



Secretary's Handbook

Subordinate/Community and Pomona Granges

Revised 2/2017

Thank you for taking on the important and rewarding duties of Secretary of your Grange. Below is a calendar of deadlines and filings to help keep your records in order. It continues on the inside of the back cover. Add other items that are specific to your Grange so that future Secretaries can continue your good work uninterrupted.

Seasons of a Secretary

January

- Send second dues reminder notice
- Read and adopt the Quarterly Report for the 4th quarter
- Encourage your Grange to purchase bonding insurance
- In even years, report nominations of State Officers to the State Grange office by February 5
-

February

- Send third dues reminder notice--intent to suspend
-

March

- Send resolutions that are adopted to your Pomona and the State Grange office
-

April

- Read and adopt the Quarterly Report for the 1st quarter
- Send Notice of Suspension to members dropped for non-payment of dues
- In even years, send results of your preferential election of State Officers to the State Grange office by **May 5**; retain ballots and stubs until after the State Grange Convention
-

May

- File IRS 990-N e-Postcard (or 990 or 990-EZ form) between May 1 and September 15
- Send resolutions to the State Grange office; they must be received at least 30 days before the start of the State Grange Convention
-

See inside of back cover for June through December.

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Partial List of Secretary Duties

- Take minutes of meetings, both regular and special. For more information, see Minutes.
- Receive communications and send correspondence. For more information, see Communications and Correspondence.
- Maintain a current membership list and an Individual Member Record for each member. For more information, see Membership List and An Individual Member Record.
- Collect annual dues and be able to tell new members the initiation fee and amount of dues owed for each membership type. For more information, see Dues.
- Send Quarterly Reports to the State Grange office with the names of new members and those dropped from membership. For more information, see Quarterly Reports.
- Report to the State Grange office by the December 1 deadline the names and contact information for officers and committee chairs. For more information, see Roster.
- Apply for membership recognition certificates, seals, pins/buttons, and letters. For more information, see Membership Recognition.
- Have necessary supplies on hand such as dues notices, ballots, and *Welcome to the Grange* booklets. For more information, see Supplies.
- Work closely with the Treasurer and keep accurate records of money and invoices received. For more information, see Secretary's and Treasurer's Account Book.
- Meet with the Executive committee. For more information, see Executive Committee
- Update and store official documents such as By-Laws, incorporation, and IRS filings. For more information, see Keeping Important Records.
- Should 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.

As with any job you've held, there will undoubtedly be "other duties as assigned."

Minutes

The minutes of your meetings are the historical record of your Grange. Therefore, you should make every effort to record motions and other business accurately and completely. The minutes should contain a record of what is done, not what is said.

Years from now someone may read the minutes wanting to know exactly what happened. Be sure to include the name and date of an event you are planning even though everyone in the room knows that information. At least once include both the first and last name of members who make motions or give reports.

You may be asked to read back a motion before a vote is taken. Also many Granges have the Secretary read the motions at the end of the meeting. You should read the exact wording rather than say "We had a motion about x." Reading the motions at the end of the meeting can help you make sure that you accurately capture the intent of the member who made the motion. It is better to correct the wording now than when the minutes are read at the beginning of the next meeting.

You should record the name of the maker of the motion, but it is not necessary to record who seconds it. Be sure to record what happened to the motion, including amendments whether they pass or fail, and motions to postpone, refer to a committee, lay on the table, or call for the previous question. The number of votes cast for and against the motion do not need to be recorded unless a count is taken because a member calls for a division of the house or the chair is in doubt.

If a resolution is adopted at your meeting, copy the title and Resolveds (if not the entire resolution) into the minutes so that it becomes a part of the permanent record.

Informational committee reports do not need to be recorded, but if a committee makes recommendations that are adopted, they should be included in detail.

Section 4.14.3 of the State Grange By-Laws specifies that these actions can only take place at a regular meeting at which there is a quorum of seven members: 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. Your minutes should include details of them.

Recording Minutes

You can purchase from the State Grange office a spiral or hard bound Grange Minute Book with headings that match the Order of Business (see *Appendix A, Meeting Record*). You fill in the blanks. Some Secretaries use a copy of the Meeting Record as a worksheet during the meeting and then legibly handwrite in the book after the meeting.

Many Secretaries now choose to keep minutes on a computer. A paper copy must be preserved. Permanent binding is available at print shops, but it is acceptable to collect the paper copies into plastic-spine, spiral or three-tab report folders. Minutes books should be preserved in a safe, accessible place.

Reading and Adopting Minutes

If minutes are not adopted at the end of the meeting, they should be read and adopted at the beginning of the next meeting. If motions were read at the conclusion of the previous meeting, they were read for reference only. Even if the motions were agreed to, the minutes were not adopted.

Some Granges now distribute minutes via email and dispense with reading them. Are those receiving the minutes really reading them? Reading minutes reminds members of unfinished business. Approving the minutes assures members that the record of the previous meeting is accurate.

The intent of making corrections is to rectify errors. Members should not insist on particular wording unless that wording was specifically used in a motion.

Corrections should be recorded in the minutes of the previous meeting. For example, if July's minutes read, "Jim Smith was appointed to chair our next fundraiser." when it should have been Joe Jones, the Secretary would correct the July minutes by striking "Jim Smith" and writing "Joe Brown" above. The minutes for the August meeting would read, "The minutes of the previous meeting were adopted as corrected,"

Communications

An order of business is Communications. The Secretary should read **all** correspondence the Grange has received since the last meeting. However, it is not necessary to read each piece word-for-word. But it is important that members be aware of what has been received. Remember that these communications are the property of the Grange and should be brought to the attention of the members. You, as the Secretary, should not determine which communications are read.

Some communications should be passed on to other officers or to committee chairs. The Communications order of business is the appropriate time to say, "We received new forms for the Community Service Chair" and hand them to that member.

Some Secretaries put communications in a binder and pass it around the room so that members can read the details of interest to them. Some flyers should be posted on the bulletin board in your hall so that members and renters can read the information.

Some Secretaries wait to open the mail during the meeting. This is a problem if you meet monthly because the deadline may have already passed or the fundraiser that a nearby Grange held has already happened.

Correspondence

The installation charge says that "your correspondence should be courteous, brief, yet comprehensive." As Secretary you will be asked to send thank you notes, meeting notices, replies to inquiries, and letters to members, prospective members, and other organizations.

If your Grange does not already have letterhead, you should consider making your own (See *Appendix B, Letterhead Examples*). Be sure to include the name and number of your Grange, your mailing address and physical location, website or Facebook page, and contact information such as an email or phone number.

Membership List

You are responsible for maintaining a current membership list. This list should include the name, mailing address, phone number, and email address of each member. When someone joins, you will add their name. When a member is lost due to death, demit, non-payment of dues, by request, or expulsion, you will remove that person's name from the list of current members.

You may want to use a spreadsheet program to keep your membership list. It will allow you generate mailing labels. You can also add a column for the year joined and another that calculates the number of years of continuous membership (current year minus the cell of year joined). This will help you determine when a member is eligible for a membership recognition certificate, seal, and/or pin.

On or before September 15, the State Grange office will send you a list of the names of all members in good standing according to the State Grange database. You are to compare this list with your membership list as of June 30, make corrections, and return it with your Quarterly Report for the 3rd quarter. The primary corrections you will make are to the spelling of names, addresses and phone numbers. If you have a name on your list that the State Grange does not have and you included that name on a previous Quarterly Report, call the State Grange office. The same if the State Grange database lists a member that you dropped on a previous Quarterly report. However, if you forgot to add or drop a member, you need to make that correction on the Quarterly Report for the 3rd quarter.

An Individual Membership Record

An Individual Membership Record (See *Appendix C, Individual Member Record*) compiles a history for each member, including when they joined the Grange, offices held, degrees taken, membership recognition received, and dues paid.

A record should be maintained for each member. Forms are available from the State Grange office to help you keep accurate records of your members.

Types of Membership

There are several classifications of membership in the Grange.

Individual Membership

A person 14 years of age (13 years and 6 months) or more, with an interest in the purposes of the Order may be proposed as a candidate. Election to membership can be made by paper ballot ("Yes" for acceptance--"No" for rejection) or using the ballot box with balls and cubes. Voting must take place at a regular meeting at which a quorum is present. Refer to the Oregon State Grange By-Laws for further information.

Membership is attained upon approval of the application by the members, payment of the application fee and dues through the remainder of the year, and the candidate's participation in the:

- a) First four Degrees
- b) Obligation Ceremony
- c) Welcoming Ceremony

Family Membership

A family whose members are fourteen years of age (13 years and 6 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. A family consists of a couple and their dependents, or a single person and 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.

The process of election to membership and becoming a full member for all members of the family is the same as for an individual. See Dues, Family Members for information on creating a Family Members for an existing Individual Member.

Life Membership

Any member in good standing may purchase a Life Membership. A life

membership can also be purchased by a Subordinate/Community Grange or by a donor for the benefit of a living member.

The minimum cost of the Life Membership is \$250. A Grange may increase the fee charged for Life Membership by making provisions in its own By-Laws.

A Life Member is relieved from further annual dues to the Subordinate/Community Grange. **However, the Subordinate/Community Grange is not relieved from paying dues to the State Grange on the Life Member.**

Each year, the State Grange office will return to each Grange with Life Members a portion of the interest earned on the Life Membership Fund. This will continue even after the member is deceased. If a member demits to another Grange, the Life member must request in writing that their investment in the Life Membership Fund be transferred to their new Grange.

Memorial Life Membership

A Subordinate/Community Grange or donor may purchase a Memorial Life Membership for a deceased member of the Order. The minimum fee for a Memorial Life Membership shall not be less than \$100. A Grange may increase the minimum fee charged for Memorial Life Memberships by making a provision in its own By-Laws. Each year, the State Grange office will return to each Grange with Memorial Life Members a portion of the interest earned on the Life Membership Fund.

Honorary Membership

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 Subordinate/Community Grange must pay dues to the State Grange on such members.

Golden Sheaf Exempt Membership

A Subordinate/Community Grange may relieve a 50-year member from payment of annual dues as long as the Golden Sheaf recognition was awarded **prior to January 1, 2001**. This member is relieved of all Subordinate/Community and State Grange dues. When a Golden Sheaf Exempt Member dies, note on the back of the Quarterly Report that the member was a Golden Sheaf Exempt Member. **The only way a Grange can add a Golden Sheaf Exempt member is through demit from another Grange or through consolidation with another Grange that has Golden Sheaf Exempt members.**

Affiliate Membership

Any member may affiliate with one other Grange upon being balloted on and accepted by the receiving Grange. Upon a favorable ballot, an affiliate member will have all rights and privileges granted to any other member of the

Grange. An affiliate member must pay the dues required by the Subordinate/Community Grange and the Grange must pay the required dues to the State Grange. An affiliate member may hold offices in both Granges, but cannot hold the same office in both Granges.

Junior Membership

A child between five and fourteen years of age may be proposed as a candidate for membership and elected a Junior member of a Subordinate/Community Grange. The Junior will most likely be the child or grandchild of members, but does not have to be. This program is called 1+.

- a) Submit an application for Junior membership to a Subordinate/Community Grange accompanied by the prescribed application fee and annual dues.
- b) Receive a recommendation for membership from one member of the Subordinate/Community Grange.
- c) Be elected to membership by paper ballot at a regular meeting of the Subordinate/Community Grange.
- d) Attain full membership into the Junior program upon conferral of the Junior Grange Obligation ceremony or Junior Degree.
- e) List the name, address, and birthdate of the Junior member on your next Quarterly Report. The State Grange does not require you to send the initiation fee or dues for a Junior member. Having the Junior member's address allows the State Grange Junior committee to send the Junior information about activities and contests. At age 14, the Junior will be urged to become an individual member and an active participant in the youth program.

When a Junior Grange is chartered, the Junior member will automatically become a member of the new Junior Grange with no interruption of membership. If a Junior Grange charter is revoked or surrendered, the member may be changed to "individual" status with no interruption of membership.

If your Grange has Junior members, it is important to have mentors willing to help them follow the Junior program during the year and at the State Grange Convention.

Junior Membership in a Junior Grange

Any child over 5 years and under 14 years of age may be proposed as a candidate for membership in a chartered Junior Grange and elected by paper ballot by a majority of ballots cast ("Yes" for acceptance--"No" for rejection). Full membership is attained by conferral of the Junior Degree or by participation in the Junior Obligation Ceremony. Refer to the Oregon State Grange By-Laws for

further information.

E-Membership

Electronic memberships are available for \$12 per year through the National Grange website (www.NationalGrange.org). Online memberships benefit individuals by keeping them informed through our electronic newsletters, legislative updates and a variety of other publications. Online members can attend and participate in local Grange functions, but they cannot vote.

Business Associate Membership

Any business or organization that is incorporated or has a registered assumed business name may become an Associate Business member.

The Oregon State Grange will provide to the Subordinate/Community Grange at no charge an Associate Business Membership decal that is at least six inches high and appropriate for the Associate Business member to display in their business window.

Dues

Dues collection is the responsibility of the Subordinate/Community Grange Secretary, but accept whatever help other members can provide. You need to be familiar with each type of members and know how much that member owns.

Type of Membership	Dues
Individual	<p>The current annual minimum* is \$45.</p> <p>A new member's dues are to be paid in advance through the end of the year beginning with the first quarter after their acceptance.</p> <p>Each new member pays an initiation fee is \$5, of which \$1 is sent to the Oregon State Grange. A Grange may waive this fee for a Junior member who joins the Subordinate/Community Grange at age 14.</p> <p>* Delegates to the annual State Grange Convention set the minimum dues to the State Grange. A change to your By-Laws is required to increase the amount of dues above the minimum set by the delegates.</p> <p>Dues that the State Grange sends on to the National Grange are set by the delegates to the National Grange Convention.</p>
Family	The current annual minimum is \$90 for a family.

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	Initiation fee is \$10 of which \$2 is paid to the Oregon State Grange. The \$10 is collected only on new family applications. Individual members who convert to a family membership do not have to pay the initiation fee. The State Grange office must receive a copy of the family membership application along with the Quarterly Report that lists the names of the new family members. Birthdates are needed ONLY for youth. You will be notified when the youth reaches the age of 23.
Life	Annual dues are not required. You should not send a Life member a dues notice. If the member wants to pay, their payment will offset the amount your Granges owes the State Grange.
Memorial Life	Annual dues are not required.
Honorary	Annual dues are not required. You should not send an Honorary member a dues notice.
Golden Sheaf Exempt	Annual dues are not required. You should not send a Golden Sheaf Exempt member a dues notice.
Affiliate	Same as an individual member.
Individual Junior	The current annual minimum is \$1. Each new member pays an initiation fee is \$1 plus \$1 dues. Your Grange keeps both the fee and the dues.
Junior Membership in a Junior Grange	The Junior Grange collects the dues and initiation fee.
E-member	The National Grange collects \$12.
Business Associate	The current annual minimum is \$50 of which \$11 will be forwarded to the Oregon State Grange at the rate of \$2.75 per quarter.

Hopefully most of your members will pay their dues when you first mention that they are due. But members who do not regularly attend your meetings will need to be sent notices. Dues notices printed on card stock are available for purchase from the State Grange office (See *Appendices D, E, and F*).

Dues Notice	Send
1st	The Oregon State Grange By-Laws says "thirty days prior to January 1," which is December. The first notice can be a separate notice, an email, or an article in your

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	<p>newsletter as long as it goes to all members.</p> <p><i>(See Appendix D, Reminder of Grange Dues – 1st Notice)</i></p>
2nd	<p>In the month of January</p> <p><i>(See Appendix E, Reminder of Grange Dues -- 2nd Notice)</i></p>
Intent to Suspend	<p>In the month of February; members who have not paid must be contacted at least once by First Class Mail. As a courtesy, you or someone close to the member should also contact them by phone.</p> <p><i>(See Appendix F, Reminder of Grange Dues -- Intent to Suspend (Final))</i></p>
Suspension	<p>Send the Suspension Notice after your Grange votes to approve the Quarterly Report that lists the member's name as dropped for non-payment of dues. A Secretary cannot drop a member; it must be done by the Grange.</p> <p>A member who has not paid dues should not be carried into the second quarter unless there is general confidence their dues are forthcoming.</p> <p><i>(See Appendix G, Notice of Suspension)</i></p>

A member is in good standing until the close of the calendar year, so **cannot be dropped for non-payment on the Quarterly Report for the Fourth quarter**. A member in good standing may request a demit or request to be dropped from membership, but the Secretary should not rely on hearsay for this. Contact the member directly before the first of the year.

Your minutes should show the amount of dues collected and report the number of members with dues still unpaid.

Keep an accurate record of all dues collected. Each member is to be given a Dues Receipt Card upon payment of dues (*See Appendix H, Dues Receipt Card*). A new card must be issued each year. No member is to be given the annual password or a membership card without first paying his/her dues.

The Grange is a national organization. The quarterly payment from your Grange dues supports not only Oregon State Grange programs, but those of the National Grange. A portion of your dues is returned to your Pomona Grange. The distribution of these funds is shown in the Oregon State Grange By-Laws Section 4.10.1(b) and is set by the delegates at State Grange Convention.

You can download copies of the State Grange By-Laws and the National Grange Digest from the State Grange website (www.orgrange.org). Under the Members' Info tab, select State Grange Information or National Grange Information.

Reinstatement

A member suspended for non-payment of dues may be reinstated within one year by majority vote of the Grange from which he/she was suspended. The application for reinstatement (*See Appendix I, Application for Reinstatement*) shall be accompanied by all dues for the current year. Reinstatement within one year maintains continuous membership status.

After one year a member suspended for non-payment of dues may apply for reinstatement in any Subordinate/Community Grange. The application shall be accompanied by proof of former membership, a \$2 reinstatement fee and dues paid to the end of the calendar year. The applicant shall be voted on by paper ballot in a regular meeting. A positive majority vote will reinstate the member. The member's continuous membership status is **not** restored.

Quarterly Reports

The Secretary of each Subordinate/Community Grange reports quarterly to the State Grange office the names of all individuals 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. (*See Appendix J, Quarterly Report*)

The Quarterly Report must be read and accepted by vote of the Grange at the first meeting following the close of a quarter (the first meeting in April, July, October and January). Reading the report informs members that a fellow member has been dropped. It is also a check on your work because you may have forgotten to list a member who passed away early in the quarter.

Both the Secretary's and Master's signatures, as well as the Grange seal, are required on all Quarterly Reports.

Quarterly Reports are computer generated based upon the total number of members reported the previous quarter. Your Grange is not exempt from the payment of dues on any member until the quarter **after** the member's name has been reported as dropped on account of death, loss by demit, non-payment of dues, by request or expulsion. The listing of the loss of a member on a Quarterly Report is the only method in which the State Grange office will remove a member from the membership roll of a Grange.

Please **do not change the numbers** on the Quarterly Report without contacting the State Grange office. If you feel an error has been made, call 503-316-0106.

Send a check with your quarterly dues along with the Quarterly Report to the State Grange office. You will pay \$1 for each individual and \$2 for each family initiated, obligated or welcomed during the quarter plus quarterly dues of \$11.25 for each individual and \$22.50 for each Family Membership reported in good standing at the close of the preceding quarter.

Quarterly reports and dues payments are due within 30 days of the end of the quarter (March 31, June 30, September 30, and December 31) and are considered delinquent if not postmarked by then. If you fail to submit a Quarterly Report, dues owed will be assessed on the latest numbers shown on the last Quarterly Report received. If your Grange is delinquent in submitting your Quarterly Reports by two quarters, you will receive a letter from the State Master requesting payment in full within 30 days or your Grange charter may be suspended.

It is important that names are written clearly, spelled correctly and that complete addresses are provided. Address and name changes should be clearly noted on the **back** of the Quarterly Report.

You are sent two copies of each Quarterly Report so that you can retain one for your records. This way you will not have to remember whether you listed a new member on the last report or when you dropped a member who wants to reinstate.

In the event of the death of one member of a household, please note to whom the Oregon State Grange Bulletin should now be addressed. You should also submit an In Memoriam form (See *Appendix K, "In Memoriam" Form*) to the *Oregon State Grange Bulletin*.

If an affiliate member drops from your rolls, please note on the Quarterly Report where his/her primary membership continues.

Upon receipt of the Quarterly Report and dues payment for the fourth quarter, the State Grange office will send the new annual password to the Master on record.

Grange Seal

The Secretary is the custodian of the Grange Seal, which is to be used to authenticate the action of a Grange or its officers. The seal should never be used unless accompanied by the signature of the Secretary.

Should your Grange Seal be lost or broken, you can order a corporate seal at an office supply store or may replace it with a round rubber stamp, showing the Grange name, number and year of organization.

Demits

A demit is a means of transferring membership from one Grange to another. It declares that the demitting member is in good standing. It formally disassociates the member from the issuing Grange, leaving him/her a member of the Order, and eligible to affiliate with another Grange. A demit is issued by the Secretary, countersigned by the Master, and must bear the seal of the Grange.

Issuing a Demit

Any member in good standing is entitled to a demit from his/her current Grange. (See *Appendix L, Application for Demit*) Only by preferring charges for violation of Grange Law may a Grange refuse a demit to a member. Any member refused a demit may apply to the State Master for relief.

The Secretary of the Grange that issues the demit puts a 'D' in the loss column of the Quarterly Report and, if known, notes where the member intends to join.

Accepting a Demit

The member presents the demit card, which is valid for six months from date of issue, to the Grange he/she wants to join. The demit is voted on by paper ballot, just like any other application for membership. Upon approval by the members, the Secretary of the Grange accepting the demit will contact the Secretary of the Grange that issued the demit to transfer the remainder of the member's dues for that calendar year. A demit issued by Grange A in the 4th quarter and accepted by Grange B in the 1st or 2nd quarter of the following year would not require a transfer of funds between Granges. The member pays their annual dues to the accepting Grange.

The Secretary of the Grange accepting the demit puts a 'D' in the gain column of the Quarterly Report and MUST note the Grange from which the member transferred.

Roster

The Roster is a directory of all Granges in the state. It lists each Grange's physical and mailing address, meeting day and time. For their officers and standing committee chairpersons, the Roster lists the name, email, mailing address, and phone number. The information for each Grange also includes the year it was organized, its tax ID number, whether the hall is handicapped accessible, if there's a Facebook page, and when elections are held.

The Roster includes similar information for Pomona Granges, State Grange officers and standing committees, the Oregon State Grange Foundation Trustees, and National Grange Officers and Directors.

The State Grange office will send you a form to fill out and return by December 1. If your Master has not yet appointed all committee chairperson, send what you

have. Any changes in Roster information that occur during the year should be reported to the State Grange office. You are encouraged to submit Roster information by email or other digital format.

Member Recognition

It is important to recognize members of your Grange who have served faithfully for many years.

- Certificates are available for 25-, 50-, and 75-year members.
- Seals are available for 40-, 55-, 60-, 65-, and 70-year members.
- Letters of Congratulation are available for 80- and 85-year members.
- Button-style pins may be purchased for 25-, 50-, and 75-year members.

Application and order forms can be downloaded from the State Grange website (www.orgrange.org/forms). The application and order form you use depends on whether it goes to the National Grange or the State Grange.

A Silver Star Certificate honors a member who has 25 or more years **continuous** membership. Membership need not be in only one Grange, but it must be continuous. You need to fill out the proper application and order form (See *Appendix M, Order Form: Membership Recognition Certificates & Seals*) and send it to the State Grange office. If the member joined under or used another name, such as a maiden name or nickname, please include those on the application. This helps speed the research. 25-year buttons are available for purchase from the State Grange office.

A Golden Sheaf Certificate recognizes a 50-year member. You need to fill out the proper application and order form and send it to the State Grange office. (See *Appendix N, Order Form: Membership Recognition Certificates & Letters*). Include a check made payable to the **National Grange**. The State Grange office will submit the application, along with the payment, to the National Grange. National Grange will send the certificate to you. 50-year buttons are available from the State Grange office.

Seals are available from the State Grange office for a fee. Complete the same application and order form used for a 25-Year Silver Certificate (See *Appendix M, Order Form: Membership Recognition Certificates & Seals*). For 55, 60, 65, and 70-year members, the seal is to be added to their Golden Sheaf Certificate.

A 75-year Certificate and 80 and 85-year Letters of Congratulations are available from the National Grange. Complete the same application and order form used for a Golden Sheaf Certificate. (See *Appendix N, Order Form: Membership Recognition Certificates & Letters*).

The State Grange office researches membership records to make sure that the member meets the criteria. Getting signatures and mailing also add time. So please place your order long before you plan to present the awards.

Supplies

You should keep on hand Grange supplies that you know your Grange will need. These include brochures, *Welcome to the Grange* booklets with *Declarations of Purposes*, dues notices, and dues receipt cards. New member packets should be kept in your hall so that they are available if you are not able to attend.

Use the Supply Order form (See *Appendix O, Supply Order form*) to order from the State Grange, but be aware that this form changes frequently as prices change. The State Grange office will send you a new form each time it is updated. Please discard any previous versions. You can also download the latest from the website: www/orgrange.org/forms.

Secretary's and Treasurer's Account Book

The Secretary should receive all mail for your Grange, including checks and bills. Use the Secretary's and Treasurer's Account Book (See *Appendix P, Secretary's and Treasurer's Account Book*) to record the amount received for dues and rent. If you are mailing checks to your Treasurer between meetings, you should make a photocopy for your own records. You will also list the bills received for utilities and other expenses.

Executive Committee

Section 4.12.10 of the Oregon State Grange By-Laws specifies that "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." Since the Executive Committee meets only in time of emergency or need, this task hopefully will not consume too much of your time.

By-Laws Changes

Subordinate/Community and Pomona Granges should have their own By-Laws that are not in conflict with the laws of the State and National Granges. The Master and Secretary should each have a copy and any member may request a copy for their own reference.

Amending your By-Laws takes place over at least two meetings. At the first meeting a proposed change is made and those present agree that members should be notified that a vote is to be taken. The Secretary will then notify all members in writing 30 days in advance of the meeting at which the vote will be taken. At the second meeting, the vote to change requires a 2/3 majority of those present for adoption.

Annual State Grange Convention

Delegates

The Master of your Grange is automatically a delegate for your Subordinate/Community Grange at the annual State Grange Convention. He/she does not need credentials to register and get a voting badge as long as that information has been sent to the State Grange office for the Roster.

Your Grange is entitled to two votes and should elect a second voting delegate (two if your Master is unable to attend) and two alternates. You need to fill out a credentials form that lists the names of your delegates and alternates. The completed credentials form must be signed by the Master and Secretary and affixed with the Grange seal. This form is to be mailed to the State Grange office, but if time does not allow can be presented at the registration desk. Make sure whoever is representing your Grange has the pre-registration and meal forms early enough to meet their deadlines.

Resolutions

All resolutions to be considered at the annual State Grange Convention must be voted on at a regular Subordinate/Community and/or Pomona Grange meeting, be signed by the Master and Secretary of that Grange and affixed with its seal. Resolutions must be filed with the State Grange office 30 days prior to the Convention.

Secretaries submitting resolutions will receive a receipt confirming that the resolution was received. If you do not receive a receipt, please call the State Grange office. Resolutions received after the 30-day deadline can be presented to the delegates to decide whether or not such resolutions will be considered.

Memorial Service

The Memorial Service during the State Grange convention remembers former State Grange Officers, Directors, delegates, State Youth Officers, and State Junior Officers who have passed away during the previous year. The names that will be read will be taken from the "In Memoriam" form that is also used by the State Grange Bulletin. If you do not return the form, the member will likely not be included in the service.

Election of Officers

Officers of Your Grange

Subordinate/Community Granges typically elect officers at the first regular meeting in November. However, Section 4.12.2 of the Oregon State Grange By-Laws states that Granges can amend their By-Laws to elect officers any time

after August 1 and may decide to elect officers for a two-year term in odd or even years.

The Secretary should have paper ballots and pens or pencils available. Use of paper ballots preserves each member's right to a secret ballot.

After the Master states the names of those who have been nominated for an office, the Assistant Stewards distribute and then collect the ballots. One Assistant opens and silently reads each ballot before handing it to the other, who reads it aloud. The Secretary records each vote and states the tally. The dialog should go like this. The Assistant Steward read "Jeremy," and the Secretary says "Jeremy one." The Assistant Steward read "Hannah," and the Secretary says "Hannah one." If the next vote is for Hannah, the Secretary would say, "Hannah two." This continues until either one has five votes. By tradition, the Secretary says, "Hannah tally" and then Hannah's count starts over with "one."

When all votes have been recorded, the Secretary reports the vote count to the Master, saying "Worthy Master, Jeremy received 8 votes and Hannah 10." Only the Master declares whether there is an election (that is a candidate received a majority of the votes cast) and if so, who has been elected.

All three Executive Committee positions may be nominated and voted on at one time (three names on one ballot), but to be elected each must receive a majority of the votes cast.

The minutes of the meeting should list those nominated for each office and the number of votes each received.

Newly elected officers do not assume their duties until they have been installed, which can be at the same meeting as they are elected. Any Master, Past Master, or 5th Degree member may install your officers using either the traditional or alternative Installation Ceremony. Be sure that the installing officer administers the obligation and the gives the charge that describes each officer's duties.

Nomination of State Officers

In Oregon Subordinate/Community Granges participate in the nomination and election of State Grange officers. This occurs in even numbered years. Nominations must take place at a regular meeting in January. The nomination form must be returned to the State Grange office no later than 5 pm on February 5. The form must be signed by the Master and Secretary and be affixed with the Grange seal.

No later than February 15, the State Grange office shall notify in writing each member whose name has been presented by a Subordinate/Community Grange for the Preferential Election, stating the office or offices for which his/her name has been presented. Not later than 5 pm March 1, each such member must file with the State Grange office a written statement accepting the

nomination of the office of his/her choice. No member can be a candidate for more than one office.

All nominations will be published in the *Oregon State Grange Bulletin* prior to the Preferential Election.

Preferential Election Ballot and Certified Report

Preferential Election ballots, a certified report form, and a special envelope for returning the form will be sent to all Subordinate/Community Grange Secretaries. Voting is to be held at any regular meeting in April. After the votes are counted, you are to keep the ballots and stubs until after the State Grange Convention.

The certified report form must be completed fully, signed by the Master and Secretary and affixed with the Grange seal. It must be received in the special envelope at the State Grange office no later than 5 pm on May 5. *(Do NOT enclose any other information in this SPECIAL ENVELOPE, as it will not be opened until the Election Committee meets.)*

Final Election

The Final Election occurs at the annual State Grange Convention. Voting is done by the delegates from each Subordinate/Community and Pomona Grange.

Keeping Important Records

As Secretary you will be expected to keep documents for your Grange. If possible find a safe place to store them at your Grange hall so that others can access them when necessary.

How long should you retain records? There is little agreement on how long different types of documents should be kept. It depends on whether they are being retained for legal, financial, or historical purposes. The length of time does not depend on whether you store them on the cloud, on a computer, in a filing cabinet, or in a box. However, if you are storing them electronically, be sure to have a backup copy.

If you are a new Secretary, you will undoubtedly inherit more paper than you think should be kept. If possible meet with your predecessor and/or Master to discuss what they think is important to keep and what you can discard.

Most sources agree that these documents should be kept **permanently**:

- Articles of incorporation
- Property deed or title
- By-Laws of your Grange
- Minutes of meetings
- Flyers, newsletters, and publicity of events your Grange sponsors
- Audit committee reports

Some sources say that these documents should be kept **seven years** and others say **ten years**:

- IRS 990-N receipts
- Bank statements and canceled checks (your Treasurer may have)
- Investment records: bonds and notes
- Rental agreements
- Contracts
- Grant records
- An inventory of Grange property

These documents are typically kept **three years**:

- Business correspondence
- Utility records

Invoices for the roof, furnace, and major appliances should be kept to show the age and supplier.

Make sure that you have **current** copies of these:

- Insurance policies
- Fire Marshal's inspection report
- State Grange By-Laws
- National Grange Digest
- Oregon State Grange Roster
- Awards, Contests, and Scholarships booklet
- Grange brochures with membership applications

Legal Protection

Bonding

Bonding insurance covers the loss of Grange funds. Every Grange is required by the National Grange Digest to bond its Treasurer and Secretary in such an amount as the Executive Committee of your Grange determines appropriate. The Executive Committee can also insure other officers.

A bonding policy is available from the National Grange that covers all officers and members. The premium, determined by the amount of coverage, is due each January. Information on this insurance is provided by the State Grange office. Check with your insurance company to compare prices.

Insurance

The property of the Grange should be insured against loss as it is normally the single greatest asset of your Grange. Depending upon the age and condition of your hall, it will be insured for replacement cost or actual cash value (ACV). Fire, wind and other losses are covered by the general policy, but things such as earthquakes and floods must be insured specifically or through other sources.

Liability insurance protects the Grange when someone is bodily injured or their property is damaged on Grange property, due to the Grange's negligence. Liability coverage also protects the Grange if a member who is working on the hall is hurt. Having a liability policy may prevent legal problems when someone is hurt on Grange property.

All Subordinate/Community and Pomona Granges are required to list the State Grange as an "additional named insured" on their liability and/or property insurance.

Audit

All Granges in Oregon are to conduct an internal audit each year. A Finance Committee consisting of three members appointed by the Master shall examine the Treasurer's books, the Secretary's books and vouchers and report the financial condition of the Grange each year. [OSG By-Laws 4.15.4]. Give them full access to the Secretary's records. Retain the Finance Committee's written Audit Report (See *Appendix Q, Audit Report*) as part of the permanent records of your Grange.

If you are a newly elected Secretary, you should not accept the Grange books until they have been audited.

IRS Tax Status

The IRS issued to the Oregon State Grange a blanket group exemption as a 501(c)(8) (See *Appendix R, IRS Group Exemption Letter*). This letter recognizes Granges as being exempt from federal income tax.

Tax ID Number

Each Subordinate/Community, Pomona, and Junior Grange is issued a federal tax ID number, also called an EIN (Employer Identification Number). Your Grange's nine-digit EIN can be found in the Oregon State Grange Roster, next to your Grange's name and number. The number starts with 23- or 93-

IRS Electronic Postcard Filing and Other IRS Forms

All Oregon Granges are required to file with the IRS. Most are able to file the 990-N e-Postcard electronically, attesting the Grange's income was under \$50,000. This filing can ONLY be done online, but can be completed by anyone your Grange designates who has Internet access and an email account.

For most Granges the filing window is from May 1 to September 15 for the previous tax year. Keep copies of the email "Login ID Activation Notice" and "Form 990-N E-filing Receipt - IRS Status: Accepted." These will not come from the IRS, but from their contractor. The State Grange office will ask for a copy of the acceptance to be attached to the 2nd Quarterly Report.

Granges with an annual gross income greater than \$50,000 must file a 990 or 990-EZ tax form.

Failure to file the required 990 forms in the allotted time will result in loss of your Grange's tax exempt status, and by extension, jeopardizes the exempt status of all Granges in Oregon. If you need help, the State Grange staff can assist you.

Incorporation

Each Grange needs to be incorporated through the Oregon Secretary of State Corporation Division, 255 Capitol Street NE, Suite 151, Salem OR 97301 -- 503-986-2200. Incorporation prevents the officers and members from being successfully sued individually, except in limited cases such as negligence. It does not prevent someone from suing the Grange itself. The Oregon State Grange attorney urges each Subordinate/Community and Pomona Grange to be incorporated to protect your membership.

If a Grange does not file by your due date, which varies from Grange to Grange, penalties are applied. Reinstatement can cost serious money. You can check the Secretary of State's Business Registry online for the date of your next renewal and whether the officers listed are current. If not, you should update them when you or someone from your Grange files the next annual report. Renewal can be done through their website, but requires payment by credit card.

Pomona Secretary

Many of the topics covered in this Handbook apply only to Subordinate/Community Grange Secretaries. Pomona Secretaries do not maintain individual membership records, collect dues, send in Quarterly Reports, or apply for membership recognition certificates, seals, or letters.

Pomona Secretaries do:

- Record and read minutes.
- Read communications.
- Send correspondence.
- Keep the Grange seal.
- Issue and accept demits.
- Report Roster information.
- Order and have supplies on hand.
- Work closely with the Treasurer and use the Secretary/Treasurer Account Book.
- Meet with other members of the Executive Committee.
- Send notices of By-Laws changes and update the By-Laws.
- Sign, seal, and send resolutions to the State Grange or government agencies.
- Tally the vote count during election of officers.
- Keep important records.
- See that officers are bonded, insurance is paid, an audit is done, that the

IRS 990-N e-Postcard is filed, and incorporation is renewed annually.

You should keep accurate records of members who have joined your Pomona by initiation, obligation, demit, reinstatement, or affiliation so that you know who is entitled to vote at Pomona meetings.

June

- Complete the Credentials form for the second voting delegate and alternate delegates to the State Grange Convention
- Attend Secretary's Conference at the State Grange Convention

July

- Read and adopt the Quarterly Report for the 2nd quarter; send the IRS acceptance of your 990-N e-Postcard
-

August

-

September

- File your IRS 990-N e-Postcard no later than September 15
-

October

- Read and adopt the Quarterly Report for the 3rd quarter
- Review the membership list the State Grange office sends for accuracy, make corrects, and return with the Quarterly Report
-

November

- Bring paper ballots to the meeting for election of officers if you elect annually in November
-

December

- Send roster information to the State Grange office
- Send the first dues reminder notice
- Make your Secretary's books available to the Audit committee
-

Add these to the month they come due

- Incorporation fee and filing with the Oregon Secretary of State
- Property and liability insurance on the Grange hall

See inside of front cover for January through May.

Oregon State Grange

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