the proper position for her to carry it, then steps back three paces in line with the Assistant Steward's station and remains there at attention.

The marchers then pivot on the Lady Assistant Steward's position until abreast facing across the hall, march until in line with the altar, pivot again to the left, and march abreast until reaching a position which permits the Flag Bearer to take one step forward and display the Flag in its proper position in front of but not over the Altar, the Escorts assuming a position of salute. At the first note of the National Anthem all members turn toward the Flag, assume the position of salute with the right hand placed over the heart and join in singing the first stanza.

Following the singing of the National Anthem the members will drop their hands to their sides and remain standing at attention with all eyes on the flag.

As march music is resumed, the Escorts step into line with the Flag Bearer, the marchers pivot to the right,

march abreast until in line with the flag receptacle, pivot to the left, and proceed abreast to the line in front of the Graces' stations. While the Escorts halt without turning and the music continues, the Flag Bearer continues forward, places the Flag in its receptacle with the stripes pointing toward the Master's station and steps backward into line. The marchers now face to the left in unison and march in single file until the Flag Bearer steps backward to her station while the Assistants march directly to their stations, passing the Altar on their respective sides. The Steward also returns to his station at this time.

At the first note of the presentation march, the Steward leaving his/her staff at his/her station carries the furled flag to the position from which he/she is to present it to the Flag Bearer. As the Flag Bearer steps into line with the Escorts at her station, the Steward raises the staff to a horizontal position, upper end to his/her right and unfurls the Flag by rotating the staff with his/her left hand while supporting it with his/her right. He/she then lowers the end of the staff to present the Flag to the Flag Bearer in proper position to carry. Stepping back into line with the Assistant Steward's station he/she remains there giving the salute at the proper time, until the Flag Bearer steps from the Escorts to resume her station, whereupon he/she returns to his/her station.

### **8.1.2 Flag Etiquette in the Grange**

The Flag should never touch the floor.

The Flag should never be touched with the hands.

The Flag may be rotated in its standard by use of the staff, only.

The Assistant Stewards should never walk ahead of the Flag Bearer.

The Flag Bearer should never step backwards with the Flag.

### **8.1.3 Retirement of the Flag**

The retirement of the Flag takes place without announcement immediately after the salutation in the closing exercise. The same line of march and facings are used as in the presentation of the Flag, the Escorts marching abreast when traversing the length of the hall and when the Flag is being carried and in file across the hall when the Flag is not being carried. Following a chord to announce the retirement march is played; at the first note the Lady Assistant Steward steps forward to retrace the route used in the presentation, the Flag Bearer leaves her station without escort to march to the Flag and the Steward commences his/her march to the position from which the Flag was delivered. The Flag Bearer steps forward with the Flag to a position in line with the Graces' stations and waits for the Escorts.

Reaching the Flag Bearer, the Escorts pivot as the Flag Bearer steps in front of the Lady Assistant Steward into line and they march abreast across the hall, pivot and continue abreast down the hall to the waiting Steward. Here they pause while the Steward receives the Flag, they face to the left and march in file across the hall, abreast to the line in front of the Graces' stations, in file to the Flag Bearer's station, then all face to the left and return to their stations as in the presentation ceremony.

After the Flag Bearer and Escorts leave the Steward; the Steward, without stepping back, raises the Flag staff to a horizontal position, upper end to his/her right, and furls the Flag by rotating the staff with his/her left hand, turning the upper side toward him/her. As the Flag

Bearer leaves the Escorts to step to her station, the Steward, carrying the furled Flag, returns to his/her station.

#### **8.1.4 General Procedure**

The Flag may be presented and retired in the prescribed manner at each regular daily session of State, Pomona and Subordinate/Community Granges and at such other meetings or occasions as the presiding Master shall direct.

In case hall facilities or absence of regular officers will not permit presentation and retirement of the Flag with due grace and respect, the ceremony should be confined to the salute, the Flag being placed in its receptacle before the meeting is called to order.

The Grace occupying the center position at the Graces' stations shall be the Flag Bearer. The Assistant Stewards armed with the implements of their office shall be the Escorts and shall guard the Flag.

During the ceremony of presentation and retirement, no one shall be permitted to enter or leave the hall. All members not participating in the ceremony shall stand at attention throughout the presentation and retirement except, while saluting as prescribed.

#### **8.1.5 Remarks**

In large halls it may be desirable for the Assistant Steward in beginning the presentation and retirement marches to fall into line behind the Lady Assistant and march behind her farther toward the side of the room before turning toward the Master's station.

Depending upon the size of the hall, it may be necessary for the Steward to commence unfurling the Flag before the Flag Bearer joins the Escorts; he/she should complete the unfurling and be

ready to present the Flag by the time the Escorts reach his/her position.

If the stations of the Master and the Graces are on a raised platform the Flag Bearer, after placing the Flag in its receptacle does not rejoin the Escorts, but proceeds by the most appropriate route to her station. The route followed by the Bearer in placing the Flag, and in joining the Escorts with the Flag during its retirement depends upon the placement of steps leading to the platform.

In carrying the furled Flag the Steward grasps the staff at the balance in his/her right hand and holds it diagonally across and in front of him/her, his/her left hand near the lower end of the staff.

In carrying the unfurled Flag, the Flag Bearer holds the right arm straight down by her side with the right hand grasping the lower end of the staff, and the left arm across the body with the left hand supporting the staff so that the Flag is carried at the side rather than in front, the staff inclined forward at an angle of forty-five degrees.

The position of salute assumed by the Escorts at the altar is as follows: Incline the staff at arm's length, its lower end beside the right foot and its upper end pointing to the union of the Flag, eyes directed towards the Graces' stations. This position will be held during the singing of the National Anthem or Pledge if used.

### **8.2.1 Questions and Answers on the Flag Ceremony**

Q – When should the Flag be retired?

A – Immediately after the salutation in the closing ceremony.

Q – How far should the Flag be from the Altar during the salute?

A – No specified inches, Flag to be displayed, “in front of, but not over the Altar”.

The Flag Bearer and Escorts must be able to make their pivot in line of march without having to back up.

Q – Which way is the Flag furled and unfurled by the Steward?

A – It should be furled toward and unfurled away from the Steward.

Q – How should the Assistants stand during the Flag Salute?

A – They should not turn their body toward the Flag, but should face directly forward, they should stop one pace behind the Flag Bearer, their staves should be inclined at arm’s length with the upper end pointing towards the union of the Flag and the lower end resting beside the right foot, eyes directed toward the station of the Graces.

Q – Should the Escorts and Flag Bearer sing the National Anthem?

A – They do not sing, but stand at attention.

Q – How does the Flag Bearer pick up the Flag for the Retiring Ceremony?

A – She takes it from the side or goes behind the Flag and comes forward with it.

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