

BY-LAWS OF
THE PENNSYLVANIA STATE GRANGE
(Revised Oct. 2011)

ARTICLE I – TITLE

- 1.1.1 This Grange shall be known and distinguished as the Pennsylvania State Grange of the Order of Patrons of Husbandry.
- 1.1.2 This Grange shall operate under the rules and regulations of the constitution, by-laws, and code as adopted by the National Grange and published in the Digest of Laws of the National Grange.

ARTICLE II – MEMBERS

- 1.2.1 The State Grange is a delegate body. Masters of Subordinate and Pomona Granges shall, by virtue of their office, be delegates to the State Grange. If the master's spouse cannot attend State Grange or the master is unmarried a second delegate shall be selected by the Subordinate/Pomona Grange. If a master cannot attend, the Subordinate/Pomona Grange shall select, by vote, all delegates to the State Grange. These delegates can be any member of that Subordinate/Pomona Grange who is in good standing, whether married or unmarried.
- 1.2.2 A Subordinate Grange having 300 or more members in good standing on its rolls for the June 30 quarterly report shall be entitled to an additional delegate, and one additional delegate for each full additional 100 members (i.e. 13-299, 2; 300-399, 3; 400-499, 4; 500-599, 5; 600-699, 6; etc.). The Grange at a regular meeting shall elect these additional delegates.

ARTICLE III – APPLICATIONS FOR MEMBERSHIP

- 1.3.1 Any person having no interest in conflict with our purpose, at the age of fourteen years, duly proposed, elected and complying with the rules and regulations of the Order, may be received as a member of a Subordinate Grange. The requisite fee must always accompany petitions for membership. If the candidate is not received, the money will be returned. Applicants must come recommended by one member in good standing, and shall be balloted for at the same or a subsequent meeting by paper ballot. A majority vote determines election to membership.
- 1.3.2. (2001) The minimum application fee for membership in the Subordinate Grange shall be five dollars (\$5.00) of which five dollars (\$5.00) shall be forwarded to the State Grange. The fee must accompany the application.

- 1.3.3 The minimum application fee for membership in the Pomona Grange shall be \$1.00. A Pomona Grange may increase this fee by vote of the Pomona Grange.
- 1.3.4 (2001) The application fee for membership in the State Grange shall be ten dollars (\$10.00), of which two dollars and fifty cents (\$2.50) shall be paid to the National Grange.
- 1.3.5 The application fee for active and honorary membership in the Junior Grange shall be one dollar (\$1.00).
- 1.3.6 Subordinate Grange Affiliate Membership – A fourth degree member may not be a member of more than one Subordinate Grange at the same time except that fourth degree members may be elected to membership in one additional Subordinate Grange as an Affiliate Member. Proposals for Affiliate Membership and election thereto shall be the same as regular membership. Election shall be by majority vote on paper ballot. An Affiliate Member shall pay the applicable membership dues and be entitled to hold office and vote in the additional Subordinate Grange, provided that Affiliate Members are clearly designated as such in reports to the Secretary of the State Grange, and further provided that such Affiliate Members shall not hold the same office in two Subordinate Granges at the same time.
- 1.3.7 Subordinate Associate Membership – A person with an interest in the advancement of agriculture and improvement of rural life may be elected to Associate Membership in the Subordinate Grange, and shall become an Associate Member upon payment of the annual dues as prescribed in Article X, Section 1.10.2. Subordinate Associate Members shall be entitled to receive State Grange publications and participate in State Grange services. Associate Members shall not be entitled to vote on matters of Grange policy, or participate in Grange sponsored contests that are designated for Grange members only.
- 1.3.8 State Grange Associate Membership – A person with an interest in the advancement of agriculture, the improvement of rural life, and the services offered by the State Grange may apply for Associate Membership to the State Grange, and upon payment of the annual dues as prescribed in Article X, Section 1.10.4, shall be entitled to Associate Membership. Such Associate Members shall be entitled to participate in State Grange services. They shall not be entitled to attend State Grange meetings conducted in the Sixth Degree, vote on matters of Grange policy, or participate in Grange sponsored contests that are designated for Grange members only.
- 1.3.9 Family Membership – 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, upon payment of the annual dues as prescribed in Article X, Section 1.10.5, be elected to membership in a Subordinate Grange as follows:

- A. 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.
 - B. A family shall consist of a husband and wife and their dependents, or a single person and their dependents. Dependents are defined as children, grandchildren or great-grandchildren under the age of 23, who live as a member of the same household or in absence due to illness, education or military service. Foster adopted or step children and other legal dependents shall be considered part of their legal guardians' family.
 - C. 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.
- 1.3.10 E-membership – A person with an interest in the advancement of agriculture, the improvement of rural life, and the services offered by the State Grange may apply for E-membership to the State Grange, and upon payment of the annual E-membership dues as prescribed in Article X, Section 1.10.9, shall be entitled to E-membership. E-Members shall be entitled to receive electronic State Grange publications and participate in State Grange services that are available electronically. E-members shall not be entitled to vote on matters of Grange policy, or participate in Grange sponsored contests that are designated for Grange members only.

ARTICLE IV – MEETINGS

- 1.4.1 The State Grange shall hold regular annual meetings on the third weekend of October, at such place as the delegate body may from time to time determine. Should the delegate body fail to select a place, the State Grange Executive Committee shall make the selection. Special meetings may be called by the Master and Secretary, by giving written notice to each Subordinate and Pomona Grange thirty days preceding, or by vote of the State Grange at a regular meeting.
- 1.4.2 Forty of the Subordinate Granges of the State being represented shall constitute a quorum for the transaction of business at any meeting, but a lesser number may close the Grange from day to day.
- 1.4.3 All resolutions to be considered at the State Session must be received by the State Grange Office by the deadline determined by the State Master, and printed in the resolution booklet, with the exception of those duly submitted by a committee of the State Grange. Each delegate shall receive a resolution booklet upon registering for the session. Guests may request a resolution booklet.

ARTICLE V – OFFICERS

- 1.5.1 The Officers of the 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, and an

Executive Committee of four members. It shall be their duty to see that the laws and rules of the Order are faithfully executed.

ARTICLE VI – ELECTIONS

- 1.6.1 Officers of the State Grange, except for the Executive Committee, shall be chosen at the regular annual meeting every even numbered year for a two-year term. One member of the Executive Committee shall be elected each year to a four-year term. Election shall be on printed ballot. With the exception of Secretary and Treasurer, no office holder's name shall be printed on the ballot for an office if that officer shall have held the same office continuously for six years immediately preceding. Sufficient space for writing additional names shall be printed on each division of the ballot.
- 1.6.2 Vacancies occasioned by death, resignation, or otherwise in the State Grange, shall be filled at a special election at the next regular meeting. Officers so chosen shall fill the unexpired term of their immediate predecessor and be at once installed. The Executive Committee of the State Grange shall have the right to fill the vacant office until the next regular meeting of the State Grange if it so determines that filling it is in the best interest of the Order.
- 1.6.3 A job description for each State Grange office shall be printed in the ADVOCATE at least two months prior to the State Session. It shall be permissible for the Master and Overseer to appoint a Suggestion for Office Committee of at least three persons whose task it is to secure the names of persons willing to serve as officers of the State Grange.
- 1.6.4 All elections authorized by the By-Laws of the State Grange shall be by ballot, and a majority of all votes cast shall be necessary to constitute a choice. If no candidate receives the necessary majority, only the names of the two candidates receiving the most votes will be considered for the second ballot.
- 1.6.5 No nominating speeches shall be allowed in any Grange. It shall be permissible for a member to present the name of another member for election to any Grange office, together with the name of the county in which the member resides, and the name and number of the Subordinate Grange to which the member belongs.
- 1.6.6 Each person suggested for a state office shall be permitted to appear and speak before the delegate body for a maximum of two (2) minutes at a designated time prior to the election. No candidate for a State Grange office shall be permitted to wear any type of sash while on stage for this presentation.
- 1.6.7 When there is more than one name suggested for an office, the suggested members shall draw for position on the ballot.

- 1.6.8 The officers of the State Grange shall be installed at the same meeting at which they are elected.

ARTICLE VII – DUTIES OF OFFICERS

- 1.7.1.1 It shall be the duty of the Master to preside at all meetings of the State Grange; to preserve order and enforce the rules; to see that all the officers and committees perform their respective duties; to take care that the National Grange Constitution, Digest of Laws, and State Grange By-Laws, and the usages of the same are observed and obeyed; to approve all bills, and in conjunction with the Secretary call special meetings of the State Grange when the good of the order requires it.
- 1.7.1.2 The Master of the Pennsylvania State Grange shall be responsible for the hiring of staff and maintenance of the State Grange Office at 20 Erford Road, Suite 310 Lemoyne, PA under the guidelines established by the delegate body and monitored by the State Grange Executive Committee.
- 1.7.1.3 The Master shall serve ex-officio on all committees, and provide leadership and oversight of Grange programs.
- 1.7.1.4 The Master shall monitor the status of Subordinate Granges by observing the quarterly reports, which are submitted to the State Grange office, and take appropriate action to enforce National Grange Digest of Laws rules concerning delinquency in dues payments.
- 1.7.1.5 The Master has the authority to appoint Deputies who shall serve at the direction of the State Master. The Pomona Grange Master and Executive Committee shall be contacted for suggestions for the position of Deputy.

Section 2 – Secretary

- 1.7.2.1 The Secretary of the State Grange shall keep an accurate record of all proceedings of the State Grange; prepare and sign official documents; keep accurate records of lifetime membership longevity.
- 1.7.2.2 The Secretary shall be available to work in the State Grange office a minimum of, but not limited to, one day a week to perform such duties as the State Master and Executive Committee shall assign.

ARTICLE VIII – OFFICERS AND COMMITTEES

- 1.8.1 Departmental Committees of the State Grange, unless otherwise ordered, shall consist of eight members, one representing each region. Other standing and special committees may be appointed as needed by the Master and Overseer.

- 1.8.2 The Executive Committee shall consist of the Master, Overseer, and four members elected by ballot, who shall hold their office for four years, one being elected each year. They shall have authority to act on matters of interest to the order when the State Grange is not in session; shall provide for the welfare of the Order in business matters, and shall report their acts, in detail, to the State Grange at each meeting. They shall be responsible for hiring a Certified Public Accountant to audit the books of the State Grange on an annual basis.
- 1.8.3 A Salary Committee of three members appointed by the Master and Overseer shall review the salaries of the Master, Secretary, Treasurer, and Lecturer, and recommend to the delegate body each odd numbered year such adjustments which may be appropriate. They shall consult with the Treasurer and Executive Committee.

ARTICLE IX – ANNUAL AND FISCAL YEARS

- 1.9.1 The annual year of the State, Pomona, and Subordinate Granges shall commence on the first day of January and end on the last day of December in each year. The fiscal year of the State Grange shall commence on the first day of July and end on the last day of June of each year. Pomona and Subordinate fiscal years shall begin on the first day of October and end on the last day of September unless changed by the Pomona or Subordinate Grange.

ARTICLE X – DUES

- 1.10.1 (Effective 2010) The Secretary of the Subordinate Grange shall remit to the State Grange Office the sum of \$8.75 per member each quarter, less \$3.00 per quarter for pre-2001 Golden Sheaf Members, and no remittance for Lifetime Members, on the Quarterly Report Form, except that dues in a Subordinate Grange for a youth member shall be \$3.00 per quarter. A youth member is one who is under the age of 23 who lives as a member of the parent's or grandparent's household or in absence due to illness, education or military service, or if not in school or military service, is under the age of 19 as of January 1. The appropriate verification and credits shall be placed on the Quarterly Report Form, such verification to be updated annually.
- 1.10.2 (Effective 2007) The minimum dues for Subordinate Grange Associate Members shall be \$20.00 per year. The Secretary of the Subordinate Grange shall report all Associate Members and remit \$8.75 per member per quarter to the State Grange.
- 1.10.3 The minimum dues in the Junior Grange shall be \$1.00 per year. The Secretary of the Subordinate Grange shall report the number of members in their Junior Grange each June 30th, and remit \$1.00 per member to the State Grange.
- 1.10.4 (1998) The minimum dues for State Grange Associate Members shall be \$30.00 per year; however this fee may be lowered to \$15.00 for members enrolled in

- certain health insurance programs. The State Grange shall bill this fee annually. The name and address of each member will be forwarded annually to the legally active Pomona Grange in the county in which the State Grange Associate Member resides.
- 1.10.5 (2006) The minimum dues for a Family Membership shall be calculated using the formula of two State portions of Subordinate membership dues, plus two and one half (2 ½) times the State portion of Youth dues, plus the National Family Membership dues. (2011= \$23.00 x2 + \$0 x 2.5 + \$24.00= \$70.00)
- 1.10.6 (2005) The Secretary and Master of each Subordinate Grange shall make the appropriate quarterly reports and remit the amounts due within 30 days following the end of each quarter – March 31, June 30, September 30, and December 31. The Master of the State Grange shall take such action which may be appropriate, and in accordance with the Digest of Laws of the National Grange, toward those Granges which are determined to be delinquent. Subordinate Granges who have not paid their quarterly dues payment to the Pennsylvania State Grange within 60 days of the end of each quarter shall be subject to a penalty of one (1) percent per month on the amount of dues paid in the last quarter for which a report was filed.
- 1.10.7 (2010) The State Grange shall remit to the National Grange within 60 days following the end of each quarter the sum of \$3.00 for each Subordinate Member, except pre-2001 Golden Sheaf Members; and \$3.00 for each Associate member.
- 1.10.8 (Effective 2007) Subordinate Grange members in good standing may become Lifetime Members by paying a fee, and maintaining membership in a Subordinate Grange. A special committee shall be appointed at three-year intervals to evaluate the program and make recommendations to the delegate body. A two-thirds majority vote of the delegates is required to approve changes in the Lifetime Membership program. The Secretary of the State Grange shall keep a record of all Lifetime Members, provide a certificate and membership card, and notify the appropriate Subordinate Grange Secretary when a Lifetime Membership is granted. The Secretary of the Subordinate Grange shall take a credit of \$9.00 per Lifetime Member on each quarterly report to the State Grange.
- 1.10.9 (effective 2011) The dues for E-membership shall be \$12.00 per year payable via the internet at the time of E-membership application. National Grange shall remit to the State Grange of residence \$7.50 per each E-membership.
- 1.10.10 Any dues increase approved by the delegate body shall be implemented the second January first after being passed at State Session, except for a National Grange dues increase.

ARTICLE XI – DEPUTIES

- 1.11.1 The State Master shall appoint a sufficient number of State Deputies to properly encourage and advance Grange activities throughout the state in the most efficient and economical manner possible. The duties of the Deputies shall be to organize and reorganize Granges, to see that duly elected Officers of Granges are properly installed, and to aid in the promotion of all Grange programs. They shall be vigilant that no disorder shall exist in the Granges within their jurisdiction.
- 1.11.2 Deputies shall receive for organizing new Granges such amounts as are granted and stipulated for this purpose by the National Grange. In addition they shall receive such compensation from the State Grange as may be determined by the Executive Committee.
- 1.11.3 Deputies shall be appointed for two-year terms, but shall be subject to removal at the discretion of the State Master.

ARTICLE XII – GRANGE SERVICES

- 1.12.1 There shall be established a Pennsylvania Grange Service Corporation under its own by-laws to provide such services for Grange members and associate members as its Board of Directors may from time to time approve.
- 1.12.2 There shall be established a Pennsylvania Grange Federal Credit Union under its own by-laws to provide such services as its Board of Directors may from time to time approve.

ARTICLE XIII – ALCOHOLIC BEVERAGES

- 1.13.1 All Granges are prohibited from having alcoholic beverages either in the Grange Hall or on any Grange Property during any Grange meeting, except as provided in Section 1.13.3. Granges meeting in buildings or on property not owned by the Grange may not allow the consumption of alcoholic beverages during any Grange meeting.
- 1.13.2 The Pennsylvania State Grange will allow the use of alcoholic beverages at Grange-sponsored activities, if the sponsoring Subordinate or Pomona Grange so desires. The individual Grange shall obtain host liquor or liquor liability coverage if it sponsors any events where alcohol will be served.
- 1.13.3 All Granges may have sealed containers of alcoholic beverages at Grange meetings and activities for use as demonstration aids, gifts, or fundraisers. Such containers shall remain sealed at such Grange meeting or activity.

- 1.13.4 The Pennsylvania State Grange will allow the use of alcoholic beverages at functions sponsored by non-Grange groups that rent or lease Grange property, if the Subordinate or Pomona Grange owning the property so desires. Such renters shall provide proof of host liquor or liquor liability coverage.
- 1.13.5 No Grange on any level shall apply for or hold a liquor license except for temporary permits for special events.

ARTICLE XIV - AMENDMENTS

- 1.14.1 These By-Laws may be amended or revised at any regular meeting of the State Grange by a two-thirds vote of the delegates present and voting. With the exception of dues increases, revisions become effective immediately upon approval unless ordered differently in the resolution for change. Any dues increase approved by the delegates becomes effective the second January first after being passed at the State Session, except for National Grange dues increases.
- 1.14.2 Any proposal to amend these By-Laws shall be submitted in writing, including the recommended language for the change, and reported upon by the Committee on By-Laws one full day before being brought to the floor for a vote of the delegates.

Adopted by the Pennsylvania State Grange at its 125th annual session, October 1997.
Amended at the 133rd annual session, October 2005.
Amended at the 134th annual session, October 2006.
Amended at the 136th annual session, October 2008.
Amended at the 138th annual session, October 2010.
Amended at the 139th annual session, October 2011.