

# By Laws of Perry Valley Grange #1804, Inc.

*Last Amended 3/1/2010*

## **ARTICLE 1- NAME AND AUTHORITY**

- 1.1 This Grange shall be known and distinguished as *Perry Valley Grange No. 1804, Inc. Patrons of Husbandry*.
- 1.2 This Grange shall operate under the rules and regulations of the constitution, by-laws, and code as adopted by the National Grange and published in the *Digest of Laws of the National Grange*, and under the by-laws of the *Pennsylvania State Grange*.

## **ARTICLE 2 - MEETINGS**

- 2.1 The regular meeting of this Grange shall be held on the second Friday of each month, unless otherwise stipulated.
- 2.2 Activities of the regular meeting shall begin at 7:00 PM unless changed by a vote of the membership for special meetings.
- 2.3 Special meetings may be called by the *President*, or in his/her absence, by the *Vice President* when deemed necessary for the good of the Order. The membership must be notified of changes in date and/or time of meetings.
- 2.4 Seven members shall constitute a quorum for the transaction of business, but a lesser number may close a meeting from time to time. If only seven members are present, the following offices must be filled: *President, Vice President, Steward*, either *Assistant or Lady Assistant Steward, Chaplain, Recording Secretary*, and *Gatekeeper*. Any of the above officers may act in a dual capacity upon appointment by the President, and may perform the duties of such officers as the *Program Director, Treasurer*, etc.
- 2.5 The Grange business meetings shall be opened at the appointed time if a sufficient number of members are present.

## **ARTICLE 3 - MEMBERSHIP**

- 3.1 Any person having no interest in conflict with our purpose, at the age of fourteen years, duly proposed, elected, and complying with the rules and regulations of the Order, may be received into membership. United States citizenship, religious belief, ethnic background or political views shall not affect eligibility for membership in the Order.
- 3.2 Full membership is attained upon the favorable action by the Grange membership on a properly submitted application for membership accompanied by the required fee. Participation in the *Official Grange Welcoming Ceremony* is encouraged, but not required, for membership to commence.

## **ARTICLE 4 - APPLICATIONS FOR MEMBERSHIP**

- 4.1 All applications for membership must be signed by two members of this Grange, and shall be balloted for at the same meeting presented or a subsequent meeting by the official voting sign of the order or by paper ballot. A majority vote determines election to membership.
- 4.2 All applications for membership must be accompanied by at least one-half of the annual dues applicable to the appropriate category of membership. There shall be no application fee, other than the annual dues, for membership in Perry Valley Grange. Any application fee payable to the State Grange for new members will be paid from the funds of the local Grange.
- 4.3 An application for membership may be withdrawn at any time before a ballot is taken and all dues paid thereon may be returned to the applicant. Once a ballot has been taken, the dues may only be returned by a vote of the Grange.
- 4.4 The Grange may vote on two or more applications at the same time. If the ballot is not favorable, the applications shall be voted upon individually.

## **ARTICLE 5 - OFFICERS**

- 5.1 The officers of this Grange shall be ranked and titled as follows: *President, Vice President, Program Director, Steward, Assistant Steward, Lady Assistant Steward, Chaplain, Treasurer, Recording Secretary, Financial Secretary, Gatekeeper, Ceres, Pomona, Flora, and Executive Committee* of six members. They shall be addressed as Worthy. It is their duty to see that the laws of the Order are carried out.
- 5.2 Any Fourth Degree member in good standing is eligible to hold any office in this Grange, except, that the offices of *Ceres, Pomona, Flora, and Lady Assistant Steward* must be filled by Sisters of the Order, and that Affiliate Members may not hold the same office in two Subordinate Granges at the same time.

- 5.3 The officers of this Grange shall be chosen by paper ballot every second year in the even numbered years at a regular meeting between June 1st and September 30th. Said officers shall be installed after September 1st and preferably before October 15th of the same year.
- 5.4 A suggestion committee should be appointed two months prior to election of officers.
- 5.5 A list of prospective officers will be produced at least one month prior to the election and announced at the meeting immediately preceding the election meeting. The date of the election shall be announced at that time. Suggestions from the floor will be accepted at the meeting at which the election is scheduled.
- 5.6 The term of all officers except the Executive Committee shall be two (2) years in length. Three (3) *Executive Committee* members shall be elected every two (2) years for a term of 4 years. Officers may succeed themselves.

**ARTICLE 6 - FEES AND DUES**

- 6.1 The annual dues effective with the 2010 Grange year, payable in advance, shall be as follows:

<u>Membership Category</u>	<u>Adults</u>	<u>Youth</u>	<u>Family</u>	<u>Associate</u>
	<b>\$40</b>	<b>\$12</b>	<b>\$80</b>	<b>\$60</b>

A new member in any category joining on or after July 1<sup>st</sup> will be charged one-half of the annual dues fee.

- 6.2 Honorary memberships will no longer be granted to Golden Sheaf members receiving recognition for 50 continuous years of membership. Honorary memberships granted prior to 2001 will remain in effect and these honorary members will not be required to pay annual dues.
- 6.3 A category of membership called Business Sponsor will be available to local businesses for payment of an annual fee. The Grange will provide recognition of Business Sponsors by notices placed in the newsletter, on the website and posted on the Grange Hall bulletin board. A representative of the Business Sponsor will be enrolled with the State Grange as an Associate Member and the appropriate associate membership dues payable to the State Grange will be paid from the business sponsor fee.
- 6.4 Eligibility for "youth membership" shall be in accordance with the definitions established by the National and State Granges. Persons defined as "youth" are those Subordinate Grange members between the ages of 14-23 years old and who live in the family household.
- 6.5 Eligibility for "family membership" shall be in accordance with the definitions established by the National and State Granges. A family shall consist of a husband and wife and their dependents, or a single person and their dependents. Dependents include children (including adopted, foster and step), grandchildren and great-grandchildren under the age of 23 who live as a member of the same household or in absence due to illness, education or military service.

**ARTICLE 7 - SUSPENSION OR TERMINATION OF MEMBERSHIP**

- 7.1 A member who is current on the rolls of the Grange may request a card of demit, and upon an affirmative vote of the Grange, it shall be granted.
- 7.2 A member may be dropped from the rolls by majority vote of the Grange for delinquency of one or more quarters in the payment of annual membership dues. Such action may be taken upon report of the *Recording Secretary*, showing the amount of delinquency and verification that the member has been contacted at least three times.
- 7.3 A member suspended for non-payment of dues may apply for reinstatement in the Grange within one year. Such application shall be accompanied by all delinquent dues. Such reinstatement shall be deemed to restore and maintain continuous membership status.
- 7.4 After one year a member suspended for non-payment of dues may apply to any Grange for reinstatement. The application shall be accompanied by proof of former membership, the application fee of five dollars, and one year's dues in advance. Approval shall be by majority vote.
- 7.5 A member may submit a written request to be dropped from the rolls. Such request shall be voted upon by the Grange in regular meeting.
- 7.6 The *Recording Secretary* of the Grange shall notify the Secretary of the Pomona and State Granges of all members dropped from the rolls.

**ARTICLE 8 - OFFICER DUTIES**

- 8.1 It shall be the duty of the *PRESIDENT* to preside at all meetings of the Grange, to see that all officers and members of committees perform their respective duties, to declare the result of all balloting and other votes of the Grange, to see that all laws and usages of the Order are duly understood and obeyed, to sign all orders drawn on the treasury with the consent of the Grange and to perform such other duties as may be required by the ritual or action of the Grange. The *President* will be an ex officio member of the *Board of Directors* and serve as its Chair.
- 8.2 It shall be the duty of the *VICE-PRESIDENT* to assist the *President* in preserving order and decorum in the Grange, to preside in the absence of the *President*, to assist in the appointment of committees and to perform such other duties as may be required by the ritual or action of the Grange. The *Vice President* will be an ex officio member of the *Board of Directors*.

- 8.3 It shall be the duty of the *PROGRAM DIRECTOR* to plan, prepare, and present programs of interest to the membership at each meeting, to preside in the absence of the *President* and *Vice President* and to perform such other duties as may be required by the ritual or action of the Grange. The *Program Director* will be an ex officio member of the *Board of Directors*.
- 8.4 It shall be the duty of the *STEWARD* to preside in the absence of the *President*, *Vice President* and *Program Director*, to see that the meeting room is properly prepared, and with the aid of the *Assistant Stewards*, to conduct balloting, initiation and such other ritualistic ceremonies as may be required.
- 8.5 It shall be the duty of the *TREASURER* to keep an accurate account of all moneys deposited by the *Financial Secretary* and to pay bills out on the order of the *President* with the consent of the Grange, to report regularly on the condition of all accounts and to present the records to the auditing committee when called upon to do so. The *Treasurer* will be an ex officio member of the *Board of Directors*.
- 8.6 It shall be the duty of the *RECORDING SECRETARY* to record all the proceedings of the Grange, to make all necessary reports to Pomona and State *Granges*, to keep accurate records of the membership of the Grange, to receive and pay over to the *Financial Secretary* all dues received and to perform such other duties as may be required by action of the Grange. The *Recording Secretary* will be an ex officio member of the *Board of Directors* and serve as its Secretary.
- 8.7 It shall be the duty of the *FINANCIAL SECRETARY* to keep financial records accurately and to receive and deposit all moneys, taking a receipt therefore, to draw and counter-sign all orders voted on by the Grange, to report regularly on the condition of all accounts and to present the records to the auditing committee when called upon to do so. The *Financial Secretary* will be an ex officio member of the *Board of Directors*.
- 8.8 It shall be the duty of the *BOARD OF DIRECTORS* of the Grange, only in conjunction with the *President*, to act for and in the name of the Grange between meetings, and to provide such oversight as may be required to insure the safety and security of the property of the Grange. If a decision cannot be reached on a given subject within a reasonable amount of discussion at a regular business meeting, then it should be referred to the *Board of Directors* for action at a later date. The *Board of Directors* shall consist of six (6) elected *Executive Committee* members, *President*, *Vice President*, *Program Director*, *Treasurer*, *Financial Secretary* and *Recording Secretary*. A quorum of the *Board of Directors* will consist of five (5) members.

**ARTICLE 9 - STANDING/SPECIAL COMMITTEES**

- 9.1 All Standing and Special Committees, unless otherwise specified, shall consist of at least three members, two of whom shall be appointed by the *President* and one appointed by the *Vice President*. The term of office for Standing Committee shall coincide with that of all elected officers. The term of office for Special Committees shall be specified in the action of the Grange establishing them.
- 9.2 There shall be an *Auditing Committee* whose duty it shall be to annually audit the accounts of the *Financial Secretary*, *Treasurer*, *Junior Leader* and all standing/special committees who have Grange monies in their possession, making a signed report of their findings to the Grange as soon as possible thereafter.

**ARTICLE 10 - GRANGE ACTIVITIES**

- 10.1 Banquets should be limited to one (1) a week with a minimum of 60 paid reservations. If a request is made for additional banquets to be served during any week, the Reservation Chair will poll the Dining Room Chair, Kitchen Chair, Purchasing Chair and Call Committee Chair to determine if the additional banquet(s) can be accepted.
- 10.2 An annual schedule of activities shall be developed at the beginning of each Grange year and distributed to the membership. Changes, additions and deletions may be made as appropriate throughout the year by action of the Grange membership, the *Board of Directors* or properly appointed Standing and Special Committees.
- 10.3 Partial sponsorship for members in good standing of the local and Junior Granges to attend specific activities sponsored by the State Grange will be provided. These events shall include: Leadership School or Conference, Youth Camp, Junior Camp and Young Adults Weekend. Perry Valley will pay one-third of the cost, exclusive of any late fees assessed, for attending one age appropriate event per year. The Perry County Pomona Grange #69 may provide partial sponsorship for an additional one-third of the cost. The balance of the cost must be paid by the individual and cannot be paid for by any other Grange junior or youth funds without the specific approval by the Grange membership or *Board of Directors*. Applications to attend events for which financial sponsorship is requested must be submitted, along with the individual's one-third payment attached, to the *Financial Secretary* no later than one month prior to the registration deadline established by the State Grange. The *Treasurer* will forward the application, along with the individual and local payments, to the Pomona Grange Treasurer.

**ARTICLE 11 - AMENDMENTS**

- 11.1 Any proposal to amend or otherwise change these by-laws shall be submitted in writing at a regular business meeting, and shall lie over until the next regular meeting, when they shall be acted upon, and if agreed to by two-thirds of all the members present and voting, be adopted.