

Subordinate/ Community Granges' By-Laws for Columbia Grange #267

ARTICLE 1 – Name

Section 1

1.1.1 This organization shall be known as the Columbia Grange #267 of the Order of Patrons of Husbandry; but for legal and practical purposes it shall be designated as Columbia Grange #267.

Section 2, Relation to State and National Granges

1.2.1 Subordinate/Community Granges have full power to make their own By-Laws and enforce the same.

1.2.2. In all its acts the Columbia Grange shall be subject to and governed by the Constitution, By-Laws and Laws of the National Grange and the By-Laws of the Oregon State Grange.

ARTICLE II – Membership

Section 1, Individual Membership

2.1.1 (a) Any person interested in agricultural pursuits and GREATER COMMUNITY PURSUITS, and having no interest that conflicts with our purposes, 14 years of age (13 years and six 6 months) or more, proposed, elected and complying with the rules and regulations of the Order is entitled to membership and the benefits of the Degrees taken. Every application must be accompanied by the Initiation fee and dues payable to the end of the calendar year. If rejected, the money will be refunded, and no petition shall be received from a rejected applicant until six months have elapsed after such rejection.

(b) Applications must be certified by one member of the Grange to which application is made. The application may be balloted upon at the same regular meeting it is read if a quorum is present. It shall require a majority of votes cast to accept an applicant.

2.1.2 The Initiation fee shall be five dollars (\$5.00) except that the Subordinate/Community Grange may waive the fee for Junior Grangers graduating into a Subordinate/Community Grange. A member pays Subordinate/Community Grange dues beginning the first calendar quarter following the quarter in which full membership is attained. Any Grange that receives new members without the payment of the Initiation fees and dues paid to the end of the calendar year as provided in this section violates its charter right and invites the penalty. No person may be admitted free.

2.1.3 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 the paper ballots cast, or the conventional method of ballot box using balls and cubes. Where there is more than one to be voted upon, the first ballot may be cast for the whole group; but, if a majority of negative votes appear, each candidate must be balloted upon separately.

2.1.4 When a candidate is being balloted upon and a tie vote occurs, the Master must say "Lest a member may have cast a ballot carelessly or by mistake, the ballot will be taken again", whereupon another ballot will be

Suggested Subordinate /Community Granges By-laws

immediately taken. If a tie again occurs, the candidate is rejected and the ballot cannot be reconsidered or repeated unless a member voluntarily declares that he/she cast a negative vote by mistake, then the Master may immediately order another ballot. Six months after being rejected a candidate may again apply for membership.

Section 2, Family Memberships

2.2.1 A family whose members are fourteen years of age (thirteen years and six 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 as follows:

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

2.2.3 A family shall consist of a couple and their dependents or a single person and their dependents. Dependents are defined as children, grandchildren or 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 as part of their legal guardians' family.

2.2.4 At such time as an individual qualifies for Family Membership the status of the member shall change to Family Membership with no interruption of their membership. At such time as a member no longer qualifies as a dependent or becomes a single member the status of the member shall be as an individual with no interruption of their membership.

2.2.5 The Initiation fee for application shall be ten dollars (\$10.00) for a family.

Section 3, Receiving Members by Demit (Transfer from One Grange to Another)

2.3.1 Grange members holding a valid demit from any Grange may apply for membership by filing an application, accompanied by valid demit showing dues paid up to the end of the calendar year. The Grange may, by majority vote by paper ballot of the members present, accept or reject the applicant for membership. The dues of such member to the Subordinate/Community Grange shall begin on the first day of the quarter following the favorable action upon the application. The Secretary of the Grange accepting the demit shall notify the Secretary of the Grange from which the demit was granted, of the date said demit was accepted, in order to receive the remaining portion of dues into its treasury for the balance of the calendar year. A demit shall remain in force for six months from date of issue and show the date to which dues have been paid.

Section 4, Standing of Members

2.4.1 The Subordinate/Community Granges must continue to pay dues to the Oregon State Grange upon such members until their names have been listed on the quarterly report to the office of the Oregon State Grange as dropped from the roll of their respective Granges.

2.4.2 The total number of members reported on one quarterly report to the office of the Oregon State Grange is the number upon which dues must be paid when the next report is submitted.

Suggested Subordinate /Community Granges By-laws

2.4.3 The Subordinate/Community Grange is not exempt from the payment of dues on any member until the next quarterly report after that in which the member's name has been reported as dropped from the roll on account of death, loss by demit, non-payment of dues, by request or expulsion.

2.4.4 To be in good standing, a member is one who has met all required financial obligations to his/her Subordinate/Community Grange and may not be under suspension for offenses against the Order.

2.4.5 (a) Provisional membership begins at the time an applicant receives the First Degree and dues commence at the first of the following quarter.

(b) Full membership in the Subordinate/Community Grange is attained with the approval of the application and the candidate's participation in the Official Welcoming Ceremony, the Official Obligation Ceremony, or the conferral of the Four Degrees upon the candidate.

2.4.6 Subordinate/Community Grange Affiliate Membership – A Fourth Degree member may not be a member of more than one Subordinate/Community Grange at the same time except that Fourth Degree members may be elected to membership in one additional Subordinate/Community Grange as an Affiliate Member. A proposal for Affiliate membership and election thereto shall be the same as provided in Section 4.6.6 of the National Digest except election to membership shall be by majority vote by paper ballot. Such Affiliate Member shall pay the applicable membership dues and be entitled to hold office and vote in the additional Subordinate/Community Grange, provided that Affiliate Members are clearly designated as such in reports to the Oregon State Grange office, and further provided such Affiliate members shall not hold the same office in two Subordinate/Community Granges at the same time.

Subordinate/Community Grange Affiliate Members are eligible to hold office in the Oregon State Grange and participate in contests sponsored by the National Grange. Neither of these two benefits of the Order may be exercised by such Affiliate Members in more than one Subordinate/Community Grange or other State Grange at the same time.

Section 5, Life Membership

2.5.1 Who May Purchase A Life Membership:

(a) Any member in good standing in a Subordinate/Community Grange.

(b) A Subordinate/Community Grange for any member of the Order, living or deceased.

(c) A donor, designated for a living or deceased Grange member.

2.5.2 Cost of a Life Membership

(a) The minimum fee for a Life Membership for a current member shall not be less than the minimum required by the Oregon State Grange. The Life Membership fee for Columbia Grange #267 shall be **\$600.00**.

Suggested Subordinate /Community Granges By-laws

(b) The minimum fee for a Memorial Life Membership for a deceased member shall not be less than the minimum required by the Oregon State Grange. The Memorial Life Membership fee for Columbia Grange shall be **\$500.00**

2.5.3 Relief From Dues Only

(a) A Life Member is relieved from further annual dues to the Subordinate/Community Grange.

(b) The Subordinate/Community Grange must pay dues to the Oregon State Grange as required for non-exempt members.

(c) The Life Member shall not be relieved from payment for any special assessments lawfully levied by his/her Subordinate/Community Grange or by the Oregon State Grange.

(d) A Life Member is subject to all the laws, rules and regulations as provided in the Constitution and By-Laws of the National, State, Pomona and Subordinate/Community Grange.

2.5.4 How To Purchase A Life Membership

(a) For each Life Membership purchased, a Life Membership Application and appropriate Life Membership Fee must be completed and submitted to the Subordinate/Community Grange.

(b) If the Life Membership is being purchased on behalf of a current (not a deceased or honorary) member, an additional year's dues must be submitted to the Subordinate/Community Grange.

(c) Upon receiving a completed application fee and applicable dues, the Subordinate/Community Grange shall submit the application and fee to the Oregon State Grange office.

(d) Upon receipt of a completed application and the proper fee, the Oregon State Grange office will enroll the Life Member and issue a receipt to the Subordinate/Community Grange.

2.5.5 Installment Plan

(a) Columbia Grange chooses **NOT TO ACCEPT** installment payments toward the purchase of a Life Membership. If a Grange allows installment payments, it must keep an accurate accounting of all monies received.

(b) Life Membership Fees may be collected in installments of not less than \$10 per month. Until the fee is paid in full and sent to the Oregon State Grange, the member must continue to pay his/her regular Subordinate/Community Grange dues.

(c) If a member discontinues installment payments before the full fee has been paid, the Grange shall apply the amount paid to payment of the member's future dues. In case of sickness or hardship, a Subordinate/Community Grange may refund any installment monies still remaining with the Subordinate/Community Grange. In the event of the death of the member, all installment monies still remaining with the Subordinate/Community Grange shall be refunded to the member's estate or heir(s).

2.5.6 Life member Recognition

Suggested Subordinate /Community Granges By-laws

The Oregon State Grange, upon enrollment of a Life Membership shall issue a card and numbered certificate and submit it according to the instructions on the application

2.5.7 Transferring A Life Membership

(a) A Life Member may transfer his/her Life Membership to another Subordinate/Community Grange within Oregon in which he/she is a member provided that he/she gives written notice to the State Office.

(b) A Life Membership may not be transferred outside the Oregon State Grange jurisdiction.

(c) The Life Membership Fee cannot be removed from the Life Membership Fund regardless of the standing of the member. The fee shall remain in the Life Membership Fund and remain credited to the appropriate Subordinate/Community Grange.

(d) When two or more Granges consolidate, all monies in the Life Membership Fund that are credited to such Granges shall be transferred to the credit of the consolidated Grange.

(e) A Life Member in a Subordinate/Community Grange which disbands, shall, upon affiliation with another Subordinate/Community Grange in Oregon, have his/her Life Membership transferred in the same manner as a voluntary transfer. Deceased Life Membership and those living Life Members who fail to affiliate with another Grange shall have their portion of the Life Membership Fund retained in the Life Membership Fund

2.5.8 Suspension - Life Membership

(a) If a Life Member is suspended or expelled from the Order, a notice of such suspension or expulsion must be reported to the Oregon State Master. The Subordinate/Community Grange will ask the former Life Member to forfeit his/her card and forward it to the Oregon State Grange office. If the member fails to surrender his/her card when expelled or withdrawn, he/she shall not be reinstated as a Life Member. All surrendered Life Membership Cards will be voided by the Oregon State Grange office.

(b) The Subordinate/Community Grange which was receiving income for a deceased Life Member shall always receive its distribution share of the income from the fund.

Section 6, Honorary or Golden Sheaf Membership

2.6.1 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 Grange must pay Oregon State Grange dues on such members.

2.6.2 Golden Sheaf Membership

(a) Columbia Grange relieves Golden Sheaf members from payment of annual dues as long as the Golden Sheaf recognition was awarded prior to January 1, 2001.

(b) A Golden Sheaf member who has been relieved of dues retains all rights and privileges of membership.

Section 7, Demits - Withdrawals - Non-Payments

2.7.1 (a) A member is entitled at any time to a demit as a matter of right, if in good standing. No member can object without preferring charges against the applicant.

(b) If, however, the Grange wrongfully withholds or refuses the demit, the aggrieved member may appeal to the Master of the Oregon State Grange who will instruct the Grange in its duty; and in case of a persistent refusal, the Oregon State Grange Master will issue to the appealing member a certificate in the nature of a demit, under seal of the Oregon State Grange.

2.7.2 A demit simply disconnects a member from his/her Subordinate/ Community Grange, leaving him/her still a member of the Order during the lifetime of the demit. If the member fails to affiliate with some Grange during the lifetime of his/her demit, he/she becomes a former member.

2.7.3 A Subordinate/Community Grange, by majority vote at a regular meeting, may suspend a member who is delinquent in the payment of dues for one quarter or more. Such action shall be taken upon report of the Secretary, showing the amount of the delinquency and showing the delinquent member has been contacted at least twice, with at least once being in writing, before the vote to suspend. Until thus suspended, the Secretary shall report such members to the Oregon State Grange in the Quarterly Reports. The Secretary shall immediately notify the member of the vote of suspension.

2.7.4 A member, suspended for non-payment of dues, may be reinstated within one year in the Grange from which suspended, by a majority vote. Such application for reinstatement shall be accompanied by all dues to the end of the current year. The Subordinate/Community Grange will forward back dues owed to the Oregon State Grange. Such reinstatement within one year shall be deemed to restore and maintain continuous membership status.

2.7.5 After one year a member suspended for non-payment of dues may apply for reinstatement in any Subordinate/Community Grange in whose jurisdiction said member may reside. Such application shall be accompanied by proof of former membership, a two dollar (\$2.00) reinstatement fee and dues paid to the end of the calendar year. The application and proof shall be voted upon by paper ballot and the majority vote shall elect. The ballot may be taken at the same regular meeting as the application is read. Such member shall not be eligible for continuous membership awards.

2.7.6 Former members, from this and other jurisdictions, may make application and be received into membership in any Subordinate/Community Grange in the jurisdiction of which such members reside. Such former members shall make written application for membership, accompanied by proof of former membership, a reinstatement fee of two dollars (\$2.00) and dues paid in advance to the end of the calendar year. Such advance dues to be credited as the dues of new members are credited. The application and proof shall be voted upon by paper ballot and the majority shall elect. The ballot may be taken at the same regular meeting as the application is read.

Suggested Subordinate /Community Granges By-laws

2.7.7 A demitting member (unaffiliated) cannot receive the Annual Word or and Degree instruction or be elected or hold any office in the Subordinate/Community Grange provided that a member holding a demit may, during the life of the demit, serve as an officer in a Grange of a higher degree.

2.7.8 A Grange may issue traveling membership cards to members whose dues are paid to the end of the calendar year. Such cards are good only to the end of the calendar year.

Section 8, Dues

2.8.1 The minimum regular annual dues for an individual member of Columbia Grange shall be **\$45.00** or not less than the minimum required by Oregon State Grange By-Laws. All dues shall be paid in advance to the end of the calendar year.

2.8.2 The minimum regular annual dues for a Family Membership of Columbia Grange shall be **\$90.00** or not less than the minimum required by Oregon State Grange By-Laws. All dues shall be paid in advance to the end of the calendar year.

2.8.3 Members shall be notified 30 days prior to January 1 each year of the amount of annual dues for the ensuing year.

ARTICLE III – Meetings

Section 1, Meetings

3.1.1 A regular meeting of the Columbia Grange will be on the **second Tuesday** of each month. The regular meetings of Columbia Grange shall begin at **7pm**.

3.1.2 Receiving applications for membership, balloting for candidates, granting demits, preferring charges against members, election of officers, suspension or expulsion of members, day or time of meeting, surrendering of charter, disposing of property of the Grange or authorizing drafts on the treasury can be done only at regular meetings.

3.1.3 Special meetings may be called by the Master or by vote of the Grange, for special purpose; but no business relating to the general work of the Order can be transacted at such meetings unless notice of the same is given with the call for the meeting.

Section 2, Quorum

3.2.1 (a) A quorum for a legal meeting of Columbia Grange is seven (7) members.

(b) If only seven members are present, the following offices must be filled: Master, Overseer, Steward, either Assistant Steward or Lady Assistant Steward, Chaplain, Secretary and Gatekeeper.

ARTICLE IV – Officers & Standing Committees and Their Duties

Section 1, Officers

4.1.1 The officers of a Subordinate/ Community Grange shall be the same in name, number and rank as provided in the Constitution and Ritual of the Order.

4.1.2 The election of officers shall take place at the first regular meeting in **OCTOBER**. Officers shall be elected for a **TWO (2) YEAR** term. Officers shall be elected by paper ballot and a majority of all legal votes cast shall be necessary to elect.

4.1.3 The installation of officers shall take place as soon after the election as practicable or desirable.

4.1.4 Duties of the Master

(a) The Master shall preside at all the meetings of the Grange and conduct the same, according to the best of his/her ability under the rules of the Order and general Parliamentary Law. The Master shall open and close the Grange in due form and decide all questions arising in the Grange subject to appeal. The Master shall also see that all reports required by the Oregon State Grange from his/her Grange are promptly made. At the close of his/her term of office, the Master shall make an annual report, recapitulating the work of the past year and recommending measures for the year to come.

(b) If the Master of a Grange is absent, the highest ranking officer present acts as Master and fills all vacancies by appointment. After the Grange has been opened, the Master may call any member to the chair to preside during his/her temporary absence. The acting Master is invested with all the power of the Master, except communicating the Annual Word, unless he/she be the ranking officer.

4.1.5 Duties of the Secretary

(a) The Secretary of each Subordinate/Community Grange shall report quarterly to the Oregon State Grange office the names of all individual persons 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 and pay to the Oregon State Grange office one dollar (\$1.00) for each person and two dollars (\$2.00) for each family initiated, obligated or welcomed during the quarter; also quarterly dues for each member and for each Family Membership reported in good standing at the close of the preceding quarter.

The Quarterly Report must be approved by the Grange membership at the first regular meeting of the Grange following the quarter for which the report is calculated.

(b) The Secretary shall also report to the Oregon State Grange office the names, post office addresses, phone numbers and email addresses, if available, of officers and committee chairmen and other information needed to compile the Roster. This information to be in the Oregon State Grange office no later than December 1st of the election year. Any changes in Roster information that occur during the year

Suggested Subordinate /Community Granges By-laws

should be reported to the Oregon State Grange office. The Secretary is strongly encouraged to submit the roster information by email or other digital format.

(c) Every Subordinate/Community Grange shall bond its Treasurer and Secretary.

(d) At the close of the Grange fiscal year the books of the Secretary, Treasurer and all committees having financial records shall be audited by the Finance Committee. Failure to perform such audit shall void fidelity bond or surety.

Section 2, Standing Committees

4.2.1 The Standing committees of a Subordinate/Community Grange shall be Agriculture, Community Service/Involvement, Finance, Legislative, Membership, and Youth and any others determined by the Subordinate/Community Grange. All of the said Committees shall serve for the current term

4.2.2 All the Subordinate/Community Granges are encouraged to appoint the following committees: Deaf Activities and Family Health, Education, Grange Workers' Activities, Junior, Lecturer's, Veterans and Relief.

4.2.3 It shall be the duty of the Agriculture Committee to secure information and furnish to the members helpful suggestions for all branches of agriculture.

4.2.4 The Finance Committee shall consist of three members: their duty shall be to inspect and audit all bills and accounts presented to the Grange. The Finance Committee is authorized to examine the Treasurer's books, the Secretary's books and vouchers and report the financial condition of the Grange each year. The Finance Committee shall produce a written audit report, to be filed with the Secretary.

4.2.5 Grange Workers' Activities Committee

(a) It shall be the duty of the Grange Workers' Activities Committee to coordinate activities that promote the general welfare of the Grange.

(b) All Grange Workers' Activities Committee money received by members shall be turned over to the Committee Secretary with an itemized account. At Committee meetings, all bills shall be presented and a financial statement read by the Secretary and bills paid. All money earned by the Committee shall be reported at regular meetings of the Grange and shall be turned over to the Grange Secretary and shall be spent by vote of the members at regular meetings of the Grange, provided that the Committee may retain a sum not to exceed \$75.00 for incidental expenses. This sum may be spent by vote of Committee members at regular meetings and a report of such expenditures to be given at the next regular Grange meeting. With the consent of the Grange, the Committee may raise money for some special projects - this money to be turned over to the Grange Secretary to be kept in a special fund for this purpose.

(c) In those Granges where the Grange Workers' Activities Committee has organized into a Club, the Club will make recommendations to the Master as to their choice for the Chairman of the Grange Workers' Activities. The election is to be held in November of each year. In Granges not having a Club, the Master will appoint the Grange Workers Activities Chairman.

4.2.6 It shall be the duty of the Legislative Committee to keep the Grange in close communication with the Legislative Committee of the Oregon State Grange and endeavor to carry out the requests from the Oregon State Grange Legislative Committee. It shall also keep the members posted on national and current events.

4.2.7 The Relief Committee shall consist of the Chaplain and two (2) other members. At least one (1) member of the committee shall always be a Brother. It shall be its duty to report on all members who are sick.

ARTICLE V – Appeals

Section 1

5.1.1 Any member of a Subordinate/Community Grange has a right to appeal the decision of the Master of the Grange. If the Grange sustains the Master, appeal to the Oregon State Grange can be taken. If the Grange does not sustain the Master, the Master may appeal to the Oregon State Grange. If the Master refuses to obey the decision of the Grange, the Grange, by majority vote, may appeal to the Master of the Oregon State Grange.

ARTICLE VI – Disposal of Grange Property

Section 1

6.1.1 When the Master of a Subordinate/Community Grange becomes aware that there is a serious possibility that the Grange is in danger of disbanding, it shall be the duty of the Master to immediately notify the Oregon State Grange Master and the members of the Oregon State Grange Executive Committee by certified mail, return receipt requested.

6.1.2 When the Master of a Subordinate/Community Grange realizes that dissolution is imminent, no further action can be taken by any Grange officer or member to, in any way, dispose of, decrease or transfer any property including real estate, real property, and financial assets, except for normal Grange bills.

6.1.3 A Subordinate/Community Grange owning property of value cannot legally surrender its charter until its financial business has been closed and all its liabilities, mortgages, liens or other encumbrances on said property have been fully discharged.

6.1.4 No Subordinate/Community Grange shall sell, nor encumber real estate except by two-thirds vote of the Grange at a regular meeting, on resolution presented at a previous regular meeting. Such resolution shall set a date upon which vote shall be taken and said date shall not be less than 15 days nor more than 90 days following the introduction of such resolution. The resolution shall also have the approval of the Oregon State Grange Executive Committee and the Master of the Oregon State Grange. All members shall be notified in writing or by publication in the Grange Bulletin at least 30 days before the date of meeting at which a vote will be taken and its purpose.

6.1.5 Whenever a Subordinate/ Community Grange has decided by vote of its members to disband, the affairs of the Grange shall come under the direct supervision of the Oregon State Grange Executive Committee. No Subordinate/Community Grange shall at any time divide among its members any monies in its treasury or any monies derived from the sale of any properties of the Subordinate/Community Grange. No individual member shall, by reason of his/her membership in a Subordinate/Community Grange, be deemed to have a personal claim to the monies or properties of the Grange.

ARTICLE VII – Amendments

Section 1

7.1.1 Amendments may be made to the Subordinate/Community Grange By-Laws at any regular meeting by a two-thirds vote of the members present; provided that no amendment shall be made which will in any of its provisions conflict with the Oregon State Grange By-Laws nor National Grange Digest and, provided further, that such amendment shall be presented in writing at a regular meeting and acted upon at a subsequent regular meeting. All members shall be notified by mail or by publication in the Grange Bulletin at least 30 days before the date of the meeting at which a vote will be taken of such proposed By-Law change.

7.1.2, Alcoholic Beverages

2.7.2 All Granges are prohibited from having alcoholic beverages either in the Grange Hall or on any of the Grange property during any Grange meeting or Grange-sponsored event. Granges meeting in buildings or on property not owned by the Grange may not allow the consumption of alcoholic beverages during any Grange meeting.

2.7.3 All Granges may have sealed containers of alcoholic beverages at Grange meetings and activities for use as demonstration aids, gifts, or fundraisers. Such containers shall remain sealed at such Grange meeting or activity.

2.7.4 A subordinate Grange may allow the use of alcoholic beverages at functions sponsored by non-Grange groups that rent or lease Grange property. Such renters shall provide proof of host liquor or liquor liability coverage for their event.