

**BY-LAWS OF
THE PENNSYLVANIA STATE GRANGE**
(Revised October 2022)

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. Presidents/Masters(P/M) of Community/Subordinate(C/S) and Pomona Granges shall, by virtue of their office, be delegates to the State Grange. If the P/M's spouse cannot attend State Grange or the P/M is unmarried a second delegate shall be selected by the C/S or Pomona Grange. If a P/M cannot attend, the C/S or Pomona Grange shall select, by vote, all delegates to the State Grange. These delegates can be any member of that C/S or Pomona Grange who is in good standing, whether married or unmarried.
- 1.2.2 A Community/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 Community/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 Community/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 Sixth Degree 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 Community/Subordinate(C/S) Grange Affiliate Membership – A Fourth Degree member may not be a member of more than one C/S Grange at the same time except that Fourth Degree members may be elected to membership in one additional C/S 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 C/S 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 C/S Granges at the same time.

- 1.3.7 Community/Subordinate(C/S) 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 C/S Grange, and shall become an Associate Member upon payment of the annual dues as prescribed in Article X, Section 1.10.2. C/S 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 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 Community/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 couple and their dependents, or a single person and their dependents. Dependents are defined as children, grandchildren, great grandchildren, foster, adopted or step-children under the age of 23, who live as a member of the same household or in absence due to illness, education or military service. Legal dependents of any age shall be considered part of their legal guardians' family.
 - C. At such time as a member no longer qualifies as a dependent, the status of the member shall be as an individual with no interruption of their membership.
- 1.3.9 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 President/Master and Secretary, by giving written notice to each Community/Subordinate and Pomona Grange thirty days preceding, or by vote of the State Grange at a regular meeting.
- 1.4.2 Twenty (20) twenty percent (20%) of the Community/Subordinate Granges of the State Grange eligible to submit delegates 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 President/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: President/Master, Vice President/Overseer, Program Director/Lecturer, Steward, Assistant Steward, Lady Assistant Steward, Chaplain, Treasurer, Secretary, Greeter/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.
- 1.5.2 The officers of the State Grange, with the exception of Treasurer and Secretary, shall serve as Advocates/Deputies for the State Grange.

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 *Pennsylvania Grange News* 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 Community/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.
- 1.6.9 (2012) Officers, except Members of Executive Committees, of Community/Subordinate and Pomona Granges shall be chosen by paper ballot every second year in even numbered years on such date as will permit them to be installed prior to the annual meeting of the Pennsylvania State Grange.

ARTICLE VII – DUTIES OF OFFICERS

- 1.7.1.1 It shall be the duty of the President/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 Pennsylvania State Grange President/Master in conjunction with the Pennsylvania State Grange Executive Committee be responsible for the employing and terminating of all employees along with setting appropriate salaries/wages.
- 1.7.1.3 The Pennsylvania State Grange President/Master in conjunction with the Pennsylvania State Grange Executive Committee be responsible for maintaining the Pennsylvania State Grange Office.
- 1.7.1.4 The President/Master shall serve ex-officio on all committees, and provide leadership and oversight of Grange programs, except those committees pertaining to the office of P/M.
- 1.7.1.5 The President/Master shall monitor the status of Community/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.
- 1.7.1.6 The President/Master(P/M) has the authority to appoint Advocates/Deputies who shall serve at the direction of the State P/M. The Pomona Grange P/M and Executive Committee shall be contacted for suggestions for the position of Advocate/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 (Amended 2012) The Secretary shall be available on an “as needed” basis in the State Grange office to perform such duties as the State President/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 six members, one representing each region. Other standing and special committees may be appointed as needed by the President/Master and Vice President/Overseer.

- 1.8.2 The Executive Committee shall consist of the President/Master, Vice President/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 review the books of the State Grange on an annual basis.
- 1.8.3 A Salary Committee of three members appointed by the President/Master(P/M) and Vice President/Overseer shall review the salaries of the P/M, Secretary, and Treasurer, 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 Community/Subordinate(C/S) 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 C/S Grange.

ARTICLE X – DUES

- 1.10.1 (Effective 1/1/2016) The Secretary of the Community/Subordinate Grange shall remit to the State Grange Office the sum of \$11.00 per member each quarter, less \$3.50 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 \$3.50 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 1/1/2015) The minimum dues for Community/Subordinate Grange Associate Members shall be the same as a Regular Member. (See Section 1.10.1)
- 1.10.3 The minimum dues in the Junior Grange shall be \$1.00 per year. The Secretary of the Community/Subordinate Grange shall report the number of members in their Junior Grange with the first quarter membership report, and remit \$1.00 per member to the State Grange.
- 1.10.4 (2006) The minimum dues for a Family Membership shall be equal to the cost of two individual members.
- 1.10.5 (2005) The Secretary and President/Master(P/M) of each Community/Subordinate(C/S) 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 P/M 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. C/S 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.

- 1.10.6 (2015) The State Grange shall remit to the National Grange within 60 days following the end of each quarter the sum of \$3.50 for each Community/Subordinate Member, except pre-2001 Golden Sheaf Members; and \$3.50 for each Associate member.
- 1.10.7 (2015) Community/Subordinate(C/S) Grange members in good standing may become Lifetime Members by paying a fee, and maintaining membership in a C/S 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 C/S Grange Secretary when a Lifetime Membership is granted. The Secretary of the C/S Grange shall take a credit of \$11.00 per Lifetime Member on each quarterly report to the State Grange. *"This program was terminated by Delegate action at the 147th session in 2019."*
- 1.10.8 (Effective 2011) E-membership is available, see details on nationalgrange.org website."
- 1.10.9 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 – ADVOCATES (formerly known as Deputies)

- 1.11.1 The State President/Master(P/M) shall appoint a sufficient number of State Advocates to properly encourage and advance Grange activities throughout the state in the most efficient and economical manner possible. The duties of the Advocates 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 also be vigilant to positively assist with any disorder in the Granges to which they are assigned. There will be two Chief Advocates to assist the P/M in overseeing the program. All Advocates will receive training and a copy of the Advocate Handbook.
- 1.11.2 Advocates 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 Advocates shall be appointed for two-year terms, but shall be subject to removal at the discretion of the State President/Master.

ARTICLE XII – ALCOHOLIC BEVERAGES

- 1.12.1 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 1.12.3. Granges meeting in buildings or on property not owned by the Grange may not allow the consumption of alcoholic beverages during any Grange meeting.
- 1.12.2 The Pennsylvania State Grange will allow the use of alcoholic beverages at Grange-sponsored activities, if the sponsoring Community/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.
- 1.12.3 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.

- 1.12.4 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 Community/Subordinate or Pomona Grange owning the property so desires. Such renters shall provide proof of host liquor or liquor liability coverage.
- 1.12.5 No Grange on any level shall apply for or hold a liquor license except for temporary permits for special events.

ARTICLE XIII – FINANCIAL MATTERS

- 1.13.1 Loans to Community/Subordinate and Pomona Granges for Grange Hall/Building and grounds improvements and upkeep will be considered by the Pennsylvania State Grange Executive Committee upon request.
- 1.13.2 Loan requests must include a written copy of all estimates.
- 1.13.3 Loans must not exceed 70% of appraised value of property.
- 1.13.4 Loans not to exceed \$50,000 to any Community/Subordinate or Pomona Grange.

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.

ARTICLE XV - CLEARANCES

- 1.15.1 All officers and Department Chairs of the Pennsylvania State Grange shall, within 30 days of their election or appointment, submit valid clearances or apply for clearances for working with minors as required by applicable state law.
- 1.15.2 As a condition of their employment/engagement with the PA State Grange, all employees and contracted staff/consultants shall, obtain clearances for working with minors as required by applicable state law.

Adopted by the Pennsylvania State Grange at its 125th annual session, October 1997.

Amended at the 133 rd annual session, October 2005	Amended at the 142 nd annual session, October 2014
Amended at the 134 th annual session, October 2006	Amended at the 143 rd annual session, October 2015
Amended at the 136 th annual session, October 2008	Amended at the 144 th annual session, October 2016
Amended at the 138 th annual session, October 2010	Amended at the 146 th annual session, October, 2018
Amended at the 139 th annual session, October 2011	Amended at the 149 th annual session, October, 2021
Amended at the 140 th annual session, October 2012	Amended at the 150 th annual session, October 2022
Amended at the 141 st annual session, October 2013	