

**BY-LAWS OF THE  
CALIFORNIA STATE GRANGE**



**2013 Edition**

*as amended*

**October 11, 2013**

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3830 U Street Sacramento, CA. 95817

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# **By-Laws of the California State Grange**

## ***Preamble***

The California State Grange (State Grange) is a fraternal organization following the fundamental principles of as described in our Articles of Incorporation, independent of any national or other affiliation. The Constitution of the State Grange provides principles intended as guidelines, but these By-Laws and any amendments, codes, rules, regulations, or procedures adopted pursuant to these By-Laws will supersede and control the interpretation and application of any inconsistent provisions of the Constitution.

With these principles in mind and a legacy of mutual cooperation and harmony stretching back to 1870, the State Grange now continues its pursuit of these principles, as a fraternal organization for the mutual betterment of its members, governed by the laws of the State of California and by the laws and Constitution of the United States of America.

## ***Article I Offices and Seal***

**1.1 *Principal Office*** - The principal office of the California State Grange shall be located at 3830 U Street, Sacramento, California, or other location within 25 miles of Sacramento or as determined by the Executive Committee.

**1.2 *Other Offices*** - The State Grange may also maintain other offices in such places as the Executive Committee of the State Grange may from time to time designate, as good of the Order may require.

**1.3 *Seal*** - The corporate seal shall have inscribed thereon the name of the corporation and the year of its organization.

**1.4** Where the Secretary of the State Grange is not available in the principle office of the State Grange, the Executive Committee may provide itself with a corporate seal to authenticate legal papers. This seal may be used in conjunction with the Signature of the Master of the State Grange.

## ***Article II Charters -Junior, Subordinate and Pomona Granges***

**2.1 *Application for Charters*** - All applications for charters must be approved by the Master of the State Grange before it is filed with the Secretary of the State Grange.

**2.2 *Issuance of Charters*** - The State Grange shall issue the charter when it determines the organization of the Junior, Subordinate or Pomona Grange is completed.

**2.3 Fees** - The fees for issuance of a charter shall be as specified in the By-Laws of the State Grange.

**2.4 Number of Members** - In order for a charter to be issued there must be thirteen or more members, of whom there shall be not less than four of either sex.

**2.5 Organization**-The Master of the State Grange or the Deputy shall see that the officers are duly elected and installed and that the membership fee is paid to the Treasurer of the new Grange before organization is complete. They shall reject every applicant who is not strictly qualified for membership in the new Grange.

**2.6 Reorganization** - It shall be the duty of the Master of the State Grange, or a duly authorized Deputy, to make every effort to reorganize Granges whose membership declines below thirteen members as provided in the By-Laws of the State Grange.

**Article III**  
**Suspension or Revocation of Charters**  
**Junior, Subordinate and Pomona Granges**

**3.1 Criteria** - When the following circumstances exist as to any Junior, Subordinate or Pomona Grange, it shall be the duty of the Master of the State Grange to suspend or revoke the Charter of such Granges, if it is the determination of the Master that the good of the Order requires such action.

- a) Charter has been issued to a Grange contrary to the laws and usages of the Order,
- b) A Grange working in violation of the Laws and usages of the Order,
- c) A Grange is in arrears for dues for two or more quarters,
- d) A Grange refuses or is unable to hold meetings as provided in these By-Laws,
- e) Attempts to restore a Grange which has become inactive to an active status proves unsuccessful,
- f) The membership of a Grange is reduced below the organization requirements of thirteen, except as provided in the By-Laws of the State Grange.

**3.2 Appeal** - The Grange whose Charter is suspended or revoked may appeal such action to the Master of the State Grange as provided in the By-Laws of the State Grange.

**Article IV**  
**Fraternal Membership Classes**

**4.1 Junior Granges** - Any person over five (5) years and under fourteen (14) years of age may be

proposed as a candidate for membership and elected a member of a Junior Grange as provided for in Article VI. Honorary membership may be obtained by Subordinate Grange members and by parents of Junior Grange members by paying the required fee and receiving the proper instruction.

**4.2 Subordinate Granges** - Any person, age thirteen years and six months or more, with an interest in agricultural pursuits and the purposes of the Order, may be proposed as a candidate and elected to membership in a Subordinate Grange as provided in Article VI. A Junior Grange member attaining the age of thirteen years and six months, when certified by a Junior Leader as having been an active Junior member for one year or more immediately preceding the application, may be received into Subordinate Membership by payment of the prescribed fee and majority vote of the Grange by paper ballot.

Family Membership is available to any person who qualifies for individual membership (*see paragraph above*) and meets the requirements of the State Grange By-laws.

**4.3 Pomona Granges** - A Subordinate Grange member in good standing may be elected to membership in a Pomona Grange as provided for in Article VI.

**4.4 State Grange** - The State Grange is a Delegate body and is composed of two classes of members as follows:

- a) **Voting Members** - Masters or alternates, and their spouses, of active Subordinate and Pomona Granges within the jurisdiction of the State Grange shall be Delegates to the State Grange with the right to vote.
- b) **Honorary Members** - Fourth Degree members who have received the sixth degree shall be honorary members, eligible to office, but not entitled to vote.

**4.5 Affiliate Membership** - Subordinate and Pomona Grange members may be a member of one additional Subordinate and Pomona Grange.

## **Article V**

### **Associate Membership Class**

**5.1** Those who would otherwise qualify for membership under Article IV, but who elect not to become a full fraternal member.

**5.2 Associate Membership Application** - Application shall be made on form approved by the Executive Committee of the State Grange and must be accompanied by the full dues as prescribed, and the application fee.

**5.3 Membership Fees** - The fees for this membership class shall be established and disbursed by the California State Grange Executive Committee.

**5.4. Supportive Membership Class** – Membership in the California State Grange as a Supportive Member may be obtained by an individual or groups who may have an interest in the advancement

of agriculture and the improvement of the rural lifestyle. Membership is gained and may continue during the existence of a contractual agreement between the California State Grange and a business entity which is providing a product or a service to that Supportive Member. The Executive Committee shall have the authority to negotiate the contractual agreement. Membership may be terminated at the pleasure of the California State Grange. The Supportive Member is deemed to be a Supportive Member of the California State Grange as shown on the product/service relationship documents.

A Supportive Member will receive benefits determined by the Executive Committee of the California State Grange. A Supportive Member shall not be entitled to attend regular Grange meetings, vote on matters of Grange policy, or participate in State Grange-sponsored contests except as permitted by the Executive Committee.

## ***Article VI***

### ***Election to Membership***

**6.1** Election process for Junior, Subordinate and Pomona Granges shall be as follows:

- a) Submit an application (as provided by the State Grange) to the Grange accompanied by the required application fee.
- b) Recommendation for candidacy for membership by two members of said Grange.
- c) Agreement that if elected to membership the candidate at all times will faithfully comply with the Laws of the Order at all levels, as from time to time amended.
- d) Election by paper ballot vote by members of said Grange at a regular meeting at which a quorum is present as follows:
  - 1) *Junior and Subordinate Granges*: Election to membership shall be made by paper ballot (yes for acceptance; no for rejection) at a regular meeting at which a quorum is present and election to membership will thereby be made by a majority of paper ballots cast. (State Grange has ruled that the ballot box may be used, as long as there are at least six black cubes available).
  - 2) *Pomona Granges*: By majority vote of members present with the voting sign of the Order.
  - 3) *Affiliate membership application*: By majority vote of members present by paper ballot.
- e) Degrees or Obligation: After candidate(s) have been legally elected, they are entitled to initiation, and the degrees or obligation ceremony must be conferred as follows:
  - 1) In Junior Granges, the Junior Degree shall be required.
  - 2) In Subordinate Granges, the Four Degrees or the Official Grange Obligation Ceremony shall be required.
  - 3) In Pomona Granges, the Fifth Degree or the Official Pomona Grange Obligation Ceremony shall be required.
  - 4) For Affiliate membership, the degrees or obligation ceremony shall not be required.

**6.2 Rejected Applications and Reapplication** - If an application is rejected by a vote of the Grange, the fee for membership will be refunded and no new petition shall be received from the rejected applicant until six (6) months have elapsed.

**6.3 Time Limit for Action** - The Grange shall hold applications for a period not exceeding one year awaiting the presentation of candidate(s) for the Obligation, after which time the candidate shall be notified that unless a valid reason for not having appeared is filed, the application shall be destroyed and its approval considered null and void.

**6.4 Declaring a Ballot void** - After an eligible candidate has been legally elected, said candidate is entitled to initiation unless objection is made, the nature of the objection stated, and the objection sustained by a majority vote of the Grange; or an objection thereto in writing, signed by three members of said Grange, filed with the Secretary, which objection must state that the cause thereof has arisen since the date of the applicant's election and the objection sustained by a majority vote of the Grange.

**6.5 Collective Balloting** - Balloting for classes of two or more candidates may be conducted collectively. In the event the class receives less than a majority of votes, the paper ballot must be taken on each candidate separately.

**6.6 Withdrawing Application** - An application for membership can be withdrawn at any time before a ballot is ordered thereon, without permission of the Grange; but after the applicant has been declared elected, a Grange cannot permit the application to be withdrawn before initiation, except by a majority vote of the Grange. In either case the application fee shall be refunded.

**6.7 Reinstatement of Members** –

- a) A member suspended for non-payment of dues may be reinstated within one year from date of suspension in the Grange from which suspended by a majority vote. Such application for reinstatement shall be accompanied by the dues unpaid for the prior year and one year's dues in advance. Such reinstatement shall restore and maintain continuous membership status.
- b) A member maybe reinstated after one year from the date of suspension by completion of the application for reinstatement accompanied by proof of former membership and payment of the current year's dues and one year's dues in advance. The application shall be presented at a regular meeting and a majority vote by paper ballot will reinstate. Continuous membership status will not be restored.

## **Article VII**

### **Suspension or Termination of Membership**

**7.1 Reasons for Suspension or Termination** - Membership in a Subordinate or Pomona Grange of the Order may be suspended or terminated as a result of any of the following occurrences:

- a) A demit issued by the Secretary of a Grange and countersigned by the Master of said

Grange after said Grange voted to issue the demit.

- b) Non-Payment of Dues for one quarter.
- c) A member's written request to be dropped from the rolls.
- d) A guilty finding of a State Trial Court for violation of the Manual of the Degrees of the Order or By-Laws of the Grange, which is not reversed upon appeal.
- e) Conviction of a felony under Federal or State Laws which is not reversed on appeal.

**7.2 Higher Degrees** - Suspension or termination of membership in a Subordinate Grange terminates membership in all higher Degrees of the Order.

**7.3 Expired Demits** - Members holding demits and failing to affiliate with a Grange during the life of the Demit shall be considered as former members.

## **Article VIII**

### **Demits**

**8.1 Effect of Demit** - A demit is a certificate issued by the Secretary and countersigned by the Master and simply disconnects a member from a Grange, leaving such member an unaffiliated member of the Order, eligible to affiliate with another Subordinate or Pomona Grange.

**8.2 When Given** - A member is entitled at any time to a demit as a matter of right, if in good standing and clear on the books. No members can object without preferring charges against the applicant.

**8.3 Life of a Demit** - A demit shall remain in force for six months from the date of issue, and shall show the date to which dues have been paid.

**8.4 Dues from Demitted Grange** - Upon notification by the Secretary of the Grange receiving the demit, the Grange issuing the demit shall remit to the demitted Grange the unexpired portion of the remaining total of the per capita tax due the State Grange, already paid by the demitted member.

**8.5 How Received** - Members holding demits may apply for membership in any Grange by submitting the demit together with a fee of 50 (fifty) cents to the Secretary of the Grange they wish to join. The Grange Secretary shall present the request at a regular meeting for a vote, as it is not necessary that the application therefore lie over.

## **Article IX**

### **Voting Rights**

**9.1 Voting Right of Grange Members or Delegates** - Each member or Delegate shall have one vote on each question or matter. All questions and business at every meeting of a Grange, Executive Committee or Special or Standing Committee, at which a quorum is present, shall be determined by



a majority vote of members or Delegates present, unless a larger vote is required by the By-Laws.

**9.2 Voting Rights of Masters** - In Junior, Subordinate or Pomona Granges the Master may vote as other members when a vote is taken by ballot or when there is a request for a ye and nay roll call vote. The Master of the State Grange has no vote except in the case of a tie vote, unless said Master is also a voting Delegate.

## **Article X Funds**

**10.1 Application Fees for Membership** - Each of the various Granges of the Order may assess application fees in addition to the minimum fees from time to time as necessary to fund their operations. The application fees provided for must be paid in full before the conferral of the various degrees of the Order. The minimum application fees for the various divisions of the State Grange are as follows:

- a) **Junior Grange**-One dollar (\$1.00) for either active or honorary membership.
- b) **Subordinate Grange**-Three dollars (\$3.00) for each regular or affiliate or family membership, of which one dollar (\$1.00) shall be paid to the State Grange. Associate membership application fee is ten dollars (\$10.00) of which five dollars (\$5.00) is payable to the State Grange.
- c) **Pomona Grange**-One dollar (\$1.00) for each regular or affiliate membership. Degree of Pomona State Session - The application fee for receiving the Degree of Pomona at State Session shall be five dollars (\$5.00).
- d) **State Grange**-Ten dollars (\$10.00).

**10.2 Membership Dues** - Each of the various Granges of the Order may assess membership dues in addition to the minimum dues, as necessary to fund their operations. The minimum annual membership dues for each of the Granges of the Order are as follows:

- a) **Junior Grange**-One dollar(\$ 1.00) for active and honorary members, payable in advance.
- b) **Subordinate Grange**-Twenty-eight Dollars (\$28.00) for each regular or affiliate member on the rolls, except that for members age 13-1/2 through 22, the minimum annual membership dues shall be Nine Dollars (\$9.00). Family Membership dues shall be twice the amount for individual members. Associate dues shall be forty dollars (\$40.00).
- c) **Pomona Grange**-One dollar (\$1.00) for each regular or affiliate member on the rolls.
- d) **Golden Sheaf**-Those members that have attained fifty (50) years of continuous service are considered "Life Members" and are no longer required to pay Subordinate, Pomona or State Grange dues.

**10.3 Dues to the State Grange** - Each Grange shall pay to the State Grange Secretary or authorized person as provided in Article XI, Reports, the sums as follows:

- a) **Junior Granges** – no dues required.
- b) **Subordinate Granges**-Twenty-eight dollars (\$28.00) for each member on the rolls, regular or affiliate, except Golden Sheaf members who shall pay Two Dollars (\$2.00) each, and that for members age 13 1 /2 through 22, the dues paid to the State Grange shall be Nine Dollars (\$9.00). Family Membership dues to the State Grange shall be twice the amount for individual members. Associate dues shall be twenty dollars (\$20.00) to the State Grange.
- c) **Pomona Granges** - No dues required.

**10.4 Disbursement Procedure: Junior, Subordinate, Pomona Granges** - All funds shall be disbursed by the named officers of said Grange as follows:

- a) Secretary to prepare an order to the Treasurer, and
- b) Said order must be signed by the Master and the Secretary and ordered paid by the Grange,
- c) Treasurer to then disburse said funds as ordered, keeping detailed records of all funds in the care of said officer.

**10.5 Disbursement Procedure-State Grange** - All funds shall be disbursed by the named officers as follows:

- a) Secretary or authorized person to prepare an order to the Treasurer;
- b) Said order to be signed by the Master or authorized person and the Secretary or authorized person;
- c) Treasurer to then disburse said funds, as ordered, keeping detailed records of all funds in the care of said officers.

**10.6 Budget, State Grange** - The State Grange shall each year prepare a proposed annual budget prior to the annual session for the next fiscal year, which shall be submitted to the Delegates for approval.

**10.7.** The proposed annual budget shall be sent to each Subordinate Grange Master 45 days prior to the annual convention of the California State Grange.

## **Article XI**

### **Reports to the State Grange by Junior, Subordinate and Pomona Granges**

**11.1 Quarters Defined** - The end of the Quarters for the purpose of quarterly reports shall be March

31, June 30, September 30 and December 31.

**11.2 Information Required** - The Secretary of each of the various Granges of the divisions of the Order, except Pomona Granges, shall report after each meeting, month or quarter, on forms provided by the State Grange; gains by initiation of new members, by demit or reinstatement; losses by demit, withdrawal, death or suspension for non-payment of dues; changes of address of members. Pomona Granges shall report annually at the close of each calendar year, on forms provided by the State Grange gains by initiation of new members, by demit or reinstatement; losses by demit, withdrawal, death or suspension for non-payment of dues; changes of address of members.

**11.3 Junior Granges** – No dues required.

**11.4 Subordinate Granges** - The Secretary of each Subordinate Grange shall pay at the close of each quarter the sum as provided for in Section 10.1 (b) Application Fees for Membership, of these By-Laws, for each new member initiated during the quarter, and one-quarter (1/4) of the sum as provided for in Section 10.3 (b) Dues to the State Grange, for each member on the rolls as of the end of the quarter.

**11.5 Pomona Granges** – No dues required.

**11.6 Approved Programs** - The Secretary of the various divisions of the Order may substitute the value of vouchers or credits from programs approved by Delegates of the State Grange in lieu of a portion of the dues payment to the State Grange.

**11.7 Grange Roster** - The Secretary of each of the various Granges of the divisions of the Order shall report to the State Grange Secretary, on such forms as shall be provided, not later than thirty (30) days following the election of Officers, the names and addresses of certain elected Officers and appointed Committee Chairmen.

- a) The State Grange shall see that the Grange Roster is compiled, printed and mailed to all of the various Granges of the divisions of the Order no later than sixty (60) days following the election and installation dates as established in Paragraph 14.4 of Article XIV of these By-Laws.

## **Article XII**

### **Meetings and Quorums**

**12.1 Junior Granges** - Each Junior Grange shall meet at least once each month; however, such Grange may vote to hold additional meetings.

**12.2 Subordinate Granges** - Each Subordinate Grange shall meet at least once each month; however, such Granges may vote to hold additional meetings.

**12.3 Pomona Granges** - Each Pomona Grange shall meet at least once each calendar quarter; however, such Granges may vote to hold additional meetings as deemed necessary for the good of

the Order.

**12.4 State Grange** - The California State Grange Executive Committee shall set the date of the annual meeting, said meeting to be in the month of October and to commence on or before the 16th of the month. The place of meeting will be determined by a majority vote of the Delegate body at least one or two years in advance. Should the State Grange adjourn without selecting the place of meeting, the Executive Committee of the State Grange shall determine the place of meeting for the State Grange and notify the Secretary of the State Grange and Masters of the Subordinate and Pomona Granges sixty (60) days prior.

If for any reason the selected place of meeting is later deemed by the Executive Committee to be unacceptable, it will be the responsibility of the Executive Committee of the State Grange to secure a suitable meeting place and promptly notify the Secretary of the State Grange and Masters of the Subordinate and Pomona Granges.

**12.5 Executive Committee of the State Grange** -The Executive Committee shall hold a regular meeting on the day preceding the meeting of the State Grange, and one not later than the day following the meeting of the State Grange. The Committee may also hold intermediate meetings, when called by the Master of the State Grange or by a vote of the Executive Committee.

**12.6 Special meetings** - May be called when deemed necessary for the good of the Order as follows:

- a) **Junior, Subordinate and Pomona Granges:** by a vote of the Grange or by the Master and Secretary when deemed necessary, or upon the written request of seven (7) or more members. No business shall be transacted except that specified in the call thereto.
- b) **State Grange:** may be called by the Executive Committee by giving written notice to each of the Subordinate and Pomona Granges thirty (30) days preceding; or by a vote of the Grange thirty (30) days preceding; or by the vote of the Grange at a regular meeting.

**12.7 Quorum-Number defined** -

- a) **Committees:** A majority of the members of the committee is necessary for any action
- b) **Junior, Subordinate and Pomona Granges:** Seven members of the respective chartered Granges is the least number with which a meeting may be opened in due form, and shall constitute a quorum. In cases where a quorum is not present, the Master may adjourn the meeting from time to time until a quorum is present.
- c) **State Grange: Twenty percent (20%) of the total of** all the Subordinate and Pomona Granges **in good standing and** entitled to representation shall constitute a quorum for the transaction of business. If there be less than this number the Master of the State Grange may adjourn the meeting from time to time until a quorum is present. Such adjourned meeting shall not be considered a special meeting.

## ***Article XIII Representation to State Grange Meetings***

**13.1 Subordinate and Pomona Granges** - Granges whose quarterly dues to the State Grange are unpaid for more than two quarters shall not be entitled to representation until the dues are paid.

- a) **Regular Delegates**-By virtue of the office, the Master and spouse, if members in good standing, shall be the Delegates. If the Master cannot act as the regular Delegate, then the Master's spouse cannot be a Delegate unless it is voted by the Grange.
- b) **Selected Delegates** - If the Master is unmarried, or if married, the spouse is unable to fulfill the responsibilities of a regular Delegate to a State Grange meeting, the second voting privilege may, by a vote of the Grange, be given to another member in good standing.
- c) **Alternate Delegates** - A Grange may select any two members in good standing as alternate Delegates should the Regular or the Selected Delegates not be able to attend the meeting of the State Grange.

**13.2 Registration of Voting Members** - Each regular, selected or alternate voting Delegate shall be registered with the State Grange as the voting representative from their respective Granges. Should any of the above Delegates not be able to attend all of the State Grange meeting, it shall require a majority vote of the State Grange to allow the substitute Delegate to represent that Grange.

**13.3 Dual Representation** - A member cannot be a Delegate for both a Pomona and a Subordinate Grange.

**13.4 Number of Voting Delegates** - No Grange shall be allowed more than two Delegates at any State Grange meeting.

**13.5 Credentials** – Every Grange who shall send representatives to any State Grange meeting must certify to the State Grange, on credential forms provided, who shall be its accredited representatives and that the credential form properly completed, signed and submitted shall be all that is required to certify representatives, except that such representatives may be required to furnish identification that will attest to his or her identity.

## ***Article XIV Officers***

**14.1 All Granges** - The officers of the Junior, Subordinate, Pomona and State Grange shall consist of and rank as follows: Master, Overseer, Lecturer, Steward, Assistant Steward, Lady Assistant Steward, Chaplain, Treasurer, Secretary, Gatekeeper, Ceres, Pomona, Flora, Executive Committee and Musician.

**14.2 Executive Committee** -

- a) **Junior, Subordinate and Pomona Granges** - There shall be an Executive Committee consisting of the Master and at least three elected members.

- b) **State Grange** - There shall be an Executive Committee consisting of the Master and five elected members and the Overseer. The Committee shall elect its own chairman at its first meeting following each annual session.
- c) **All Granges** - Other members may be ex-officio members of the committee.

**14.3 Qualifications of Officers** - All officers must be a member in good standing. Any member may be elected to an office in a Grange of a higher degree, but shall not be installed until such member shall have received the higher degree. Affiliate members shall not hold the same office in two Subordinate or two Pomona Granges at the same time. No two members of the State Grange Executive Committee shall be elected from the same county, nor shall more than two members be elected from the same region.

**14.4 When Elected**

- a) **Junior Grange**-Officers shall be elected and installed annually in the same manner as Subordinate Granges. The sponsoring Grange shall select a Junior Leader to supervise the work of the Junior Grange.
- b) **Subordinate and Pomona Granges** -Officers shall be elected annually or biennially after November 1st and installed prior to January 31st. Subordinate and Pomona Granges must provide in their By-Laws if biennial elections of officers are used.
- c) **State Grange** - Officers shall be elected and installed biennially at the annual meeting.

**14.5 Election of Executive Committee**

- a) **Junior, Subordinate and Pomona Granges**-Each member of the Executive Committee shall serve for a period of three years. Election of the Executive Committee shall follow election of the Overseer. One member of the Executive Committee shall be elected each year regardless of the fact that a Grange may elect other officers annually or biennially.
- b) **State Grange**-Each member of the Executive Committee shall serve for a period of three years. At least one member of the Executive Committee must be elected at each Annual Session of the State Grange.

**14.6 Installation Ceremonies** - The Installation ceremonies may be public. Any Officer of the State Grange, or Master or Past Master, holding the Degree of the Grange to be installed, or a Fifth Degree member, may install the officers of said Grange. No Officer can be installed by proxy.

**14.7 Recognition of Officers** - The officers of all respective Granges shall be addressed as "Worthy".

**14.8 Authority of Master**

- a) Officers of the various Granges are answerable to the Master of their respective Grange. The Master and Junior Leader of a Junior Grange are answerable to the Master of the

sponsoring Grange.

- b) The Masters of Subordinate and Pomona Granges are answerable to the Master of the State Grange.
- c) The right to make a ruling as to Grange Laws and usage is vested solely in the Masters of the various Granges of the Order, subject to appeal to the Master of the State Grange.
- d) All appeals must be accompanied by a complete transcript of the proceedings, including the decision of the Master from whom the appeal is taken, and no member of a Grange except the Master, or the Secretary acting under instruction from the Grange or the Master, can obtain any official ruling from the Master of the State Grange.

**14.9 General Duties of Officers, All Divisions of the Grange** - It shall be the duty of the officers of the various Granges of the Order to ensure that the Constitution and By-Laws of the Grange at all levels are observed and obeyed, and generally to perform all duties pertaining to their elected office, as contained in the Constitution, By-Laws and Manual of the Degrees of the Order.

**14.10 Additional Duties of Specific Officers of the Subordinate and Pomona Grange** - In addition to the requirement of Section 14.9, the following are also duties of the officers of the Subordinate and Pomona Granges:

- a) **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 and members of committees perform their respective duties. To appoint 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 Hall when the Grange is in session, and all books and papers containing the work of the Order, private instructions, etc., and they shall not allow same out of their possession except for use by the Grange. To sign all drafts upon the Treasurer for all sums that have been ordered paid by the Grange. After the Grange is duly opened, the Master may call any member to the chair to preside during the Master's temporary absence there from. In the absence of the Master, the highest ranking officer present shall preside and fill all vacancies by appointment, and such presiding officer shall be invested with all the powers of the Master.
- b) **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 ballot, to 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.
- c) **Lecturer**-To have charge of the literary exercises of the Grange. To provide useful information to be read or distributed among the members. To prepare literary programs and appoint members to special literary work. The Lecturer shall, prior to September 10th, complete and submit to the Lecturer of the State Grange, the Annual Report form which is mailed to each Pomona and Subordinate Lecturer from the State Grange Office.
- d) **Steward**-To guard the Inner Gate. To see that the Grange hall is properly arranged for labor

and the working tools are 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. To have charge of all the working property of the Grange, subject to the orders of the Grange.

- e) **Assistant Stewards**-To assist at the opening examination. To have charge of the candidates during initiation. To see that the regalia is properly distributed and cared for. To provide for the accommodation of visitors and to give all due assistance to the Steward.
- f) **Treasurer**-To receive all monies from the Secretary or authorized person, giving a receipt for the same, to keep an accurate account thereof, and to pay all orders of the Grange signed by the Master or authorized person and Secretary or authorized person. To render at the close of each quarter a detailed report of the receipts and expenditures of the office. To deliver all monies, papers, books, etc., in possession of the Treasurer belonging to the Grange to the successor in office or to any committee the Grange may authorize to receive them. The Treasurer shall give such bonds as the Grange shall from time to time require.
- g) **Secretary**-To keep an accurate record of all proceedings of the Grange. To safely keep the Seal of the Grange, which the Secretary is authorized to use, and by which all official documents and papers issued by and for the Grange shall be authenticated and to its legal use the Secretary shall attest by signature. To make out 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 of its members. To receive all monies due the Grange, and pay the same to the Treasurer, taking a receipt there from. To report the names of all members who are in arrears for dues. To report to the Master at the beginning of the year all members who are entitled to receive the Annual Word. To render a full account of the office at the end of each quarter. To deliver to the successor in office or to any committee the Grange may appoint to receive them, all monies, books, papers and other property belonging to the office in possession of the Secretary. The Secretary may receive such compensation as the Grange shall determine by vote for services rendered to the Grange.
- h) **Gatekeeper** - To guard the Outer Gate and permit none but those duly qualified to enter the anteroom. To inform members in what degree the Grange is at work and see that all are provided with the necessary regalia.

**14.11 Additional duties of Officers of the State Grange** - In addition to the duties of Section 14.9 The following are duties of Officers of the State Grange:

- a) **Master** - To preside at all meetings of the Grange, to see that officers and members of committees properly perform their respective duties, and generally to perform all duties pertaining to such office, including reporting the financial status of the California State Grange to the Delegates on the first morning of each Annual Session.
- b) **Overseer** - To assist the Master in preserving order, to preside over the Grange in the absence of the Master and, in case of a vacancy in the office of Master, to fill the same until the next annual meeting.



- c) **Lecturer** - Shall be such as usually devolve upon that officer in a Subordinate Grange and as prescribed in the Manual. He shall also receive reports from Lecturers of Subordinate and Pomona Granges, seeing that they do their duty and that the Lecturer's Hour is duly observed. He shall also, at the request of the Executive Committee, visit Subordinate Granges throughout the state.
- d) **Steward** - To have charge of the Inner Gate and perform such other duties as required by the Manual.
- e) **Assistant Stewards** - To assist the Steward in the performance of the duties of the Steward.
- f) **Treasurer** – The Treasurer shall perform such duties relating to the office as may be required by the Master and Executive Committee
- g) **Secretary** - To keep a record of all proceedings of the California State Grange, to conduct all official correspondence of the California State Grange pertaining to this office, and to perform such other duties relating to the office as may be required by the Master and the Executive Committee.
- h) **Gatekeeper** - To see that the gates are properly guarded and shall take charge of all property committed to the care of his office.

**14.12 Duties of the Executive Committee:**

- a) **All Granges** - It shall be the responsibility of the Executive Committee to have charge of all the invested funds and other property of the Grange, as well as the general oversight of all business in which the Grange has an interest between meetings of said Grange. They shall examine and approve all bills before the Treasurer can pay the same. They shall examine the books, accounts and reports of the Secretary and Treasurer prior to the installation of officers; report to the Grange at its earliest opportunity the results of its work; and attend to all other business that may come before said Grange not otherwise provided for. Actions by an Executive Committee must have the approval of the Master of each Grange, provided, however, that disapproval by a Master may be overridden by a vote of two-thirds of the members of the Executive Committee.
- b) **State Grange** - It shall be the duty of the Executive Committee of the State Grange to exercise general supervision of the affairs of the Order during the recess of the State Grange and shall include those acts pertaining to the execution of the laws, rules, regulations, and policy established by the Delegates of the State Grange. They shall have the authority to act on matters of interest to the Order when the State Grange is not in meeting but any such action taken shall be in accord with the established laws, rules, regulations and policy established by the Delegates of the State Grange, unless a policy does not exist. The Executive Committee shall supervise the disbursement of the funds of the State Grange in accordance with the budget guidelines adopted during the previous annual meeting and have authority to allocate funds necessary to maintain a viable program and a budget within the income of the State Grange. The Executive Committee

shall report its acts in detail to the State Grange on the first day of its annual meeting or as soon there- after as practicable.

**14.13 Suspension of Officers:**

- a) **Suspension Criteria** -The Master and Officers of a Grange may be suspended for any of the following reasons:
  - 1) Failure or refusal to perform the duties of office.
  - 2) Failure or refusal to obey the By - Laws or Laws of any Grange of the divisions of the Order having jurisdiction over said Master or Officer.
- b) **Procedure** - The suspension procedure shall be as provided for in the By-Laws of the State Grange and in accordance with any Rules and Regulations for such procedures established from time to time in accordance with the Constitution and these By-Laws.

**14.14 Absentee** - When an officer, except the Master, fails to fill his office for four (4) consecutive meetings, without a good and sufficient reason, the Grange may then, by a majority vote of the members present, declare the office vacant. The office thus vacated may then be filled by election at the next regular meeting.

**14.15 Vacancies in Office** - Vacancies that may occur in the offices of a Grange by reason of death, resignation, termination of membership, or removal from office may be filled by election at the next regular meeting of the Grange. (Junior and Subordinate Granges will fill such vacancies by election not later than the second regular meeting following the vacancy.)

In cases of the vacancy of the Master, the Overseer of the said Grange shall act as Master until the vacancy is filled.

In the case of the vacancy of both the Master and Overseer of a Pomona or the State Grange, the Executive Committee of such Grange shall, by appointment, fill the vacancy in the office of Master until the next regular meeting. In a like manner, the Executive Committee shall fill vacancies in any other office where the committee determines that the office should be filled before the next regular meeting of the Grange.

**14.16 Bonding** - Each of the various Granges shall secure a fidelity bond to provide coverage to their officers, directors, chairmen and employees in an amount as the State Grange Executive Committee shall determine.

**14.17 Indemnification** - The State Grange shall indemnify any and all of its current or former officers or employees against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they or any of them are made parties, or a party, by reason of having been an officer or employee of the State Grange, except in relation to matters such officer or employee shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty and such matters shall be settled by agreement on the existence of such liability for negligence or misconduct.

## **Article XV**

### **Election of Officers**

**15.1 Junior, Subordinate or Pomona Granges** - All elections must be by paper ballot, and should be counted by four Tellers, two appointed by the Master and two by the Overseer. One of the Tellers along with the Secretary shall keep the tally, one open and inspect the ballot and pass it to one of the others to read, who shall pass it to the final member for inspection. The tally of the Secretary and Teller must agree. A majority of all the ballots cast shall decide the election. A ballot marked with the word "BLANK" shall be counted in the tally.

**15.2 State Grange** -The election shall be in the charge of an election committee who shall be appointed annually by the Master. This committee shall conduct the election, prepare and tabulate the ballots, and report the results as hereinafter provided. Each ballot shall have printed on it the year, office and be numbered and color coded. Election to office must be by ballot, and nominations shall be made from the floor. Each officer shall be elected upon a separate ballot according to name and rank as provided for in the books and records of the State Grange. After nominations for each office, the candidates shall be presented from the floor and then allowed to state their name, Grange, occupation and Grange experience. The delegates will then vote on the nominee or a write-in. The election committee shall arrange for sufficient teller tables and tellers to facilitate the rapid counting of the ballots. The election committee will then proceed to collect and count the ballots, announcing the result to the assembly in regular session only. It shall require a majority of all votes cast to elect. If upon the first ballot any nominee does not receive a majority of all votes cast, a second ballot (or more) shall be prepared with the names of the two nominees receiving the highest votes thereon.

**15.3 Nominating Speeches** - No nominating speeches shall be allowed in any Grange. In the election of officers, any member may present the name of another member as a candidate for any Grange Office. A motion to have a nominating committee is never in order. A motion to close nominations is never in order and members may vote for any member whether the name has been placed in nomination or not.

## **Article XVI**

### **Deputies**

**16.1 Appointment** - The Master of the State Grange may, appoint a Deputy for each county or Pomona District, or other jurisdictions.

**16.2 Duties** - The duties of the Deputy within their jurisdiction are: To organize Granges upon application being made to the Deputy by proper persons residing within their jurisdiction; to install officers of Granges when the same shall be elected; to be vigilant that no disorder shall occur in the Granges and promptly report disorder to the Master of the State Grange; to visit each Subordinate Grange at least twice each year; to conduct Officers and Ritual training; to call a joint meeting, of Granges when necessary and to notify the State Master of the time and place of such meeting; to file a written report on the year's activities of the Deputy to the State Master on or before the 10th of September of each year.

**16.3 Term of Appointment**-The Deputy shall be appointed for a term to coincide with that of the State Master. The appointment of a Deputy may be revoked at any time without cause by the Master.

**Article XVII**  
**Expenses of Delegates and Compensation**  
**and Expenses of Officers and Employees**

**17.1 Officers** - The compensation of all officers of the State Grange shall be fixed at the annual meeting of the State Grange.

The Executive Committee may reduce or increase the compensation of an officer if during the term of office the work of an officer is increased from a part-time to a full-time basis, or reduced from a full-time to a part-time basis, or because of an unwillingness or inability to perform the duties of the office. The Executive Committee shall have the authority to grant cost of living increases in the compensation of officers who work on a full-time basis for the California State Grange. This percentage of increase shall not exceed the cost of living index published by the Federal Government and shall become effective on January First of each year to coincide with the fiscal/calendar year, and shall be submitted to the Delegates for approval. If not approved by the Delegates, the increase shall be rescinded effective on the date the Delegates disallowed the increase.

All forms of compensation, no matter how they are classified, shall be subject to the limits placed in this section.

All officers' salaries may be paid semi-monthly in addition to necessary expenses while engaged in the work of the Order.

**17.2 Expenses of Members of the Order Attending Meetings of the State Grange** - The State Grange may establish a policy to reimburse State Grange Officers and certain other members of the Order for a portion of their expenses incurred in attending any meeting of the State Grange. The Executive Committee will specify the amount of expenses that will be reimbursed for the various State Officers, State Appointed Directors, Deputies and certain others.

**17.3 Representatives to the State Grange** - Subordinate and Pomona Granges shall defray the expenses of their Delegates to the annual meeting of the State Grange.

**17.4 Dual Compensation** - No member shall receive dual compensation because they hold two or more positions entitled to compensation.

**17.5 Expenses of the Executive Committee** - Whenever the Executive Committee shall meet, the allowed expenses shall not exceed that as specified in section 17.2 for other State Officers, State-Appointed Directors, Deputies and others.

**17.6 Employees** – The State Grange is authorized to hire such employees as are necessary for the

operations of the State Grange and within the constraints of the annual budget as adopted by the Delegates. And that

- a) The Master, with the advice and consent of the Executive Committee, shall have the authority to hire, evaluate and terminate employees of the California State Grange.
- b) The basic compensation of all employees, who are not elected State Officers, shall be set annually by the Executive Committee.
- c) Annual Cost of Living adjustments may be granted by the Executive Committee subject to any budgetary constraints that may apply.
- d) The Master and Executive Committee shall see that job descriptions, duties, work conditions and employment policies shall conform to existing laws, rules and regulations regarding employees and shall be detailed in an employee handbook which shall be made available to each employee.

**17.7 Compensation of Deputies** - The Executive Committee shall fix the compensation of the Deputy State Masters.

**17.8 New and Organized Granges** - Delegates of Granges newly organized or reorganized since the last annual session of the State Grange shall receive five (5) dollars per day for each day they attend the State Session.

## **Article XVIII**

### **Committees-All Granges**

**18.1 Committee Types** - Committees are of two kinds; Special and Standing. Special committees are appointed for a particular purpose and are considered discharged when that purpose is served. Standing committees are appointed for the general good of the Order, and may continue in existence until the next regular election of officers.

**18.2 How Appointed** - All committees shall be appointed by the Master of the various Grange divisions of the Order with the advice of the Overseer. The first named on a committee shall be considered its chairman and shall convene the committee and report the results of its deliberations.

**18.3 State Grange Standing Committees** - The Master shall appoint members of the Order to the following committees:

- a) Convention Standing Committees: Committees as necessary to carry on the business of the Order in developing Grange policy. These committees may continue on an interim basis at the direction of the Master, if needed.
- b) Annual Standing Committees:
  - 1) Grange Women's Activities,
  - 2) Junior Grange,

- 3) Youth and Young Adults,
- 4) Deaf Activities,
- 5) Membership,
- 6) Grange Youth Fair Program.

These committees shall function on a year round basis serving the needs of the Grange.

c) Additional standing committees may be appointed as authorized by the Grange.

**18.4** Subordinate and Pomona Grange Standing Committees – Standing committees for the Subordinate and Pomona Grange may consist of Agriculture, Conservation, Education, Good of the Order, Grange Women’s Activities, Junior, Legislative, Membership, Publicity, Taxation, Youth and other such committees as may be authorized by the Grange.

**18.5** *Income From Committees* – Any income derived by a committee is the property of the Grange unless the Grange provides otherwise. The Grange may authorize the expenditure of these funds by the committee in individual cases or on a continuing basis, but any expenditure so made shall be reported to the next meeting of the Grange.

**18.6** *Additional Committees* – Each Subordinate Grange Master shall appoint the following committees:

- 1) Relief Committee - its duty being to visit members of the Order who may be sick or in want and to render such assistance as the Grange may determine;
- 2) If the By-Laws of the Grange provide, a Literary Committee, its duty being to assist the Lecturer in preparing the literary work for the year.

## **Article XIX**

### **Committees-Special Rules**

**19.1** *Special Status* - The Grange Women’s Activities, the Youth and Young Adults Committees serve as standing committees within the Grange and shall follow rules and regulations adopted by the Executive Committee of the State Grange for their operation.

**19.2** *Officers* - The Officers of the Grange Women’s Activities, the Youth, and the Young Adults Committees shall be elected by members of their respective committees prior to the election of Officers for their respective Granges subject to the following:

- a) The election procedure shall be the same as for regular Grange Officers.
- b) The Master of that Grange shall be advised of the member’s election to positions within that committee. If the Master refuses to confirm the election of any of the committee officers, then the Grange shall by majority vote of those present and voting, by paper ballot, either sustain or overrule the objection of the Master. If the Master’s objection is sustained, the committee shall reelect officers. If the Master is overruled, the elected officers shall be confirmed for the remainder of the term.

c) If a committee fails to elect a chair, one shall be appointed by the Master.

**19.3 Quorum Defined** - For the Grange Women's Activities, the Youth and Young Adults Committee, a quorum shall be at least three members, one of which shall be either the Chairman or Vice Chairman, which shall be necessary for any transaction of business.

## **Article XX**

### **Policy Formation-State Grange**

**20.1 Formation** - All policy for the California State Grange is by adoption of properly submitted resolutions.

**20.2 Procedure** - All resolutions shall be submitted to the State Master prior to published deadlines. The State Master shall assign resolutions to committees who, at the annual meeting of the State Grange, shall review the resolutions assigned, make recommendation to the Delegates for amendments, if any, and for either adoption or rejection of said resolution in compliance with accepted Parliamentary Procedure.

**20.3 Time Limit Before Adoption** - All resolutions for the adoption of policy must be presented to the Delegates at least four hours before a vote is taken on the resolution.

**20.4 Testimony and Reports of Committees** - Each committee to which are assigned resolutions shall use due diligence to see that any member who wishes to present testimony on a resolution is able to do so. Each committee shall make a final report to the Delegates after all resolutions assigned to that committee are acted upon. Any recommendation in the final report shall be referred to the proper committee at the next annual meeting for consideration.

## **Article XXI**

### **Accounting Period**

**21.1 State Grange** - The accounting period of the State Grange shall be January 1st through December 31st.

**21.2 Junior, Subordinate and Pomona Granges** - The accounting year of all Junior, Subordinate and Pomona Granges shall be January 1st through December 31st.

## **Article XXII**

### **Order of Business of Annual Session**

**22.1 Who Prepares** - The Executive Committee of the State Grange shall prepare an Order of Business for the annual meeting of the State Grange, to be approved by the Delegate body during the first day of the annual convention. Such Order of Business shall be followed by the Delegate body.

**Article XXIII**  
**Alcoholic Beverages**

**23.1 Grange Functions** –All Granges are prohibited from serving/consuming alcoholic beverages either in the Grange Hall or on any Grange property during any Grange business meeting.

**23.2 Non-Grange Functions** - The use of alcoholic beverages at any non-Grange function may be allowed by vote of the individual Subordinate or Pomona Grange.

**Article XXIV**  
**Parliamentary Procedure**

**24.1 Procedure** - In all Parliamentary matters the State Grange and all divisions of the Order shall use the Parliamentary Codes of the State Grange as adopted or amended from time to time. For all points not decided in the Parliamentary Codes, Robert’s Rules of Order (Revised) shall be considered the standard authority.

**Article XXV**  
**Articles of Incorporation and By-Laws for Subordinate and Pomona Granges**

**25.1 Shall Adopt Articles of Incorporation and By-Laws** - Each Subordinate and Pomona Grange shall adopt Articles of Incorporation and By-Laws which shall specify the name of the Grange, the time and place of meetings and other such laws needed for the operation of said Grange and such other provisions as may be required by law, provided that such Articles of Incorporation By-Laws do not conflict with the Constitution and By-Laws of the State Grange and the laws of our State or Nation.

**25.2 How Adopted or Amended** - The Articles of Incorporation and By-Laws of each Subordinate or Pomona Grange and any amendments thereto shall be adopted by the Grange as follows:

- 1) Presented in writing at a regular meeting;
- 2) Lay over to the next regular meeting;
- 3) Adopt by two-thirds (2/3) vote of the members present at said meeting;
- 4) Present the action of the Grange along with necessary documentation to the Master of the State Grange for final approval.

**25.3 By-Laws Shall Provide for Local Dues** – The By-Laws of each Subordinate Grange shall specify the maximum amount of additional dues, as provided for in Article X, Section 10.2, that are necessary for the operation of their respective Grange.



**Article XXVI**  
**Adoption, Amendment or Repeal of By-Laws and Grange Laws**

**26.1** *By-Laws of the State Grange* - These By-Laws may be adopted, amended or repealed in whole or in part only at an annual meeting or duly called special meeting of the State Grange at which a quorum is present by a two-thirds (2/3) vote of the Delegates present and voting.

**26.2** *Funds-Article X* - All resolutions to adopt, amend or repeal Article X-Funds of the By-Laws of the State Grange shall be submitted to the Office of the Master of the State Grange sixty (60) days prior to the annual meeting. Thirty (30) days prior to the annual meeting the Master shall cause the mailing of copies of all properly submitted resolutions to adopt, amend or repeal Article X of the By-Laws of the State Grange to each Subordinate and Pomona Grange. Resolutions improperly submitted shall be returned to the submitting Grange for correction, and, if they are not returned prior to sixty (60) days of the annual meeting they shall be held over to the next annual session unless withdrawn by the submitting Grange.

It is specifically provided that any changes to the membership dues payable to the State Grange adopted by amendment to these By-Laws shall become effective on the January 1, immediately after the date of such adoption.

**Article XXVII**  
**Transitional Provisions**

**27.1** *Proposed Adoption or Amendments of Organizational Documents* - As a result of the transition of the State Grange to an organization independent of any national affiliation as described in the Preamble to these By-Laws, it will be necessary for the State Grange to review its existing organizational documents (including but not limited to the Constitution, these By-Laws and the Articles of Incorporation) and to propose amendments to such documents, or to propose amendments to or additional codes, rules, regulations or procedures of the State Grange as may be necessary or desirable for the conduct of the activities of the State Grange at all levels as an independent fraternal organization (collectively, the "Organizational Amendments"). The Executive Committee shall prepare any such Organizational Amendments and at the next annual meeting or a duly called special meeting of the State Grange, such Organizational Amendments shall be presented to the Delegates for approval and ratification.

**27.2** *Adoption of Provisional Procedures by Executive Committee*- In the interim before the approval and ratification of any Organizational Amendments or in the absence of any such procedures, the Executive Committee of the State Grange may adopt such provisional procedures as necessary or desirable for the conduct of the activities of the State Grange at all levels as an organization independent of any national affiliation as described in the Preamble to these By-Laws. If no Organizational Amendments are proposed at the next annual meeting or a duly called special meeting of the State Grange, any provisional procedures adopted by the Executive Committee shall be presented to the Delegates at the next annual meeting for approval and ratification.