



**CONSTITUTION AND
BY-LAWS
OF THE
MASSACHUSETTS
STATE GRANGE**

AND THE

**CONSTITUTIONS OF THE
POMONA, SUBORDINATE
AND JUNIOR GRANGES**

**WITHIN ITS
JURISDICTION**

2020

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Adopted at the Fourth Annual Session of the State Grange, December 1876 and as amended and revised by vote of the State Grange in subsequent years through 2020.

**MASSACHUSETTS STATE GRANGE
CONSTITUTION AND BY-LAWS**

**CONSTITUTION
OF THE
STATE GRANGE OF MASSACHUSETTS**

PREAMBLE

We, the Patrons of Husbandry of the State of Massachusetts, believing that all primary authority belongs to, and is derived from, the members of the Order, hereby affirm that all power not delegated shall be considered to be retained by the members. That all official authority shall be exercised without fear or favor, or hope of reward, and believing that the best means for elevating the farmers as a class, for correcting public abuses, and securing just remuneration for labor, is by intelligent and united effort, we do therefore establish and adopt this Constitution.

CONSTITUTION

ARTICLE I-NAME AND SEAL

1.1 This State Grange shall be known as the "Massachusetts State Grange, Patrons of Husbandry, Inc.," a non-profit organization, and in all its acts shall be subject to the Constitution and Digest of the National Grange, and the laws of the Commonwealth of Massachusetts.

1.2 There shall be a corporate seal in such form as may be determined by the Executive Committee.

ARTICLE II-MEETINGS

2.1 *Annual* - This State Grange shall hold its annual meeting during the month of October at such place as the Executive Committee may determine.

2.2 (a) *Special Meetings* - Special meetings may be called by the Master and Secretary, upon approval of a majority of the Executive Committee, by giving written notice to each Subordinate and Pomona Grange thirty days preceding said meeting, such call to state the exact purpose of the meeting. At a special meeting no business shall be transacted except that specified in the call.

2.2 (b) A vote of the State Grange at any regular meeting may authorize the calling of a special meeting at a later fixed date.

2.3 Fifty-five percent (55%) of the Granges eligible to supply delegates shall constitute a quorum for the transaction of business in the State Grange.

ARTICLE III-MEMBERSHIP

3.1 Each Subordinate and Pomona Grange shall be entitled to a maximum of two voting delegates to the State Grange session.

3.2 The Masters of the Subordinate Granges, together with spouses, who have received the Fourth Degree, and Masters of Pomona Granges together with spouses, who have received the Fifth Degree, shall be the delegates to the State Grange session, except as provided in Sections 3.3, 3.4, or 3.5 below.

3.3 When the Master is unable to serve as delegate to the State Grange session, a Subordinate Grange may elect a Fourth Degree member, and a Pomona Grange a Fifth Degree member, who shall be Alternates to the State Grange session, except as provided in Sections 3.4 and 3.5 below.

3.4 In order to be a delegate, the spouse of a Master or Alternate must be a member of the same Subordinate or Pomona Grange as the Master or Alternate.

3.5 If the Master or Alternate is unmarried, or the spouse cannot serve as a Delegate as provided in Section 3.4, above, or the spouse is unable to attend the State Grange session for any reason, a Subordinate Grange may elect a Fourth Degree member, and a Pomona Grange a Fifth Degree member, to serve as a Second Delegate to the State Grange session.

3.6 *Ex-Officio* - Officers of the State Grange, and all Past Masters of the State Grange, with their spouses, if Patrons in good standing, are ex-officio members, with all privileges except voting rights.

3.7 Each Junior Grange shall be entitled to two voting delegates, in accordance with Article X of the Constitution for Junior Granges.

ARTICLE IV-OFFICERS

4.1 The officers of this State Grange shall consist of: Master, Overseer, Lecturer, Steward, Assistant Steward, Lady Assistant Steward, Chaplain, Treasurer, Secretary, Gatekeeper, Ceres, Pomona, Flora, Members of the Executive Committee and the Trustees of the Educational Aid Fund.

ARTICLE V-FISCAL YEAR

5.1 The fiscal year of this State Grange shall commence on the first day of October of each year and shall end on the 30th day of the next September.

ARTICLE VI - EDUCATIONAL AID FUND

6.1 By vote of the State Grange, December 12, 1911, the Educational Aid Fund of the Massachusetts State Grange was established and is administered under direction thereof.

6.2 Its purpose is "to help people to help themselves" by loaning money and by awarding scholarships to Grange members desiring a higher education than is afforded by the high schools of the Commonwealth, with scholarships to be financed from income realized on the invested assets of the Educational Aid Fund and from the Fund itself not to exceed three percent of the Fund per year.

6.3 The affairs of the Educational Aid Fund shall be directed by a board of five trustees, one to be the Master of the State Grange, one the Lecturer of the State Grange, and three elected members, one chosen at each annual session of the State Grange, for a term of three years; each such trustee to serve until a successor is elected and installed.

MASSACHUSETTS STATE GRANGE-CONSTITUTION AND BY-LAWS

6.4 Each elected trustee shall subscribe to the same obligation as taken by all Grange officers and shall be provided with an official regalia, with a station for the Board of Trustees at the right of the Treasurer at State Grange sessions.

6.5 The Educational Aid Fund shall be made up wholly of voluntary contributions from Granges, Grange members and any other sources acceptable to the Board of Trustees.

6.6 Suitable rules and regulations governing the management of the Fund shall be made from time to time by the Board of Trustees.

6.7 The expenses of the administration of the Educational Aid Fund, and losses on notes, if any, shall be paid from the interest income of said Fund. Payment of same to follow the usual course of other State Grange bills.

6.8 The Board of Trustees, annually following the State Grange election, shall organize by the choice of a chairman, a secretary and a treasurer; officers so chosen to serve for a term of one year, or until their successors are chosen and have qualified.

6.9 The Secretary of the Board of Trustees shall be the executive officer of the Educational Aid Fund.

6.10 The Secretary and the Treasurer of the Board of Trustees shall each receive such compensation as may be fixed by the State Grange, and shall each be bonded in such sums as the Executive Committee of the State Grange may prescribe. Said bonds to be held by the Executive Committee of the State Grange.

ARTICLE VII-OFFICIAL PUBLICATION

7.1 The "Massachusetts State Grange News" shall be the official publication of this State Grange.

7.2 The property, business and details of publications shall be the responsibility of a Board of Management, consisting of the Executive Committee of the Massachusetts State Grange.

7.3 The Board of Management is authorized and directed to make such decisions as will insure the orderly conduct of the publication, including the employment of personnel and the determination of their compensation. The Master of the State Grange shall be designated as Editor-in-Chief.

7.4 The Board of Management shall select an Executive Editor, who may be an employee of the publication, who shall be the direct agent of, and responsible to the Board, and who shall give bonds in such amount and with such security as required.

7.5 The Board of Management shall be responsible for the finances and accounting procedures of the publication.

ARTICLE VIII-PARLIAMENTARY GUIDE

8.1 Unless otherwise directed by the National Grange, Roberts Rules of Order Newly Revised shall govern in the decision of all parliamentary questions of procedure in the Massachusetts State Grange, and in all Junior, Subordinate and Pomona Granges within its jurisdiction.

ARTICLE IX-ANNIVERSARY

9.1 The Fourth day of December, the birthday of the Patrons of Husbandry, shall be celebrated as the anniversary of the Order.

ARTICLE X-AMENDMENTS

10.1 This Constitution may be amended or revised at any annual meeting of the State Grange, by vote of two-thirds of the delegates voting; provided, however, that no vote may be taken upon any amendment unless same shall have been submitted in writing to the Secretary of the State Grange by August 1st, and reviewed by the Executive Committee prior to the opening date of the session at which action is sought; and not unless notice of such amendment, with a complete draft thereof, has been submitted by the Secretary of the State Grange, to every Subordinate and Pomona Grange in the state, by September 1st prior to the opening date of said State Grange session.

BY-LAWS

ARTICLE I-ELECTIONS

1.1 The officers of this State Grange shall be chosen at the annual meeting in December 1875, and then at the annual meetings of every alternate year thereafter. They shall hold office for two years, and shall be chosen separately by ballot. It shall require a majority of all the ballots cast to elect.

1.2 If, at the annual session of any even-numbered year there shall be a vacancy in any office by reason of death, resignation, removal or otherwise, a special election shall be held to fill such vacancy for the unexpired term. If such a vacancy shall occur between sessions, in any office except Master, the Executive Committee may appoint a person to serve pro tempore in such office until the next annual session.

1.3 The order of election of officers shall be Master, Overseer, Member(s) of the Executive Committee, Lecturer, Steward, Asst. Steward, Lady Asst. Steward, Chaplain, Treasurer, Secretary, Gatekeeper, Ceres, Pomona, Flora and the Trustees of the Educational Aid Fund.

1.4 No person shall be elected to any office, except Secretary, Treasurer, Member of the Executive Committee or Trustee of the Educational Aid Fund, who has been elected to that office four times in the preceding twelve years. The provision of this Section shall not apply to any election prior to December 31, 2018.

ARTICLE II-DUTIES OF OFFICERS

2.1 *Master* - It shall be the duty of the Master to open and preside at all meetings of the State Grange; to see that all officers and members of committees properly perform their respective duties; to see that the Constitution of the National Grange, the Constitution and By-Laws of the State Grange and the usages of the Order are observed and obeyed; to sign all drafts upon the Treasurer for bills approved by the Executive Committee; and to perform all duties usually pertaining to said office.

2.2 *Overseer* - It shall be the duty of the Overseer to assist the Master in preserving order, and to preside over the Grange in the absence of the Master. In case of a vacancy in the office of Master, the Overseer shall fill the same until the next annual meeting of the State Grange.

2.3 *Lecturer* - It shall be the duty of the Lecturer to assist in promoting educational and literary programs in Subordinate and Pomona Granges, and to appoint such assistants as may be needed, with the approval of the Executive Committee.

2.4 *Steward* - It shall be the duty of the Steward to have charge of the property of the State Grange, and to perform such other duties as are required by the Manual, or that may be prescribed by the State Grange.

2.5 *Assistant Stewards* - It shall be the duty of the Assistant Steward and the Lady Assistant Steward to assist the Steward in the performance of such duties as are prescribed in the Manual or by the State Grange.

2.6 *Treasurer* - It shall be the duty of the Treasurer to receive all monies from the Secretary, giving a receipt for the same; to keep an accurate account thereof, and to make payments only on order of the Master and the Executive Committee. The Treasurer shall render a full account of the office at each annual meeting, and deliver to the successor in office all records

and monies, and all other Grange property belonging to the office. The Treasurer shall submit a monthly statement to the Executive Committee, showing the receipts and disbursements of the office.

2.7 *Secretary* - The Secretary shall keep an accurate record of all the proceedings of the State Grange; shall make out and forward all necessary returns to the National Grange; shall keep the accounts of Subordinate and Pomona Granges with the State Grange; shall receive and pay over to the Treasurer all monies, monthly, with a statement showing the sources of such receipts. The Secretary shall report quarterly to the National Grange and to the Treasurer of the State Grange the membership in the state, and shall make an annual report to the State Grange of all monies received during the year, and shall submit records to the Executive Committee prior to the annual meeting, together with a statement showing the receipts and disbursements during the year; and shall turn over to the successor in office all records and monies, and all other Grange property belonging to the office.

2.8(a) *Term* - The Executive Committee shall consist of four members, to be elected by ballot, who shall hold their office for the term of four years, one of whom shall be elected at each annual session. The State Master, State Overseer, State Treasurer and the State Secretary shall also be voting members of this committee.

2.8(b) *Organization* - Immediately following the annual session of the State Grange the Executive Committee shall organize, by the choice of a chairman, a secretary and an auditor, and the officers so chosen shall serve for a term of one year, or until their successors are elected.

2.8(c) *Duties* - The Executive Committee shall have full charge of the interests of the State Grange between annual sessions and shall at all times exercise a general supervision of the affairs of the Order. The Executive Committee shall be responsible for the custody of appeals referred to it by the officers and members of Subordinate and Pomona Granges, and shall report to the State Grange at each annual session its decisions thereon. The Executive Committee shall be responsible for the custody of all the invested funds of the State Grange; and such funds can be withdrawn from their place of deposit or investment only by a majority vote of the entire committee, duly recorded, and only upon an order signed by the Chairman and Secretary of the Executive Committee, by the Master of the State Grange, and countersigned by the Treasurer of the State Grange. The Executive Committee shall hold meetings as often as they deem necessary, at places designated by them; and prior to the annual meeting they shall cause to be audited the accounts and vouchers of the Secretary and Treasurer of the State Grange, the books, accounts and vouchers of the Secretary and Treasurer of the Educational Aid Fund, and the records and accounts of any other project in which the State Grange may later engage; and shall report the result of such audit to the State Grange at its annual session. The Executive Committee shall instruct the State Secretary in regard to the purchase of supplies, the ordering of printing, and other disbursements, and shall perform such other duties as the State Grange may from time to time prescribe.

2.8(d) *Compensation* - The members of the Executive Committee shall receive for their services while in actual discharge of duty the same compensation per day as other State Grange officers, together with necessary traveling expenses.

2.9 *Other Officers* - The duties of all other officers shall be such as are prescribed by the Digest and the Manual.

ARTICLE III-SUSPENSION OF OFFICERS

3.1 Any officer of the State Grange, except the Master, who may neglect or refuse to perform the duties of the office, may be suspended from office by a two-thirds vote of the Executive Committee, after a fair and impartial investigation by said Committee.

3.2 Such suspensions shall be subject to review and action by the delegate body at the next annual session of the State Grange, if demanded by the suspended officer.

ARTICLE IV-COMMITTEES

4.1 *Standing* - All standing committees shall be appointed by the State Master subject to the approval of the Executive Committee.

4.2 *Session* - Such session committees deemed necessary for the proper conduct of the business thereof shall be named by the State Master, at least 30 days prior to the opening of the session; the number of members on such committees to be determined by the State Master.

4.3 *Finance* - The Executive Committee shall approve all referred bills of the session before payment. This committee shall report the amount of receipts and disbursements of the session, prior to its close; and may recommend such financial action or policies as in their judgment may be deemed expedient.

ARTICLE V-SIXTH DEGREE

5.1 Any member in good standing in Subordinate and Pomona Granges shall be entitled to receive the Sixth Degree at any session (regular or special) of the State Grange at which the degree is being conferred, upon payment of the prescribed fee.

ARTICLE VI-OFFICER'S BONDS

6.1 The Secretary and Treasurer of the State Grange shall be bonded, in such amounts, and in such surety company or companies, as shall be prescribed by the Executive Committee; which bonds shall be payable to the Executive Committee of the State Grange for the benefit and use of the State Grange.

6.2 Similar bonds shall be required of the Secretary and the Treasurer of the Educational Aid Fund and of all departments of the State Grange, having custody of funds, which may later be established.

6.3 All bonds shall be in the custody of the Executive Committee.

ARTICLE VII-DELINQUENT GRANGES

7.1 The Secretary of the State Grange shall see that the quarterly dues of Subordinate Granges are promptly paid, and should the dues remain delinquent two quarters, the delinquent Grange shall be reported to the Master of the State Grange. On receiving such notice, it shall be the duty of the State Master to warn the delinquent Grange, and if the dues

are not forwarded within thirty days, the State Master may suspend the charter of the delinquent Grange.

7.2 Any Grange whose charter has been thus suspended may appeal to the Master of the National Grange.

7.3 The Secretary of the State Grange shall in like manner notify the Master of the State Grange on August 1st in each year of all Pomona Granges whose dues for the year remain unpaid on that date; and it shall be the duty of the State Master to warn such delinquent Pomona Granges of the penalties for non-payment of dues prescribed by Sections 11.7 and 11.10 under Article XI of the By-Laws of the State Grange.

ARTICLE VIII-JURISDICTION

8.1 No Grange shall be established in any town where one already exists, without the consent of the existing Grange or Granges; except, however, in case of a refusal to grant such permission, the parties feeling themselves aggrieved may appeal to the Executive Committee of the State Grange, who have jurisdiction over all territorial questions. The decision of the Executive Committee shall be final.

ARTICLE IX-DEPUTIES

9.1 *Duties* - The Master of the State Grange, with the approval of the Executive Committee, shall appoint a sufficient number of Deputies, whose duty it shall be to organize new Granges; to visit Granges assigned them; and to perform such other duties as the State Grange may prescribe, or which may be assigned by the State Master and Executive Committee. The Deputies shall inspect and audit all fiscal records of the Grange, its corporation and other bodies associated with this Grange.

9.2 Each Junior, Subordinate and Pomona Grange shall receive an annual official visitation by one of the regularly appointed Deputies, at such time as shall be mutually agreed upon.

9.3 *Commission* - An official commission shall be issued by the State Master, under seal of the State Grange, to each Deputy, specifying duties, term, and defining authority.

9.4 *Compensation* - The compensation of Deputies shall be such as from time to time may be fixed by the State Grange.

ARTICLE X-COMPENSATION

10.1 Compensations for time, services and expenses shall be given the Master, Secretary, Lecturer, Treasurer, Executive Committee, or other officer, as the State Grange may from time to time determine.

ARTICLE XI-FEES AND DUES

11.1 The application fee for membership in any Subordinate Grange within the jurisdiction of this State Grange shall be three dollars (\$3.00) for individual and six dollars (\$6.00) for a family.

11.2 The regular annual dues in every Subordinate Grange for each member shall be at least equal to the dues payable to the State Grange; but each Subordinate Grange may otherwise regulate its own dues.

11.3 The Secretary of each Subordinate Grange shall report quarterly to the Secretary of the State Grange the number of persons initiated since the last report, and also the number who by death, suspension, removal or otherwise, have ceased to be members within the same time and shall pay to the Secretary of the State Grange the sum of \$1.00 for each member initiated during the quarter, also quarterly dues of \$6.75 for each member and \$3.50 for each affiliate member, computed on the total membership at the beginning of each quarter, excluding Golden Sheaf members prior to January 1, 2001. Effective January 1, 2008 the Massachusetts State Grange has adopted the family dues structure as cited in the Digest of Laws of the National Grange; the family dues shall reflect that of National Grange policy. Said report to be approved by the Master and forwarded immediately to the Secretary of the State Grange.

11.4 The Secretary of each Pomona Grange shall in like manner, immediately following the close of the June 30th quarter each year, make an annual membership report to the Secretary of the State Grange; and shall pay to the Secretary of the State Grange annual dues of 50 cents for each member and affiliate member, excluding 50 year Pomona members prior to January 1, 2001; said report to be approved by the Pomona Master and forwarded immediately to the Secretary of the State Grange.

11.5 The Secretary of each Junior Grange shall in like manner, with the approval of the Leader, immediately following the close of the June 30th quarter each year, make an annual membership report to the Secretary of the State Grange; and said report to be approved by the Junior Master and forwarded immediately to the Secretary of the State Grange.

11.6 No Subordinate Grange shall be entitled to representation at the annual session of the State Grange whose dues are unpaid for more than one quarter.

11.7 No Pomona Grange whose annual dues are unpaid shall be entitled to representation at the annual session of the State Grange.

11.8 No Junior Grange shall be entitled to receive the Annual Word whose report to the State Grange is not received by the 30th day of June immediately preceding.

11.9 No Subordinate Grange shall be entitled to receive the Annual Word whose dues to the State Grange are not paid in full to the 31st day of December immediately preceding.

11.10 No Pomona Grange shall be entitled to receive the Annual Word whose annual dues to the State Grange are not paid in full to the 30th day of June immediately preceding.

11.11 *Dues for Associate Members* – Dues for Associate Members shall be \$50.00 per year with the appropriate fees payable to the State and National Grange; the remainder to be retained by the host Grange.

ARTICLE XII-TRIALS

12.1 If, at any time it shall appear that a member, by his or her general conduct, shall be working against the best interests of the Order, charges may be preferred against the offending member, by any member in good standing, said charges to be made in writing, addressed to the State Master and filed with the Secretary, duly specifying the offense. The accused, on being notified, shall be allowed full opportunity to make his or her defense.

12.2 Should a trial become necessary, same shall be conducted in accordance with National Grange law, as specified in the Digest of the Order under the rules and regulations for trials.

12.3 In case a person shall be expelled from any Grange, it shall be the duty of the Secretary of that Grange to notify the Secretaries of all adjoining Granges, and such other Granges as judgment dictates, and notify the Secretary of the State Grange, who shall keep a record of all persons so expelled.

ARTICLE XIII-ALCOHOLIC BEVERAGES

13.1 All Granges are prohibited from having alcoholic beverages either in the Grange Hall or on any Grange Property during any Grange meeting, except as provided in Sections 13.3. Granges meeting in buildings or on property not owned by the Grange may not allow the consumption of alcoholic beverages during any Grange meeting.

13.2 The Massachusetts State Grange will allow the use of alcoholic beverages at Grange sponsored activities as long as the hosting Grange obtains host liquor or liquor liability coverage for any event it sponsors where liquor is to be served.

13.3 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.

13.4 The Massachusetts State Grange will allow the use of alcoholic beverages at functions sponsored by non-Grange groups that rent or lease Grange property as long as such renters provide proof of host liquor or liquor liability coverage.

13.5 No Grange on any level shall apply for or hold a liquor license except for temporary permits for special events.

ARTICLE XIV-AMENDMENTS

14.1 These By-Laws may be amended or revised at any regular meeting of the State Grange by a two-thirds vote of the delegates voting; provided, however, that the proposed text of such amendment shall first be submitted to the session in writing at least twenty-four hours prior to being acted upon.

CONSTITUTION FOR
POMONA GRANGES

ARTICLE I-CHARTER

1.1 Charters for Pomona Granges shall be issued by the National Grange according to Article III of the National Grange By-Laws.

1.2 Whenever the number of Subordinate Granges in any Pomona Grange jurisdiction shall exceed twelve, or become less than two, the Master and Executive Committee of the State Grange may, as soon as practicable, arrange for the formation of a new Pomona Grange jurisdiction; and no change in jurisdiction shall be valid until approved by them.

ARTICLE II-JURISDICTION

2.1 The jurisdiction of a Pomona Grange shall be established by the Master and Executive Committee of the State Grange; and no change in jurisdiction shall be valid until approved by them.

ARTICLE III-OFFICERS

3.1 The officers of the Pomona Grange shall be the same as in the Subordinate Grange, and their rank and duties shall be such as are provided for in the Constitution for Subordinate Granges and the Manual of the Fourth Degree.

3.2 The election of officers shall take place annually or biennially as provided in the By-Laws at a regular meeting held in the Fifth Degree. The officers so elected shall be installed at a regular, special or open meeting.

3.3 The order of election of officers shall be Master, Overseer, Member(s) of the Executive Committee, Lecturer, Steward, Asst. Steward, Lady Asst. Steward, Chaplain, Treasurer, Secretary, Gate Keeper, Ceres, Pomona, Flora.

ARTICLE IV-MEETINGS

4.1 Pomona Granges shall hold at least four meetings in each calendar year, at least one meeting in each quarter, and may hold as many additional meetings as shall be deemed necessary for the good of the Order.

4.2 Special meetings may be called by vote of the Grange, or by the Master and Executive Committee when deemed necessary for the good of the Grange; and they shall call such meetings on the written request of seven or more members, at which meeting no business shall be transacted except that specified in the call therefor. Only one meeting, regular or special, can be held within twenty-four hours. Whenever a special meeting is called, except by vote at a regular meeting, every Subordinate Grange within the jurisdiction shall be notified in writing by the Secretary of the Pomona Grange, which notice shall give the date, hour and place of the meeting, as well as the nature of the business for which the meeting is called.

4.3 Not less than seven members shall constitute a quorum in the Pomona Grange; the number to be fixed by the By-Laws of the Pomona Grange.

CONSTITUTION FOR POMONA GRANGES

ARTICLE V-REGALIA

5.1 *Regalia* – The prescribed regalia of the Order shall be, for the members, a past officer's jewel or an official Grange pin or button, and for the officers it may either be a pin or a sash. The regulation sash for the Pomona Grange officers shall be four inches wide, forty inches long, dark green trimmed with yellow tape, gilt braid, or gold bullion fringe; officer' titles to be designated by metal jewel or hand-embroidered letters. The regalia shall be worn from the right shoulder to the left hip. Members must be attired in proper regalia while the Grange is in session.

ARTICLE VI-MEMBERSHIP

6.1 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 Degree of Pomona, and membership in the Pomona Grange.

6.2 Applications must be accompanied by the membership fee and shall be endorsed by the Master or Secretary or any member of the Subordinate Grange to which the applicant belongs.

6.3 The applicants are elected by a majority vote of the members of the Pomona Grange, at which meeting a quorum is present, using the voting sign of the Order.

6.4 If the result of the vote be favorable the degree or Official Obligation Ceremony may be immediately conferred; if the vote be unfavorable the application fee shall be returned.

6.5 Affiliate Pomona Grange membership is permitted in accordance with the National Grange Digest of Laws.

6.6 Associate Pomona Grange membership is permitted in accordance with the National Grange Digest of Laws.

ARTICLE VII-FEES

7.1 The application fee for the Fifth Degree shall be not less than one dollar (\$1.00), to be specified in the By-Laws of the Pomona Grange.

ARTICLE VIII-DUES

8.1 Each Pomona Grange shall regulate the amount of annual dues, which shall not be less than fifty cents (\$.50) per year per member.

8.2 Annual dues shall be due and payable in advance at the first meeting in January.

8.3 No member of any Pomona Grange shall be entitled to receive the annual password whose dues are not paid for the current calendar year.

8.4 Any member who shall neglect or refuse to pay dues for the period of thirteen months shall be notified by the Secretary, under the seal of the Grange, and if, after one month, the dues remain unpaid, this fact shall be reported to the Grange and the member may be declared suspended by majority vote to be taken by the voting sign of the Order.

8.5 Any Pomona Grange member who has been suspended for non-payment of dues may be reinstated at any time upon payment of one year's back dues and the making of application therefore to any regular Pomona Grange meeting; action on the same to be by majority vote and by the voting sign of the Order.

CONSTITUTION FOR POMONA GRANGES

ARTICLE IX-DEMITTS

9.1 Any member in good standing in the Pomona Grange, and clear on the books, shall be granted a demit upon request in writing.

9.2 An unaffiliated or demitted member presenting a demit or other evidence of former membership may be admitted upon a favorable majority vote, taken by the voting sign of the Order, and upon payment of a sum equal to not less than six month's dues to that Pomona Grange.

9.3 When the Fifth Degree is conferred in connection with the State Grange session, the Pomona Grange which confers the degree shall be entitled to the application fee. As soon as possible after conferring the degree, the Pomona Grange Secretary shall forward each application, together with a letter certifying the applicant has been instructed in the Fifth Degree, to the Secretary of the Pomona Grange named on the application.

9.4 Upon receiving an application for membership in accordance with Section 9.3, above, the Secretary shall present the application to the next meeting of the Pomona Grange, and action shall be taken on the application by the voting sign of the Order by a majority vote. After favorable action the member shall be enrolled as a member of the Pomona Grange and dues to the Pomona Grange shall be held to begin on the first day of January following. The member shall not be entitled to receipt of the new Pomona annual password until the payment of one year's dues has been made.

9.5 Application for demit from the Pomona Grange shall be considered clear on the books if annual dues are paid for the current year.

ARTICLE X-REPRESENTATION

10.1 Each Pomona Grange shall be entitled to representation at the State Grange in accordance with Article III of the State Grange Constitution.

10.2 The Secretary of each Pomona Grange shall report to the Secretary of the State Grange yearly, July 1, the membership statistics during the year; said report to be forwarded to the Secretary of the State Grange before the opening date of the annual State Grange session.

10.3 *Delegates must have Credentials* – Every representative to any State Grange meeting, whether a Master or alternate, in order to be received by the State Grange as a voting member, must be furnished with credentials, properly filled out, signed by the Secretary, and bear the seal of the Grange which they represent.

ARTICLE XI-BYLAWS

11.1 Pomona Granges may make such By-Laws for their own government as they desire; provided that same shall not conflict with National or State Grange law; and shall not become operative until approved by the Master of the State Grange.

11.2 The name and number of every Pomona Grange shall be specified in its By-Laws.

CONSTITUTION FOR POMONA GRANGES

ARTICLE XII-AMENDMENTS

12.1 This Constitution may be amended or revised at any annual meeting of the State Grange, by vote of two-thirds of the delegates voting; provided, however, that no vote may be taken upon any amendment unless same shall have been submitted in writing to the Secretary of the State Grange by August 1st, and reviewed by the Executive Committee previous to the opening date of the session at which action is sought; and not unless notice of such amendment, with a complete draft thereof, has been submitted by the Secretary of the State Grange, to every Subordinate and Pomona Grange in the state, by September 1st previous to the opening date of said State Grange session.

CONSTITUTION FOR SUBORDINATE GRANGES

ARTICLE I-NAME

- 1.1 The name and number of every Grange shall be specified in its By-Laws.
- 1.2 Charters for Subordinate Granges shall be issued by the National Grange according to Article III of the National Grange By-Laws.

ARTICLE II-MEETINGS

- 2.1 *Regular* - Every Grange shall hold at least one regular meeting in each month, on the day and at the hour specified in the By-Laws, and may hold such additional meetings as provided for in the By-laws.
- 2.2 *Special* - Special meetings may be called by vote of the Grange, or by the Master and Executive Committee when deemed necessary for the good of the Grange; and they shall call such meetings on the written request of seven or more members, at which meeting no business shall be transacted except that specified in the call therefor. At all meetings, regular or special, all business must be transacted in the fourth degree. Only one meeting, regular or special, can be held within twenty- four hours. Whenever a special meeting is called, except by vote at a regular meeting, every member shall be notified in writing by the Secretary, which notice shall give the date, hour and place of the meeting, as well as the nature of the business for which the meeting is called.
- 2.3 *Quorum* - Not less than seven voting members shall constitute a quorum for the transaction of business; the number to be specified in the By-Laws.
- 2.4 *Opening* - All regular or special meetings must be opened and closed in the fourth degree. The opening and closing ceremony must not be omitted.
- 2.5 *Open Meetings* - Open meetings may be held at such time and place as the Grange, by a majority vote of the members present at a regular meeting, shall determine.

ARTICLE III-REGALIA AND FLAG

- 3.1 *Regalia* - The prescribed regalia of the Order shall be, for the members, a past officer's jewel or an official Grange pin or button, and for the officers it may either be a pin or a sash. The regulation sash for the Subordinate Grange officers shall be four inches wide, forty inches long, national blue, trimmed with yellow tape, gilt braid, or gold bullion fringe; officers' titles to be designated by metal jewel or hand-embroidered letters. The regalia shall be worn from the right shoulder to the left hip. Members must be attired in proper regalia while the Grange is in session.
- 3.2 *Proper Attire* - The wearing of the prescribed regalia is one of the established usages of the Order and is obligatory upon all members, except when a member claims exemption on account of religious convictions, when he or she may be excused by vote of the Grange.
- 3.3 No Grange can be legally opened unless in addition to the open Bible on the altar, the flag of the Republic is in evidence in the Grange room.

3.4 *The Flag* - If possible, the flag shall be placed on a staff, between the station of Pomona and the Master. 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.

ARTICLE IV-MEMBERSHIP

4.1 *Qualification* - Any person interested in agricultural pursuits and having no interest in conflict with our purposes, of the age of fourteen years (thirteen years and six months or more), duly proposed, elected, and complying with the rules and regulations of the Order, is entitled to membership and the benefits of the degrees taken.

4.2 *Application for Membership* - Applications must be accompanied by the fee of membership, and should the application be rejected the amount may be returned.

4.3 *Form of Application* - All applications for membership in any Grange, by initiation, must be signed by the applicant and be sponsored by and signed by one member of the Grange.

4.4 *Withdrawing Application* - An application for membership can be withdrawn at any time before a ballot is ordered thereon, without the permission of the Grange, but after the applicant has been declared duly elected, a Subordinate Grange cannot permit the application to be withdrawn before initiation, except by a majority vote of the members present at a regular meeting; in either case the fee accompanying the application may be returned.

4.5 *When Balloting Must Be Done* - Balloting for candidates must be done at regular meetings only, and should be conducted with care and secrecy. Each member present should freely exercise the privilege of voting and no one should permit a personal prejudice to influence his or her action. Balloting should be conducted in accordance with the instructions in the Manual. In classes of two or more candidates the first ballot may be cast for the group as a whole.

4.6 *Degrees Must Be Conferred* - After an eligible candidate has been legally elected he or she is entitled to initiation, and the degrees or Official Obligation Ceremony must be conferred unless objection is made, the nature of the objection stated, and the objection sustained by a majority vote of the Grange, or when an objection thereto is made in writing, signed by three members of the Grange and filed with the Secretary, which objection must state that the cause thereof has arisen since the date of the applicant's election, in which case the Grange by a majority vote of the members present and voting may declare the election void, and shall immediately proceed to a new ballot in accordance with Section 4.5.

4.7 *Application by Demit* - Any member of a Subordinate Grange may become a member of another Subordinate Grange by presenting a Demit, showing that he or she is a member in good standing. The Demit can be voted on at the regular meeting by YES or NO paper ballot; it shall require a majority vote to elect.

4.8 *Unaffiliated Members* - Former members may, upon application, accompanied by proof of previous membership, and the payment of the prescribed fee, be admitted to membership in any Subordinate Grange in whose jurisdiction they may reside, by a majority vote of the Grange. The vote shall be taken by paper ballot. The ballot-box having been placed on the Altar as usual, the Master shall announce that "the Grange is about to vote by paper ballot upon the application of _____, an unaffiliated member, to become a member of this Grange. Those in favor of receiving the applicant as a member of this Grange will write "Yes"; those opposed will write "No" on the paper ballot. The ballots will be cast as in the ordinary

CONSTITUTION FOR SUBORDINATE GRANGES

election of officers. It shall require a majority of favorable ballots to elect the applicant. The Assistant Stewards shall sort and count the ballots and present the results to the Master.

4.9 *Former Members* - Any member of the Order holding a Demit Card and failing to affiliate with a Subordinate Grange before the expiration of said Demit Card, being therefore not in a position to lawfully acquire the Annual Word, cannot attend any Grange meeting where the same is required to be used, and in consequence therefore becomes a "former member."

4.10 *Affiliate Members* - Affiliate Subordinate Grange membership is permitted in accordance with the National Grange Digest of Laws.

4.11 *Honorary Members* - A Subordinate Grange may grant an honorary membership to any of its members for especially noteworthy or long continued service to the Order under such rules as the Grange may adopt in its By-Laws, provided that the Subordinate Grange must pay the usual state dues upon honorary members the same as upon all other members. As long as the Grange continues to pay dues on such Honorary Members, they shall be Honorary Members in good standing, and shall be entitled to receive the Annual Word, to hold office, and to vote.

4.12 *When Not in Good Standing* - No person is in good standing in a Subordinate Grange who is demitted; is in arrears for dues for twelve months; has been dropped for non-payment of dues; has been suspended or expelled; or whose Grange has become inactive or whose Charter has been surrendered, suspended or revoked.

4.13 *When Members Shall be Dropped* - When any Patron shall engage in the illegal manufacture or sale of narcotics or of spirituous liquors as a beverage, he shall be expelled from the Grange, and the Secretary shall notify the State Secretary, who shall notify each Subordinate Grange where such offending Patron resides. Court conviction shall be considered prima facie evidence of guilt. When expulsion is contemplated on the basis of court conviction, a committee shall be appointed to investigate the case, and if the committee findings show that the member has been convicted in a civil court, the Grange shall proceed at once to declare the penalty. A vote shall be taken by paper ballot and it shall require the vote of two-thirds of all the members voting to expel.

4.14 *Associate Members* - Associate Subordinate membership is permitted in accordance with the National Grange Digest of Laws.

ARTICLE V-FEES AND DUES

5.1 *Fees* - The application fee for membership in every Grange shall be three dollars (\$3.00) for individual and six dollars (\$6.00) for a family, except in the case of Junior graduates such fee shall be one dollar (\$1.00). The money to accompany the application in all cases. A Grange cannot vote to return to a member any portion of the membership fee.

5.2 *Dues* - The regular annual dues in every Subordinate Grange for each member shall be at least equal to the dues payable to the State Grange; but each Subordinate Grange may otherwise regulate its own dues.

5.2(a) *Demitted Member Dues* - The welcoming Grange may communicate with the Grange issuing the demit requesting the applicable balance of Per Capita dues. The request must include the date demitted member attained membership in the welcoming Grange.

5.2(b) *Closing Grange Demitted Member Dues* – The closing Grange shall forward the applicable balance of Per Capita dues of the demitted members in good standing to the State Secretary with the final quarterly report before said Grange may close.

All dues are payable in advance at the first meeting in January and no member shall be entitled to receive the Annual Word whose dues are not paid for the current calendar year.

5.3 *Penalty for Non-Payment of Dues* - Any member who shall refuse or neglect to pay dues for the period of one year, shall be notified by the Secretary, under the seal of the Grange and if, after one month, the account still remains unsettled and the member is still indebted for one year's dues, the Secretary shall report the fact to the Master in open Grange, and unless action be deferred, the Grange shall suspend the member by a majority vote of the members present and voting at a regular meeting, which vote shall be taken by the voting sign of the Order. This vote cannot be reconsidered. A suspended member cannot be admitted to the meetings of a Grange.

5.4 *Reinstatement Within One Year* - Any member of a Grange, who has been suspended for non-payment of dues, may be reinstated, if application is made within one year from the date of suspension, on paying the amount of indebtedness at the date of suspension, plus the current year's dues, by a majority vote of the members present and voting at any regular meeting; said vote to be taken by the voting sign of the Order, and at the same meeting at which the application was received.

5.5 *Reinstatement After One Year* - Any member of a Grange, who has been suspended for non-payment of dues, may be reinstated after one year's suspension, on payment of the current year's dues. A ballot shall be taken in accordance with Section 4.8. Should an application for reinstatement under this or any other section or article in this Constitution be rejected, the sum deposited by the applicant shall be returned.

5.6 *Readmission of Former Members* - Members who have become separated from the Order for any reason except suspension or expulsion, may upon application, accompanied by proof of former membership and the payment of the required fee, be admitted to membership in any Grange by a majority vote of the Grange. Such vote shall be taken by paper ballot in accordance with Section 4.8. In this instance, former members are not required to again witness the initiatory degrees.

5.7 *When Membership Begins* - Membership commences at the time the candidate signs the roll and takes the first degree or the Official Grange Obligation Ceremony or the Welcoming Ceremony; after receiving that degree, the candidate is entitled to all the pecuniary benefits to be derived from a connection with the Order, and therefore is subject to the payment of the same dues as other members, without reference to the time of receiving the other degrees.

5.8 *Non-Appearance of Candidate* - If, after being elected, a candidate fails to be present for initiation, the Grange is under no obligation to return the fee, but may do so by a majority vote of the members present and voting at a regular meeting.

5.9 *Demit* - Any member of a Grange in good standing, desiring a Demit Card, upon making application therefor in writing at any regular meeting, shall be entitled to receive it, provided the member is clear on the books and no objection is raised to granting it. No member can

object to the granting of a Demit Card without preferring charges against the applicant therefor. A Demit Card can be granted at any regular meeting; it is not necessary that the application therefor lie over.

5.10 *Effect of a Demit Card* - A Demit Card simply disconnects a member from a Subordinate Grange, leaving him or her still a member of the Order and free to apply for membership in any Grange by complying with Section 4.7 of this Constitution.

5.11 *Traveling Card* - Traveling cards signed by the Master and Secretary may be issued on forms prepared by the National Grange to any member whose dues are paid to the end of the current year. The member shall sign the card in the space provided, in the presence of the Secretary at time of issuance. Upon presentation to any Subordinate Master, and by identifying himself as a Grange member, and as the lawful holder of the card by his signature, the Master approached shall communicate to the member holding the card the current Annual Word.

5.12 *Communicating Annual Word* - No Master shall communicate the Annual Word to a visiting Patron, except upon the presentation of a Grange Traveling Card, or a written order, signed by the Master and Secretary, and bearing the seal of the Grange to which the visiting Patron belongs.

ARTICLE VI-OFFICERS

6.1 The officers of every 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 members of the Executive Committee.

6.2(a) *Qualifications* - Members to be eligible to any office in the Subordinate Grange must have received the Fourth Degree, and before installation must be free from all indebtedness to the Grange.

6.2(b) Affiliate members may hold office in any Grange in which they hold membership, but may not hold the office Master in two Subordinate Granges.

6.2(c) A member may not be elected to a second office in the same Grange unless the second office is as a member of the Executive Committee. The Treasurer and Secretary may not be elected or serve as members of the Executive Committee.

6.3 *Nominations* - No nominating speeches shall be allowed in any Grange; but in the election of officers it shall be permissible for a member to present the name of another member, as a candidate for any Grange office.

6.4 *Election of Officers* - The officers of every Grange shall be chosen separately and by ballot at a regular meeting, annually or biennially, as specified in the By-Laws. It shall require a majority of all ballots cast to elect, and any member in good standing, who receives a majority of all the ballots cast, shall be entitled to hold the office to which elected. In voting by ballot, any ballots found to be blank shall not be counted. If the word "blank" is written thereon, they shall be counted in determining the total number of votes cast, and the number necessary to determine choice. A motion to elect by acclamation, or to instruct the Secretary to cast one ballot, is not in order because it suspends the rule protecting the vote of the minority of one from being exposed.

CONSTITUTION FOR SUBORDINATE GRANGES

The order of election of officers shall be Master, Overseer, Member(s) of the Executive Committee, Lecturer, Steward, Asst. Steward, Lady Asst' Steward, Chaplain, Treasurer, Secretary, Gatekeeper, Ceres, Pomona, and Flora.

6.5 *Installation* - The installation of officers shall take place at a regular, special or open meeting. No officer can be installed by proxy.

6.6 *Vacancies* - Vacancies in office by death or by resignation shall be filled by special election at the next regular meeting after such vacancy has been declared. Officers so chosen to be elected by ballot and to serve for the unexpired term.

6.7 *Absence* - When any officer, except the Master, shall be absent for four consecutive regular meetings, without good and sufficient reason, the Grange may, by a majority vote of the members present and voting at a regular meeting, declare the office vacant.

6.8 *Removal from Office* - When any officer, except the Master, fails or refuses to properly perform the duties of the office, the officer may be suspended or removed after a fair trial, by a two-thirds vote of the members present and voting at any regular meeting.

6.9 *Removal of Master* - The Master of a Subordinate Grange is, by virtue of the office, a member of the State Grange; consequently is amenable only to that body. If the Master refuses to obey any of the provisions of this Constitution or the By-Laws of the Grange, or if the Master's conduct is prejudicial to the Good of the Order, the Grange, or any member in good standing thereof, may present the fact to the Master of the State Grange, who after full investigation may suspend the Master from office until the case can be adjudicated by the State Grange.

ARTICLE VII-DUTIES OF OFFICERS

7.1(a) *Duties of Master* - It shall be the duty of the Master to open and preside at all meetings of the Grange and to enforce a due observance of the laws and usages of the Order; to see that all officers of the Grange and members of committees perform their respective duties; to appoint all officers and committees not otherwise provided for; to inspect and announce the result of all balloting and other votes of the Grange; to have charge of the Charter, which must always be in the Grange when in session; to sign all drafts upon the Treasurer for all sums that have been ordered paid by the Grange; and to perform such other duties as properly devolve upon that office. After the Grange has been opened the Master may call any member to the chair to preside during his or her temporary absence therefrom, and such temporary occupant of the chair shall be invested with all the powers of the Master, except the communication of the Annual Word.

7.1(b) *Absence of the Master* - In the absence of the Master, the highest ranking officer present shall preside and fill all vacancies by appointment, and he or she shall be invested with all the powers of the Master.

7.2 *Overseer* - It shall be the duty of the Overseer to assist the Master in preserving order and decorum in the Grange; to assist in the examination of all ballots for candidates, and, after the Master has inspected the same, the Overseer shall make known the results so far as to state whether the ballot is favorable or unfavorable; to have charge' of the Inner Gate, under the direction of the Master; and to perform all other duties required by the laws and usages of the Order, properly devolving upon that office.

7.3 *Lecturer* - It shall be the duty of the Lecturer to have charge of the literary programs and educational work of the Grange; to provide useful information to be read and distributed among the members; to prepare literary programs and appoint members for special literary work; and to perform all other duties required by the Manual and Laws of the Order, properly belonging to that office.

7.4 *Steward* - It shall be the duty of the Steward to guard the Inner Gate; to see that the meeting room is suitably arranged and the working tools in their proper places; to superintend the balloting for membership, under the direction of the Master, and to provide for the introduction and accommodation of candidates; also to have charge of all the working property of the Grange, subject to the orders of the Grange. He, or she, shall carry the staff, the emblem of the office, in the performance of official duties.

7.5 *Assistant Steward* - It shall be the duty of the Assistant Steward to assist at the opening examination; to have charge of the candidates during initiation; to see that the regalia and badges or pins are properly distributed and cared for; to provide for the accommodation of visitors and to give all due assistance to the Steward. He, or she, shall carry the staff, the emblem of the office, in the performance of official duties.

7.6 *Lady Assistant Steward* - It shall be the duty of the Lady Assistant Steward to assist at the opening examination; to have charge of the candidates during initiation; to see that the regalia and badges are properly distributed and cared for; to assist in providing for the accommodation of visitors; and to give all due assistance to the Steward. She shall carry the staff, the emblem of her office, in the performance of official duties.

7.7 *Chaplain* - The Chaplain shall perform such duties as are prescribed for that office by the Manual and general laws of the Order.

7.8 *Treasurer* - It shall be the duty of the Treasurer to receive all monies from the Secretary, giving a receipt therefor; to keep a correct account of receipts and expenditures of the Grange; to pay all orders drawn on him or her by the Master, attested by the Secretary, for such bills as have been properly approved and ordered paid by the Grange; to render at the close of each quarter a detailed report of the receipts and expenditures of the office, to deliver all books, monies, papers and all other Grange property, in his or her possession, to his or her successor in office, or to any committee the Grange may specially authorize to receive them. The Treasurer's records shall be made available for review by the officer or deputy making an official visitation for the State Grange. The Treasurer shall be bonded in such sum as the Grange shall require.

7.9 *Secretary* - It shall be the duty of the Secretary to keep an accurate record of all proceedings of the Grange; to safely keep the seal of the Grange, which he or she alone is authorized to use; and with which all official documents and papers issued by and for the Grange shall be authenticated; to its legal use the Secretary's official signature shall attest; to make out all necessary returns to the State Grange; to attest all monies ordered to be paid at regular meetings; to report to the Grange at the end of each quarter the amount due the State Grange; to keep a correct account between the Grange and all its members; to receive all monies due the Grange and pay the same to the Treasurer, unless that officer is absent, at the close of each meeting, taking a receipt therefor; to report to the Grange the names of all members who are indebted for one year's dues; to report to the Master at the beginning of the

CONSTITUTION FOR SUBORDINATE GRANGES

year the names of all members who are not entitled to receive the Annual Word; to render a full account of the office at the end of each quarter; to deliver to his or her successor in office, or to any committee the Grange may appoint to receive them, all books, monies, papers and all other Grange property belonging to the office in his or her possession; and to perform all other duties properly belonging to that office. The Secretary's records shall be made available for review by the officer or deputy making an official visitation for the State Grange. The Secretary shall receive such compensation for his or her services as the Grange shall by vote determine; and shall be bonded in such sum as the Grange shall require.

7.10 *Gatekeeper* - It shall be the duty of the Gatekeeper to guard the Outer Gate; to permit none but those qualified to enter the anteroom; to inform members in which degree the Grange is at work; to see that all are provided with the necessary regalia, which must always be in the anteroom when the Grange is in session; and to perform all other duties properly devolving upon that office.

7.11 *Ceres, Pomona, and Flora* - These officers shall perform the duties prescribed for them by the Manual and usages of the Order.

ARTICLES VIII-COMMITTEES

8.1 *Executive Committee* - Every Grange shall elect by ballot an Executive Committee of three members who shall serve for three years, one of whom shall be elected annually.

8.2 *Duties of the Executive Committee* - The Executive Committee shall be responsible for all the invested funds and other property of the Grange, and also have a general oversight of all business in which the Grange has an interest, when not in session. The invested funds shall be deposited or invested in the name of the Grange by its Treasurer, under the direction of the Executive Committee, and can be withdrawn from their place of deposit or investment only by a vote of the Grange, after due notice at a previous meeting duly recorded; and only upon an order signed by a majority of the Executive Committee, countersigned by the Master and Secretary. They shall examine and approve all bills, except quarterly dues to the State Grange, before the Treasurer can pay the same.

8.3 They shall also examine the books, accounts and reports of the Secretary and Treasurer at the close of each quarter, and report to the Grange at their earliest opportunity the result of their work; and shall attend to all other business that may come before the Grange, not otherwise provided for. The Executive Committee of a Subordinate Grange cannot act authoritatively for the Grange between sessions, without the approval of the Master.

8.4 *Other Committees* - Each Master shall appoint such chairpersons or committees as are deemed necessary to carry out the programs recommended by the State and National Granges.

ARTICLE IX-TRIALS, PENALTIES AND APPEALS

9.1 Trials, penalties and appeals shall be treated according to the rules and regulations of the National Grange Digest of Laws.

9.2 *Official Rulings, to Whom Sent* - All official rulings by the Master of the State Grange upon questions of Order, Law, or Usage, arising in a Subordinate Grange, whether the request for the ruling comes from the Grange or any of its members, must be sent to the Master thereof, unless otherwise ordered by the Grange.

CONSTITUTION FOR SUBORDINATE GRANGES

ARTICLE X-REPRESENTATIVES TO STATE GRANGE

10.1 *Representation* - Each Subordinate Grange shall be entitled to representation at the State Grange meetings in accordance with Article III of the State Grange Constitution.

10.2 *Delegates Must Have Credentials* - Every representative to any State Grange meeting, whether a Master or alternate, in order to be received by the State Grange as a voting member, must be furnished with credentials, properly filled out, signed by the Secretary, and bear the seal of the Grange which they represent.

CONSTITUTION FOR SUBORDINATE GRANGES

ARTICLE XI-AMENDMENTS

11.1 *How Made* - This Constitution may be amended or revised at any annual meeting of the State Grange, by vote of two-thirds of the delegates voting; provided, however, that no vote may be taken upon any amendment unless same shall have been submitted in writing to the Secretary of the State Grange by August 1st, and reviewed by the Executive Committee previous to the opening date of the session at which action is sought; and not unless notice of such amendment, with a complete draft thereof, has been submitted by the Secretary of the State Grange, to every Subordinate and Pomona Grange in the State, by September 1st previous to the opening date of said State Grange session. '

11.2 *By-Laws* - Every Grange shall adopt such By-Laws, from time to time, as may be deemed necessary, provided that they do not in any way conflict with any of these articles, the Constitution and the By-Laws of the National or the State Grange, or the established laws of the Order.

11.3 *Must Be Approved* - All By-Laws or amendments thereto, before being in force, must be approved by the Master of the State Grange.

ARTICLE XII- PETITIONS

12.1 *General Petitions* - No petition which calls for official action by the Order, and which originated from other than Grange sources, can be acted upon by a Subordinate Grange, unless it has been approved by the Master and Executive Committee of the State Grange.

12.2 *Local Petitions* - Petitions, on matters which may be entirely local in character and which originate from other than Grange sources, may, on the approval of the Master and Executive Committee of any local Grange, be presented to said Grange for official action.

CONSTITUTION FOR JUNIOR GRANGES

ARTICLE I-NAME

1.1 A Junior Grange shall take the same name as the sponsoring Grange to which it is attached, if the sponsoring Grange is a Subordinate Grange. Junior Granges shall be numbered consecutively

1.2 Charters for Junior Granges shall be issued by the National Grange according to Article III of the National Grange By-Laws.

ARTICLE II-MEETINGS

2.1 *Regular* - Every Junior Grange shall hold a least one regular meeting in each month, except in July and August, on the day and at the hour specified in the By-Laws, and may hold such additional meetings as provided for in the By-Laws.

2.2 *Special* - Special meetings may be called by vote of the Junior Grange, or by the Junior Leader, Master and Secretary when deemed necessary for the good of the Junior Grange.

2.3 *Quorum* - Not less than seven voting members shall constitute a quorum for the transaction of business, the number to be specified in the By-Laws.

2.4 *Opening*-All regular or special meetings must be opened and closed in the Junior Degree. The opening and closing ceremonies must not be omitted.

2.5 A Junior Grange cannot meet within the jurisdiction of another Junior Grange without the consent of said Junior Grange.

2.6 *Open Meetings* - Open meetings may be held at such time and place as the Junior Grange, with the approval of the Junior Leader, shall determine. At open meetings all ritualistic work must be omitted.

ARTICLE III-REGALIA AND FLAG

3.1 *Regalia* - The prescribed regalia for a Junior Grange shall be that as defined in the National Grange Digest of Laws.

3.2 *Regalia Must Be Worn* - The wearing of the prescribed regalia is one of the established usages of the Order and is obligatory upon all members.

3.3 *The Flag* - No Junior Grange can be legally opened unless in addition to the open Bible on the Altar, the flag of the Republic is in evidence in the Junior Grange room. If possible the flag shall be placed on a staff, between the stations of Pomona and the Master. If placed on the wall, it should be directly behind and above the Graces, the stripes in either case pointing toward the Master's station.

ARTICLE IV-MEMBERSHIP

4.1 *Ages* - Children over five years and under fourteen years of age are eligible to join a Junior Grange.

4.2 *Fifteen Years-of-Age* - When members attain the age of fifteen years of age, or join Subordinate Grange, they cease to be regular members and become honorary members, without fee, but may be required to pay dues.

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4.3 *Honorary Membership* - Honorary membership in a Junior Grange may be obtained by Subordinate Grange members and by parents of Junior Grange members by paying the required fee and receiving the proper instructions; also, Junior Grange members upon reaching 14 years of age and paying the applicable membership dues may become Honorary Junior Grange Members. Such Honorary members may be required to pay dues.

4.4 *Applications for Membership* - All applications for membership in any Junior Grange, by initiation, must be signed by the applicant, approved by at least two members, and must be accompanied by the initiation fee. Should the application be rejected the amount shall be returned.

ARTICLE V-FEES AND DUES

5.1 *Fees* - The minimum application fee for active and honorary membership in a Junior Grange shall be one dollar (\$1.00).

5.2 *Dues* - The minimum annual dues to any Junior Grange shall be one dollar (\$1.00), the amount to be specified in the By-Laws.

All dues are payable in advance at the first meeting in January. No member shall be entitled to receive the Annual Word whose dues are not paid for the current calendar year.

5.3 *Penalty for Non-Payment of Dues* - Any member who shall refuse or neglect to pay dues for the period of one year, shall be notified by the Secretary, and if, after one month, the account still remains unsettled and the member is still indebted for one year's dues, the Secretary shall report the fact to the Master in open Grange, and unless action be deferred, the Junior Grange shall suspend the member by a majority vote of the members present and voting at a regular meeting, which vote shall be taken by the voting sign of the Order. This vote cannot be reconsidered. A suspended member cannot be admitted to the meeting of a Junior Grange.

5.4 *Application by Demit or by Reinstatement* - The fee for application by demit shall be not less than fifty cents (\$.50), or for reinstatement not less than one dollar (\$1.00).

ARTICLE VI-OFFICERS

6.1 *Officers* - The officers of every Junior Grange shall consist of and rank as follows: Master, Overseer, Lecturer, Steward, Assistant Steward, Lady Assistant Steward, Chaplain, Treasurer, Secretary, Gatekeeper, Ceres, Pomona, Flora, three members of the Executive Committee, and Flag Bearer.

6.2 *Qualifications* - Members to be eligible to any office in the Junior Grange must have received the Junior Degree, and before installation must be free from all indebtedness to the Junior Grange.

6.3 *Election of Officers* - The officers of each Junior Grange shall be chosen separately and by ballot at a regular meeting, annually or biennially, as specified in the By-Laws. It shall require a majority of all ballots cast to elect, and any member in good standing, who receives a majority of all the ballots cast, shall be entitled to hold the office to which elected. In voting by ballot, any ballots found to be blank shall not be counted. If the word "blank" is written thereon, they shall be counted in determining the total number of votes cast, and the number necessary to determine choice. A motion to elect by acclamation, or to instruct the Secretary

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to cast one ballot, is not in order because it suspends the rule protecting the vote of the minority of one from being exposed. The order of election of officers shall be Master, Overseer, Member(s) of the Executive Committee, Lecturer, Steward, Asst. Steward, Lady Asst. Steward, Chaplain, Treasurer, Secretary, Gate Keeper, Ceres, Pomona, Flora and Flag Bearer.

6.4 *Junior Leader* - The sponsoring Grange shall elect a Fourth Degree member as Junior Leader to supervise the work of the Junior Grange.

6.5 *Installation* - The installation of officers shall take place at a regular, special or open meeting. No officer can be installed by proxy.

6.6 *Vacancies* - Vacancies by death or by resignation shall be filled by special election at the next regular meeting after such vacancy has been declared. Officers so chosen to be elected by ballot and to serve for the unexpired term.

6.7 *Absence* - When any officer shall be absent for more than four successive regular meetings, without good and sufficient reasons therefor, the Junior Grange may, by a majority vote of the members present and voting at a regular meeting, declare the office vacant.

6.8 *Removal from Office* - When any officer fails or refuses to perform the duties of the office, he or she may be suspended upon advice by the Junior Leader by a two-thirds vote of the members present at any regular meeting.

ARTICLE VII-DUTIES OF OFFICERS

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

7.2 *Overseer* - The Overseer assists the Master in all duties, and presides in the absence of the Master.

7.3 *Lecturer* - The Lecturer shall arrange for the literary program with the assistance of the Junior Leader, and will conduct the same.

7.4 *Stewards* - The Steward guards the inner gate or door and reports all signals to the Overseer. The Steward should permit none to enter unless duly qualified. The emblem of the office is a dark-red rod. The Assistant Steward and Lady Assistant Steward, under the direction of the Steward, arrange the hall and keep it in order. They also have charge of the wardrobe, emblems, and other articles used in the Junior Grange, and collect the manuals, emblems, etc., at the close. They conduct the candidates in the initiation and act as Marshals on public occasions. Their emblems are dark-red rods, the holders for which are to be located on the outside of their stations.

7.5 *Chaplain* - The Chaplain shall encourage reverence to God through the opening prayer. The emblem of the office is the Bible, the book in which all should look for guidance.

7.6 *Treasurer* - 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 of said Junior Grange.

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7.7 *Secretary* - The Secretary will keep a careful record of all proceedings of the Junior Grange, receive fees and dues of the members, and deposit the same with the Treasurer, taking and carefully preserving the receipts therefor. The Secretary will keep a careful record of all proceedings of the Junior Grange, receive fees and dues of the members, and deposit the same with the Treasurer, taking and carefully preserving the receipts therefore.

7.8 *Gatekeeper* - The Gatekeeper guards the outer gate. The emblem of the office is a dark-red rod.

7.9 *Ceres, Pomona and Flora* - These officers shall perform the duties prescribed for them by the Manual and usages of the Order.

7.10 *Duties of Junior Leader* - It shall be the duty of the Junior Leader to have general supervision over the Junior Grange, assisting the officers and caring for the welfare of the members; to mail the quarterly report blanks furnished by the Secretary of the State Grange, within five days after the close of each quarter; to be responsible for having the Secretary's and Treasurer's books audited by the Subordinate Grange Executive Committee previous to the Annual Official Visitation. The Junior Leader of a Junior Grange shall have the power to select an assistant. The Junior Leader shall use the forms and procedures provided by the State Grange in forwarding the annual report to the Master of the State Grange and the annual membership report to the Secretary of the State Grange.

ARTICLE VIII-COMMITTEES

8.1 *Executive Committee* - Every Junior Grange shall elect by ballot an Executive Committee of three members, who shall serve for one year.

8.2 *Duties of Executive Committee* - The Executive Committee shall have charge of the invested funds under the direction and with the approval of the Junior Leader.

8.3 *Other Committees* - Each Junior Master shall appoint such chairpersons or committees as are deemed necessary to carry out the programs recommended by the State and National Granges.

ARTICLE IX-DISCLOSURE OF SECRET WORK

9.1 *Disclosure of Secret Work* - Any member of a Junior Grange who shall reply to or notice any question respecting the business, passwords, signs or any of the private work of the Junior Grange, from any person not a member of the Order, or from any person not in good standing in the Order, which is calculated only to expose matters which should be confined to the Junior Grange, shall be considered unworthy of membership in the Order and may be reprimanded, suspended, or expelled, by vote of the Junior Grange.

ARTICLE X-REPRESENTATIVES TO STATE GRANGE

10.1 *Delegate* - Every Junior Grange is entitled to be represented at the State Grange meetings by the Junior Leader and the Assistant Junior Leader. If the Junior Leader and/or Assistant Junior Leader are unable to attend a State Grange meeting, Alternates selected by the Junior Leader may be Junior Grange delegates. Such representatives must be a Fourth Degree member”.

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10.2 *Must Have Credentials* - Every representative of a Junior Grange must present a credential properly filled out and signed by the Master and Secretary of the Junior Grange being represented.

ARTICLE XI-GENERAL PROCEDURE

11.1 In all questions pertaining to law or procedure not mentioned in the above Constitution reference is made to the Digest, the Constitution for Subordinate Granges and the Constitution and By-Laws of the State Grange, which must be in the hands of every Junior Leader of a Junior Grange.

ARTICLE XII-AMENDMENTS

12.1 *How Made* - This Constitution may be amended or revised at any annual meeting of the State Grange, by vote of two-thirds of the delegates voting; provided, however, that no vote may be taken upon any amendment unless same shall have been submitted in writing to the Secretary of the State Grange by August 1st, and reviewed by the Executive Committee previous to the opening date of the session at which action is sought; and not unless notice of such amendment, with a complete draft thereof, has been submitted by the Secretary of the State Grange, to every Subordinate and Pomona Grange in the state, by September 1st previous to the opening date of said State Grange session.

12.2 *By-Laws* - Every Junior Grange shall adopt such By-Laws, from time-to-time, as may be deemed necessary, provided that they do not in any way conflict with any of these articles, the Constitution and By-Laws of the National or State Grange, or the established laws of the Order.

12.3 *Must Be Approved* - All By-Laws or amendments thereto, before being in force, must be approved by the Master of the State Grange.

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