



*American Values.  
Hometown Roots.*

# Secretary's Handbook

## Subordinate/Community Granges

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## Seasons of a Secretary

### January

- Send second dues reminder notice
- Read and adopt the Quarterly Report for the 4<sup>th</sup> quarter at Grange meeting
- Encourage your Grange to purchase bonding insurance
- 

### February

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

### March

- 

### April

- Read and adopt the Quarterly Report for the 1<sup>st</sup> quarter at Grange meeting
- Send Notice of Suspension to members dropped for non-payment of dues
- 

### May

- File IRS 990-N e-Postcard (or 990 or 990-EZ form) between May 1 and September 15
- 

### June

- 

### July

- Read and adopt the Quarterly Report for the 2<sup>nd</sup> quarter at Grange meeting
- Send the IRS acceptance of your 990-N e-Postcard
- 

### August

- 

### September

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

### October

- Read and adopt the Quarterly Report for the 3<sup>rd</sup> quarter at Grange meeting
- 

### November

- 

### December

- Send the first dues reminder notice
- Make your Secretary's books available to the Audit committee
- 

### Add these to the month they come due

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

## Partial List of Secretary Duties

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

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

## Minutes

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

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

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

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

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

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

### Recording Minutes

A template for recording minutes in your Grange can be found in Appendix 1. This template allow you to fill in the blanks. Some Secretaries use a copy of the Meeting Record as a worksheet during the meeting and then legibly handwrite in a minutes book after the meeting.

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

### Reading and Adopting Minutes

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

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

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

Corrections should be recorded in the minutes of the previous meeting. For example, if July’s minutes read, “Jim Smith was appointed to chair our next fundraiser.” when it should have been Joe Jones, the Secretary would correct the July minutes by striking “Jim Smith” and writing

“Joe Brown” above. The minutes for the August meeting would read, “The minutes of the previous meeting were adopted as corrected,”

## Communications

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

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

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

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

## Correspondence

The installation charge says that “your correspondence should be courteous, brief, yet comprehensive.” As Secretary you will be asked to send thank you notes, meeting notices, replies to inquiries, and letters to members, prospective members, and other organizations. If your Grange does not already have letterhead, you should consider making your own (See Letterhead Examples in Section 7). Be sure to include the name and number of your Grange, your mailing address and physical location, website or Facebook page, and contact information such as an email or phone number.

## Membership List

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

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



## An Individual Membership Record

An Individual Membership Record (See Appendix 2, Individual Member Record) compiles a history for each member, including when they joined the Grange, offices held, degrees taken, membership recognition received, and dues paid.

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

## Types of Membership

There are several classifications of membership in the Grange.

### Individual Membership

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

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

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

### Family Membership

A family whose members are fourteen years of age (13 years and 6 months) or more with an interest in the purposes of the Order may be proposed as candidates and elected to membership in a Subordinate/Community Grange. A family consists of a couple and their dependents, or a single person and dependents. Dependents are defined as children, grandchildren, great grandchildren, foster, adopted or step-children under the age of 23, who live as a member of the same household or in absence due to illness, education or military service. Legal dependents of any age shall be considered part of their legal guardians' family.

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

### Honorary Membership

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

### Golden Sheaf Exempt Membership

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

**member is through demit from another Grange or through consolidation with another Grange that has Golden Sheaf Exempt members.**

### Affiliate Membership

Any member may affiliate with one other Grange upon being balloted on and accepted by the receiving Grange. Upon a favorable ballot, an affiliate member will have all rights and privileges granted to any other member of the Grange. An affiliate member must pay the dues required by the Subordinate/ Community Grange and the Grange must pay the required dues to the State Grange. An affiliate member may hold offices in both Granges, but cannot hold the office of Master in both Granges simultaneously.

### Junior Membership

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

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

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

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

### Junior Membership in a Junior Grange

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

## E-Membership

Electronic memberships are available for \$40 per year through the National Grange website ([www.NationalGrange.org](http://www.NationalGrange.org)). Online memberships benefit individuals by keeping them informed through our electronic newsletters, legislative updates and a variety of other publications. Online members can attend and participate in local Grange functions, but they cannot vote.

## Associate Membership

A person or business with an interest in the advancement of agriculture and improvement of rural life may become an Associate Member. Associate members can attend and participate in local Grange functions, but they cannot vote.

## Dues

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

A new member's dues are to be paid in advance through the end of the year beginning with the first quarter after their initiation. Each new member pays an application fee that is set out in your Grange's by-laws. Check your State Grange's by-laws to see the amount State Grange collects.

Hopefully most of your members will pay their dues when you first mention that they are due. But members who do not regularly attend your meetings will need to be sent notices. Specially colored dues notice envelopes are available for purchase from the National Grange. Examples of dues notices are at the end of this handbook.

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

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

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

The Grange is a national organization. The quarterly payment from your Grange dues supports not only State Grange programs, but those of the National Grange.

## Reinstatement

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

After one year a member suspended for non-payment of dues may apply for reinstatement in any Subordinate/Community Grange. The application shall be accompanied by proof of former membership, a reinstatement fee and dues paid to the end of the calendar year.

The applicant shall be voted on by paper ballot in a regular meeting. A positive majority vote will reinstate the member. The member's continuous membership status is not restored.

## Quarterly Reports

The Secretary of each Subordinate/Community Grange reports quarterly to the State Grange office the names of all individuals and families initiated, obligated, welcomed, admitted by demit, reinstated, suspended, expelled, deceased, dropped for non-payment of dues, dropped by request or lost by demit during the quarter. (See Appendix J, Quarterly Report)

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

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

Send a check with your quarterly dues along with the Quarterly Report to the State Grange.

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

## Grange Seal

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

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

## Demits

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

### Issuing a Demit

Any member in good standing is entitled to a demit from his/her current Grange. Only by preferring charges for violation of Grange Law may a Grange refuse a demit to a member. Any member refused a demit may apply to the State Master for relief. A sample blank Demit card is located in Appendix 3. Demit cards can also be purchased from the National Grange.

## Accepting a Demit

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

## Member Recognition

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

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

The application and order form you use depends on whether it goes to the National Grange or the State Grange.

Silver Star Certificate honors a member who has 25 or more years continuous membership. Membership need not be in only one Grange, but it must be continuous. You need to fill out the proper application and order form and send it to your State Grange. If the member joined under or used another name, such as a maiden name or nickname, please include those on the application. This helps speed the research. 25-year buttons are available for purchase from the official Grange store.

A Golden Sheaf Certificate recognizes a 50-year member. You need to fill out the proper application and order form and send it to your State Grange. Include a check made payable to the National Grange. The State Grange will submit the application, along with the payment, to the National Grange. National Grange will send the certificate to you. 50-year buttons are available from the official Grange store.

Seals are available from the National Grange office for a fee. Complete the same application and order form used for a 25-Year Silver Certificate. For 55, 60, 65, and 70-year members, the seal is to be added to their Golden Sheaf Certificate.

A 75-year Certificate and 80 and 85-year Letters of Congratulations are available from the National Grange. Complete the same application and order form used for a Golden Sheaf Certificate.

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

## Supplies

You should keep on hand Grange supplies that you know your Grange will need. These include brochures, Welcome to the Grange booklets with Declarations of Purposes, dues notices, and dues receipt cards. New member packets should be kept in your hall so that they are

available if you are not able to attend. Use the Grange store on the National Grange website to order supplies, but be aware that prices are subject to change.

## Secretary's and Treasurer's Account Book

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

When the Grange approves bills to be paid at a meeting, you should complete a **Secretary's Order to the Treasurer** as a record of that expense. This will be useful when it comes time for the annual audit. A sheet of six order blanks is at the end of this handbook, the image below is an example. A book of Secretary's Orders can also be purchased from the National Grange.

A page of Secretary's Orders to the Treasurer can be found in Appendix 4.

\$ _____	Date: _____
Treasurer of _____	Grange, No. _____
Pay/Deposit to the order of _____	
_____ Dollars.	
BY ORDER OF THE GRANGE	
_____ Master	
No. _____	_____ Secretary

## Executive Committee

In some Granges, the Secretary is also part of the Executive Committee. Check on this in your State Grange by-laws and the by-laws of your Grange. Since the Executive Committee meets only in time of emergency or need, this task hopefully will not consume too much of your time.

## By-Laws Changes

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

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

## Election of Officers

### Officers of Your Grange

The time of year for election of Subordinate/Community Grange officers is typically set out in the by-laws of your State Grange. Subordinate/Community Grange may decide to elect officers for a two-year term in odd or even years which should be addressed in your Grange's by-laws.

The Secretary should have paper ballots and pens or pencils available. Use of paper ballots preserves each member's right to a secret ballot. Ballot templates are in Appendix 5 of this handbook.

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

### Keeping Important Records

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

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

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

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

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

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

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

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

- Business correspondence
- Utility records

Invoices for the roof, furnace, and major appliances should be kept to show the age and supplier. Make sure that you have **current** copies of these:

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

## Legal Protection

### Bonding

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

A bonding policy is available from the National Grange that covers all officers and members. The premium, determined by the amount of coverage, is due each January. Information on this insurance is provided by the National Grange office. Check with your insurance company to compare prices. More information about bonding available through the National Grange is in Appendix 6.

### Insurance

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

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

### Audit

All Granges are required to conduct an internal audit each year. A Finance Committee consisting of three members appointed by the Master shall examine the Treasurer's books, the Secretary's books and vouchers and report the financial condition of the Grange each year. Give them full access to the Secretary's records. Retain the Finance Committee's written Audit Report as part of the permanent records of your Grange. The audit report template is located in Appendix 7.

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

### IRS Tax Status

The IRS issued to the National Grange a blanket group exemption as a 501(c)(5). This letter recognizes Granges as being exempt from federal income tax.



## Tax ID Number

Each Subordinate/Community, Pomona, and Junior Grange is issued a federal tax ID number, also called an EIN (Employer Identification Number).

## IRS Electronic Postcard Filing and Other IRS Forms

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

For most Granges the filing window is from May 1 to September 15 for the previous tax year. Keep copies of the email "Login ID Activation Notice" and "Form 990-N E-filing Receipt - IRS Status: Accepted." These will not come from the IRS, but from their contractor.

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

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

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# **Appendix 1**

## **Grange Minutes Template**

# MEETING RECORD

Location: \_\_\_\_\_ Date: \_\_\_\_\_ Meeting Number: \_\_\_\_\_

The regular/special (select one) meeting of Grange No. \_\_\_\_\_ No. \_\_\_\_\_

Was called to order in regular form at \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

with Worthy Master/President on the chair.

## ROLL CALL OF OFFICERS

Officers present were:

(Note: If any Officers are absent, write "Pro Tem" after the name of member who temporarily fills office. Name of all Officers should be written in)

Master/President

Treasurer

Overseer/V.P.

Secretary

Lecturer/Program Director

Gatekeeper/Greeter

Steward

Ceres

Asst. Steward

Pomona

L.A. Steward

Flora

Chaplain

Executive Committee

The Minutes of the previous meeting were read and approved: Yes No Corrections (if any) Yes No

The Charter was draped in memory of:

The following applicants were reported favorably:

The following candidates were balloted for and declared elected to membership:

Names proposed for membership were:

The following candidates having been elected to membership received the Obligation Ceremony/Welcoming Ceremony/first Four Degrees (choose one):

## REPORTS OF STANDING COMMITTEES

Legislative-Agriculture:

Youth:

Junior:

Community Service:

Deaf Activities:

Family Activities:

Membership:

Other:

**REPORTS OF SPECIAL COMMITTEES**

**COMMUNICATIONS**

Communication from	was read, Subject:
Communication from	was read, Subject:
Communication from	was read, Subject:
Communication from	was read, Subject:
Communication from	was read, Subject:

**REPORTS TO STATE GRANGE**

The Quarterly Report to the State Grange was read and adopted.    Yes        No

**BILLS & ACCOUNTS**

Receipts reported by the Treasurer for the meeting were:

From	For	\$
From	For	\$
From	For	\$
From	For	\$
From	For	\$
From	For	\$
From	For	\$
From	For	\$
From	For	\$
From	For	\$
	TOTAL INCOME	\$



Minutes      Motions      were read, corrected and adopted.    Yes      No

The Grange was closed in regular form at      a.m.      p.m.

Respectfully submitted      , Secretary.

Members present: Regular	Visitors	Juniors	Total
Total membership			
Number who have paid dues to date		Number w/unpaid dues	

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# Appendix 2

## Individual Member Record

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# Appendix 3

## Member Demit Card Blank

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SUBORDINATE GRANGE  
**PATRONS OF HUSBANDRY**  
CARD OF DEMIT

This is to Certify that \_\_\_\_\_  
is a member in good standing of \_\_\_\_\_  
Subordinate Grange No. \_\_\_\_\_ in the County of \_\_\_\_\_,  
State of \_\_\_\_\_ and is clear on the books at the time of  
granting this Demit--dues having been paid to \_\_\_\_\_, 20\_\_\_\_\_

**We recommend him/her for membership in any Subordinate  
Grange to which he/she may apply.**

\_\_\_\_\_ Master  
\_\_\_\_\_ Secretary

Dated \_\_\_\_\_, 20\_\_\_\_\_



## AFFILIATION RECORD

Fill in the following record if the date is available:

Grange	No.	Date Joined	State	Date Terminated	Degrees Held

Member's

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



# Appendix 4

## Secretary's Order to the Treasurer Blanks

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\$ \_\_\_\_\_ Date: \_\_\_\_\_  
Treasurer of \_\_\_\_\_ Grange, No. \_\_\_\_\_  
Pay/Deposit to the order of \_\_\_\_\_  
\_\_\_\_\_ Dollars.  
BY ORDER OF THE GRANGE  
\_\_\_\_\_ Master  
No. \_\_\_\_\_ Secretary

\$ \_\_\_\_\_ Date: \_\_\_\_\_  
Treasurer of \_\_\_\_\_ Grange, No. \_\_\_\_\_  
Pay/Deposit to the order of \_\_\_\_\_  
\_\_\_\_\_ Dollars.  
BY ORDER OF THE GRANGE  
\_\_\_\_\_ Master  
No. \_\_\_\_\_ Secretary

\$ \_\_\_\_\_ Date: \_\_\_\_\_  
Treasurer of \_\_\_\_\_ Grange, No. \_\_\_\_\_  
Pay/Deposit to the order of \_\_\_\_\_  
\_\_\_\_\_ Dollars.  
BY ORDER OF THE GRANGE  
\_\_\_\_\_ Master  
No. \_\_\_\_\_ Secretary

\$ \_\_\_\_\_ Date: \_\_\_\_\_  
Treasurer of \_\_\_\_\_ Grange, No. \_\_\_\_\_  
Pay/Deposit to the order of \_\_\_\_\_  
\_\_\_\_\_ Dollars.  
BY ORDER OF THE GRANGE  
\_\_\_\_\_ Master  
No. \_\_\_\_\_ Secretary

\$ \_\_\_\_\_ Date: \_\_\_\_\_  
Treasurer of \_\_\_\_\_ Grange, No. \_\_\_\_\_  
Pay/Deposit to the order of \_\_\_\_\_  
\_\_\_\_\_ Dollars.  
BY ORDER OF THE GRANGE  
\_\_\_\_\_ Master  
No. \_\_\_\_\_ Secretary

\$ \_\_\_\_\_ Date: \_\_\_\_\_  
Treasurer of \_\_\_\_\_ Grange, No. \_\_\_\_\_  
Pay/Deposit to the order of \_\_\_\_\_  
\_\_\_\_\_ Dollars.  
BY ORDER OF THE GRANGE  
\_\_\_\_\_ Master  
No. \_\_\_\_\_ Secretary

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# Appendix 5

## Ballot Templates

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Template 1. Pre-Prepared Ballot

<p><b>Master/President</b>          ___ John Doe          ___ Jane Doe          ___ _____</p>	<p><b>Treasurer</b>          ___ [Name of Candidate]          ___ [Name of Candidate]          ___ _____</p>
<p><b>Overseer/Vice President</b>          ___ [Name of Candidate]          ___ [Name of Candidate]          ___ _____</p>	<p><b>Secretary</b>          ___ [Name of Candidate]          ___ [Name of Candidate]          ___ _____</p>
<p><b>Lecturer/Program Director</b>          ___ [Name of Candidate]          ___ [Name of Candidate]          ___ _____</p>	<p><b>Gatekeeper/Greeter</b>          ___ [Name of Candidate]          ___ [Name of Candidate]          ___ _____</p>
<p><b>Steward</b>          ___ [Name of Candidate]          ___ [Name of Candidate]          ___ _____</p>	<p><b>Ceres</b>          ___ [Name of Candidate]          ___ [Name of Candidate]          ___ _____</p>
<p><b>Assistant Steward</b>          ___ [Name of Candidate]          ___ [Name of Candidate]          ___ _____</p>	<p><b>Pomona</b>          ___ [Name of Candidate]          ___ [Name of Candidate]          ___ _____</p>
<p><b>Lady Assistant Steward</b>          ___ [Name of Candidate]          ___ [Name of Candidate]          ___ _____</p>	<p><b>Flora</b>          ___ [Name of Candidate]          ___ [Name of Candidate]          ___ _____</p>
<p><b>Chaplain</b>          ___ [Name of Candidate]          ___ [Name of Candidate]          ___ _____</p>	<p><b>Executive Committee</b>          ___ [Name of Candidate]          ___ [Name of Candidate]          ___ _____</p>

## Template 2. Blank Ballots

<b>Master/President</b>	<b>Treasurer</b>
<b>Overseer/Vice President</b>	<b>Secretary</b>
<b>Lecturer/Program Director</b>	<b>Gatekeeper/Greeter</b>
<b>Steward</b>	<b>Ceres</b>
<b>Assistant Steward</b>	<b>Pomona</b>
<b>Lady Assistant Steward</b>	<b>Flora</b>
<b>Chaplain</b>	<b>Executive Committee</b>



# Appendix 6

## Bonding Information

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## Bonding

Each Grange is required by the National Grange Digest of Laws to bond the Secretary and Treasurer. Any officer or member who handles money for the Grange should also be bonded. Bonding insurance covers the loss of Grange funds. A bonding policy is available from the National Grange that covers all officer and members. A Grange should also check with its insurance agent to compare the National premium costs with what the agent can provide.

The table below details the amount of coverage and the annual premium for bonding offered through the National Grange.

### NATIONAL GRANGE BOND PROGRAM 2019 COVERAGE RATES

For bond coverage effective January 1, 2019 – December 31, 2019

Community Grange Coverage Level Basic \$5,000 coverage = \$50 premium	Total Premium
\$5,000	\$50
\$7,500	\$59
\$10,000	\$67
\$12,500	\$72
\$15,000	\$77
\$25,000	\$99
\$30,000	\$106
\$40,000	\$121
\$50,000	\$136
\$75,000	\$168
\$100,000	\$189

\* For Granges requesting coverage of \$200,000 or greater, additional information will be needed to complete your enrollment. Please contact your State Grange for details.

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# Appendix 7

## Annual Audit Report Template

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# AUDIT REPORT

To be retained with the records of the Secretary and Treasurer

We, the undersigned Audit Committee of \_\_\_\_\_

Grange # \_\_\_\_\_ have examined the Secretary and Treasurer's records for the period of \_\_\_\_\_ to \_\_\_\_\_ and have found them to be in satisfactory condition. Any suggestions or exceptions are listed below.

Dated this \_\_\_\_\_ day \_\_\_\_\_ of 20 \_\_\_\_\_ .

Audit Committee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Beginning Balance (all accounts): \_\_\_\_\_

Total Receipts (all accounts): \_\_\_\_\_

Total Disbursements (all accounts): \_\_\_\_\_

Ending Balance (all accounts): \_\_\_\_\_

(Above ending balance should balance to individual accounts listed below)

Ending Balance – Checking: \_\_\_\_\_

Ending Balance – Savings: \_\_\_\_\_

Ending Balance – Other: \_\_\_\_\_

(list if more than one)

Does this Grange have a safety deposit box? Y/N What Bank \_\_\_\_\_

Who has access? \_\_\_\_\_

Who are the current signers on the Grange Financial Accounts?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_