

COMMITTEE: A body that keeps minutes and wastes hours.

Executive Committee: Acts as the Board of Trustees.

- The Executive Committee consists of six members: three elected plus the Master, Secretary, and Overseer. The Master is the chairman of the Executive Committee.
- The Executive Committee is responsible for the custody of the invested funds of the Grange.
- The Executive Committee shall also be empowered to attend the general business of the Grange when the Grange is not in session, in time of emergency or need, but always and only in conjunction with the Master.
- It is expected of Executive Committee members to give advice and counsel that will help their fellow officers in their duties and promote the welfare of the Grange.

Standing Committees: Appointed by the Master, with the advice of the Overseer, to serve until the next regular installation of officers.

- The first named member shall serve as chair, convene the committee, and report the result of its deliberations.
- A quorum is a majority of its members.
- If income is derived, it shall be the property of the Grange. A Grange has the right to authorize the expenditure of funds by the committee, but any expenditure shall be reported to the next meeting.

Required Standing Committees by State Grange By-Laws:

- **Agriculture:** Their duty is to secure information and furnish to the members helpful suggestions for all branches of agriculture:
 - Inform your Grange of agricultural issues and events.
 - Write, or help other members write, resolutions calling for action on special concerns.
 - Involve your Grange in agricultural activities.
 - Educate your community on agricultural interests and Grange policies.
 - Present a Lecturer's program on agricultural topics of current interest.
- **Community Service/Involvement:** Their duty is to record the efforts of the Grange in serving its community and to report these efforts. Reports are to be made to the State Grange, as well as publicizing the work of the Grange to the local community. The committee will often be called upon to lead a project the Grange

has decided upon. Work with other groups to accomplish the goal that the Grange has set.

- **Finance:** This committee consists of three members, whose duty is to inspect and audit all bills and accounts presented to the Grange. The Finance Committee is authorized to examine the Treasurer's book, the Secretary's books and bank or investment statements for all accounts. The Finance Committee shall produce a written audit report to be filed with the Secretary.
- **Legislative:** The duties of the Legislative committee is to help the membership turn ideas into reality. The committee does this by:
 - Keeping the Grange in close communication with the State Grange Legislative Committee and endeavor to carry out their requests.
 - Reporting local, county, state, and national legislative issues and events to members. Also by encouraging members to write to government officials on topics of interest.
 - Helping members write resolutions to change and improve local, county, state and national laws.
 - Involving the community by having the Grange host "Informational Meetings," Candidate Forums and other similar events.
 - Providing a Lecturer's program on a hot issue and/or inviting speakers from other organizations.
 - Serving as the liaison between the Grange and outside groups when the Grange takes on an issue.
- **Membership:** Their duty is to work to ensure the growth of the Grange by motivating membership and creating plans for bringing in new members.
 - Committee will help to identify potential members within the community.
 - Committee will work with new members to make them feel welcome to the Grange and to give them a good impression of the Grange as a whole.
 - Encourage members to ask their neighbors, friends, and relatives to join the Grange.
 - Help plan events that will bring in non -members to your Grange hall.
 - Educate the community on what the Grange is doing and what its ideals and goals are.
- **Youth:** Should include the Lecturer and Junior Grange Leader. Their duty is to:
 - Promote a friendly and tolerant relationship between all ages of the Grange in order to enhance the sense of a family organization.
 - Give a report at each business meeting on youth activities or outline a program/contest your youth can participate in... don't forget to recognize individual youth successes.
 - Give special consideration to the needs and interests of the young people of the Grange and to other youth organizations in the community (4-H, FFA, Scouts, etc.).

- Promote Grange youth projects and contests and encourage young members to take an active role in all Grange activities and work.
- Be aware of and involved with the youth program of the Grange at all levels.
- Remember to include the seven essential ingredients of a successful youth program (fellowship, activities, fun, recognition, leadership, service and membership) in all your activities.
- Invite new youth to become a part of your Grange.

Standing Committees that are encouraged:

- **Deaf Activities and Family Health:** Their duty is to familiarize themselves with the National and State Grange programs. The committee should then report at each meeting and find ways to involve the membership in the program. Also share with the Grange the needs of the deaf and hard of hearing people in your community.
- **Education:** Their duty is to monitor and report on the positives and negatives facing local schools and their students. The committee could involve the Grange in a project such as a scholarship or filling a need in a classroom.
- **Grange Workers' Activities (GWA):** The program is designed to offer something for everybody of all ages. The contest and projects provide an opportunity for members and non-members to be creative and original. Duties include:
 - Promote all programs, contest, and projects of the State Grange.
 - Plan with the Lecturer a program to be presented at a Grange meeting, The topic can include woman's issues (cancer, domestic violence, etc.), elderly issues (falls, transportation, etc.), or the family and family home (gardening and family food production, home decorations, home finances, home repair, etc.).
- **Junior:** The primary duties of this committee are to promote the Junior Grange 1+ program, develop activities for Junior members, and encourage them to participate in State and National programs.
 - Ask children in the community between the ages of 5 and 14 to join as Junior members and their parents and older siblings to join your Subordinate/Community Grange.
 - Make sure that each Junior member receives the Junior Obligation. Have Juniors learn the Junior password and give it during meetings. Have them learn the Junior Salutation and do it during meetings. Have them learn the pledge and recite it during meetings.
 - Meet with Junior members at least once a month.
 - Become familiar with the State and National Grange Junior programs.
 - Assist the Junior Chairperson by providing activities for Junior members who attend Subordinate/Community Grange meetings. Committee members may specialize in certain areas of responsibility such as crafts, ritual, contests, merit badges, and community service, or they may take responsibility for different meetings throughout the year.

- **Lecturer's:** Their duty is to assist the Lecturer in planning and putting on programs at each meeting.
- **Veterans:** Their duty is to report to the Grange on issues that affect veterans and their families in your community.
- **Relief:** This committee shall consist of the Chaplain and two other members, at least one of whom is a brother. Their duty is to report on all members who are sick.

Other

- **Information (PR)** – The primary responsibility of the information committee is to report and/or display positive information about Grange activities, which will enhance the image of the Grange in your community.
- Any others determined necessary: Building, beautification, rentals, etc.

Special Committees: Appointed for a specific purpose and are considered discharged when that purpose is served.

- A motion to refer to a committee should include how many members, what power, and how selected (appointed, named in the motion, or elected by the membership present). For example, "I move to refer this matter to a committee of three, appointed by the Master, with the power to investigate and report back at the next regular meeting."

Committee Reports: From the National Grange Digest:

13.1.1 When a committee is called upon for its report, the chairman or some other selected member shall rise in his/her place and read the report. The report of a committee is properly before the Grange for discussion and action without the necessity for a motion to adopt. The Master will announce, "The report of the committee is now properly before you. Are there any remarks?" At the termination of discussion the Master will call for the vote as follows: "All in favor of adopting the report of the committee will manifest it by the voting sign of the Order."

13.1.2 If there is a minority report of the committee, it shall be read before the majority report is acted upon. In order to bring the minority report properly before the Grange, a motion must be made to substitute the minority report for the majority report. If the motion prevails, the minority report become the report of the committee and is then acted upon. If the motion to substitute is lost, the majority report will then be considered.

13.1.3 The report of any committee may be altered or amended, adopted or rejected, as determined by a majority of the Grange. If the report contains simple statements of facts, it may be considered as a whole. If it contains a preamble and resolutions, the resolutions may be considered separately in the same order as introduced by the committee, and the preamble voted upon subsequently, or the entire report may be recommitted to the committee reporting the same, or be referred to some other committee, with or without instructions.

State Grange Session Committees: Committees of delegates whose purpose is to perform a specific function for or during the annual convention. Most evaluate assigned resolutions and make a favorable or unfavorable recommendation. They can also write resolutions.

- The Budget committee prepares and presents the budget.
- The Credentials committee registers delegates and guests and reports a count.
- The Progress committee tracks resolutions through the committee process. If a committee submits extensive amendments to a resolution, the committee makes copies of the amended resolutions for the delegates.
- The Resolutions committee writes the Resolution of Thanks, with the assistance of the host committee.