

**BYLAWS OF THE  
MAINE STATE GRANGE**

**ARTICLE I – NAME**

**Section 1.** This Grange shall be known as the Maine State Grange of the Order of Patrons of Husbandry.

**Section 2.** In all its acts the Maine State Grange shall be subject to, and controlled by the Constitution, Laws and Regulations of the National Grange.

**Section 3.** The official headquarters of the Maine State Grange shall be 146 State Street, Augusta, ME 04330

**ARTICLE II – REPRESENTATION**

**Section 1.** The Maine State Grange shall be composed of delegates and non-voting members as prescribed by the National Digest.

**Section 2.** The Maine State Grange is a delegate body and each Subordinate and Pomona Grange in good standing shall be allowed no more than two (2) votes in the State Grange.

**2.1** Masters of Subordinate and Pomona Granges with their spouses, shall, by virtue of their office, be delegates to the State Grange.

**2.2** In the case of an unmarried Master, or a Master whose spouse is unable to attend, the second voting privilege may be given to another member, by a vote of the Grange.

**2.3** In the event that the Master and spouse cannot attend the annual meeting the Subordinate/Pomona Grange has the power to elect alternates.

**2.4** If the Master or spouse is able to attend part but not all the sessions, the Subordinate/Pomona has the power to elect alternates and determine (a) whether the Master and spouse shall attend part-time and alternate part-time or (b) whether the alternate shall attend to represent the Grange on a full-time basis.

**2.5** If the Subordinate/Pomona Grange determines to have the alternate represent the Grange on a full-time basis, the Master or the spouse has a right to attend any portion of the state meeting as visitors without impairing the alternate's right to represent said Grange.

**2.6** If the Subordinate/Pomona Grange has not taken action, the Master and the alternate have the right to apportion the time between them on any basis which is mutually satisfactory.

**2.7** A person who is Master of both a Subordinate and Pomona Grange must represent both.

**Section 3.** The Maine State Grange is a delegate body and the Maine State Youth Grange shall be allowed no more than two (2) votes in the Maine State Grange and follow the guidelines of Article II Section 2.

### **ARTICLE III – MEETINGS**

**Section 1.** This Grange shall hold its annual meeting on any consecutive Thursday, Friday and Saturday in October. These meetings shall be scheduled at least 24 months in advance.

**Section 2.** In case the Grange does not select a place for its next meeting, the Executive committee shall determine where such meeting shall be held.

**Section 3.** Special meetings may be called by the State Master and State Secretary, at the request of the Executive Committee and thirty days (30) notice of the same shall be given by the Secretary to officers and members.

**Section 4.** **Forty-five (45) delegates** shall constitute a quorum for the transaction of business. A fewer number may adjourn from time to time. **10/18**

### **ARTICLE IV – MEMBERSHIP REQUIREMENTS AND FEES**

**Section 1.** All applicants must show proof of good standing in the Subordinate and Pomona Grange.

**Section 2.** The fee for candidates for the Sixth Degree shall be ten dollars (\$10.00).

**Section 3.** There are no annual dues.

### **ARTICLE V – OFFICERS**

**Section 1.** The officers of the Grange shall be of the same number and name as in the National Grange.

**Section 2.** The officers shall be elected on the odd year by ballot to serve for two years or until their successors are elected and installed. Their term of office shall begin at the close of the annual meeting at which they are elected. Installation is to be held on the last day of the annual meeting.

**Section 3.** Vacancies shall be filled by election, by the State Grange, if in session, or at the first session after the vacancy occurs. Except for the office of Master, any vacancy may be filled by appointment by the Master subject to the approval of the Executive Committee.

**3.1** In the case of a vacancy in the office of Master, the Overseer (acting Master) shall become Master upon being duly installed. When the Overseer is thus installed as the Master, the office of Overseer becomes vacant. An Overseer thus installed is entitled to be called a Past Master.

**Section 4.** All officers of the State Grange are amenable to the State Grange, and to be tried by the State Grange for offenses, except the Master and spouse.

## ARTICLE VI – DUTIES OF STATE OFFICERS

### Section 1. Master

**1.1** It shall be the duty of the Master to preside at all meetings of the Grange; to see that the officers and members of committees properly perform their respective duties; to see that the Constitution of the National Grange, the Bylaws of the State Grange and the rules and regulations of the Order are obeyed; to sign all drafts upon the treasury, and perform such other duties as pertain to the office, or are required by these articles; and the usage of the Order.

**1.2** The Master may appoint as many Deputies and Committee Members as the good of the order requires, who shall act under the instruction and direction of the Master, he being an ex-officio member of all committees.

**1.3** All official rulings of the Master of the State Grange shall be sent to the Master of the Subordinate or Pomona Grange in which the question arose.

**Section 2. Overseer** – It shall be the duty of the Overseer to assist the Master and to preside over the Grange in the absence of the Master.

**Section 3. Lecturer** – It shall be the duty of the Lecturer to adhere to the instructions as required by the Subordinate Manual, The National Grange Bylaws and Digest. The Lecturer shall receive summary reports from Subordinate/ Pomona Lecturers and will make an annual report to the State Grange and National Grange Lecturer.

**Section 4. Steward** – The Steward’s duties shall be to have charge of the inner gate, and perform such duties as are required by the Subordinate Manual.

**Section 5. Assistant Stewards** – These officers shall assist the Steward in his/her duties and perform such other duties as are required by the Subordinate Manual.

**Section 6. Secretary** – The Secretary shall make and keep complete and accurate records of all the proceedings of the meetings of the State Grange.

**6.1** He/she shall make all necessary returns to the National Grange.

**6.2** He/she shall pay over to the Treasurer, within the time prescribed by the Constitution of the National Grange, all monies coming into his/her hands, and take a receipt from the Treasurer for the same. He/she shall draw and countersign all orders upon the treasury.

**6.3** He/she shall conduct the correspondence of this Grange and perform such other duties as generally devolve upon such officer, under the direction of the Master and Executive Committee.

**6.4** He/she, at the close of the Annual Session and prior to February 1<sup>st</sup>, shall publish and submit the Journal of Proceedings of the Annual State Grange Session.

**Section 7. Treasurer** – The Treasurer shall receive all monies of the State Grange from the hands of the Secretary, and give a receipt for the same. He/she shall keep an account of all monies received and pay the same, upon approval of the Master and State Executive Committee. He/she shall give a full statement of the condition of the Treasury at each annual meeting, and whenever called upon by the Executive Committee to do so.

**Section 8. Gatekeeper** – It shall be the duty of this officer to see that the outer gates are properly guarded.

**Section 9. Chaplain & Lady Officers** – The duties of the Chaplain and the Lady Officers shall be the same as required by the Constitution of the National Grange and the Subordinate Manual of the Order.

#### **ARTICLE VII – EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee of the Maine State Grange shall consist of the Master and four elected members, and will have the right to elect their own chairperson.

**Section 2.** The elected members of the Executive Committee shall hold their office for four years, one to be elected each year.

**Section 3.** The State Grange Executive Committee and the State Master will choose the second delegate to National Grange in the case of an unmarried Master. 10/09

**Section 4.** It shall be the duty of the Executive Committee to:

**4.1** Conduct the general business transactions and exercise a general supervision over the affairs of the Order during the recess of the State Grange; 10/09

**4.2** Try cases when the State Grange is not in session;

**4.3** Instruct the Treasurer in the disbursement of monies;

**4.4** Perform such other duties as may be imposed upon them by the State Grange.

**Section 5.** The Executive Committee shall authorize the publishing annually of a complete register of the name and number of all Subordinate and Pomona Granges in the state, with the name, address, telephone number and email address of the Master, Lecturer, Secretary and C.W.A. Chairperson on or before the first day of February in each year.

**5.1** A list of names of committee chairmen including Youth, Junior, Agriculture, Legislative, Membership, and Family Health and Hearing will be made available upon request to the State Grange Office.

**Section 6.** It shall be the responsibility of the Executive committee to act for the State Grange between meetings of said Grange. Actions by an Executive Committee must have the approval of the Master of the State Grange, provided, however, disapproval by a Master may be overridden by a vote of two thirds of the members of the Executive Committee.

**Section 7.** It shall be the duty of the Executive Committee of the Maine State Grange to order Subordinate Granges to discipline any of their members guilty of flagrant offenses, such as by making public, either through the press or by public speech, such works as are essentially secret and of interest only to members of the Order. Also for making public attacks of a general nature upon the Order, or attempting to belittle it or its works in public.

#### **ARTICLE VIII – COMPENSATION**

**Section 1.** Officers, Executive Committee, and Deputies of the State Grange shall receive necessary expenses while attending the State Grange session and such compensation as shall be voted by the delegate body at the beginning of each biennial term; and at the expiration of their term of office, shall deliver to their successors all monies, books and property belonging to their offices, or the State Grange.

**Section 2.** When a State Master, State Secretary or State Treasurer is elected, a transition period shall be established for no longer than December 31<sup>st</sup> of that year. During that time, the outgoing officers involved shall each receive ½ of the prorated salary of the position for the time served. The outgoing State Secretary shall be responsible for the publication of the current Roster and Journal of Proceedings.

#### **ARTICLE IX – GENERAL**

**Section 1.** The official fiscal year of State Grange shall commence on the first day of October and end on the last day of September. Each Pomona and Subordinate Grange shall have the power to determine when its fiscal year shall commence and end.

**Section 2.** The Secretary and Treasurer of the State Grange shall give good and sufficient bond. The Executive Committee of the respective Subordinate and Pomona Granges shall determine what, if any, bond is necessary for their own Grange. 10/11

**Section 3.** The Maine State Grange shall furnish the Subordinate Granges with the necessary blanks upon which to make reports of the condition of the Grange when required, or other matters upon which reports are required for the benefit of the Order.

**Section 4.** It shall be the duty of the members and officers of the State, Pomona and Subordinate Granges to be clothed in appropriate regalia, and carry the emblems of office when open as a Grange.

**Section 5.** Only Granges open in form, and working under a charter, or members of the Order called together by the Master of the State Grange or the State Deputy for instruction, shall be entitled to use the unwritten work of the Order.

**Section 6.** All elections in State, Pomona and Subordinate Granges shall be by ballot, and a majority of all legal votes cast shall be necessary for a choice.

**Section 7.** All resolutions to be considered at the Annual State Session must be received at the State Grange office by August 15<sup>th</sup>, compiled and sent to all Granges as soon as practicable. 10/12

**Section 8.** In emergency situations or extreme need, the State Master and the Executive Committee may consider the introduction of a resolution presented in writing on or before the first day of the annual session.

**Section 9.** The Maine State Grange will permit 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 and any required licensing. 10/18

**Section 10.** There shall be at least two signers on all accounts for the State, Pomona, and Subordinate Granges. Either may transact the required business. 10/18

## **POMONA GRANGES**

### **ARTICLE X – POMONA GRANGES**

**Section 1.** Charters for Pomona Granges shall be issued by the National Grange.

**Section 2.** Applications for Charters shall be made to the Secretary of the National Grange and be signed by the persons applying for the same, and be accompanied by a fee of \$5.00. The number shall not be less than thirteen persons, of whom there shall not be less than four of either sex. They shall all be Fourth Degree members in good standing in the district or county where the Grange is to be organized. 10/09

**Section 3.** On such application being received setting forth (1) that the good of the order requires the organization of the Pomona Grange in the county or district (2) that a suitable room will be provided, with the necessary paraphernalia for the convenience and work in such degree; it shall be the duty of the Master of the State Grange to provide for the organization and instruction of such Grange in accordance with the Manual of the Fifth Degree, adopted by the National Grange.

**Section 4.** On the reception of the certificate of the officer or Deputy perfecting the organization, that such Grange is organized, a Charter shall be issued in due form. The Deputy or other officer, before completing the organization, shall see that the room provided is in proper order and suitably arranged; that the officers are duly elected and installed, and that the membership fees are paid to the Treasurer of the new organization. It shall be their duty to instruct all officers in their several duties in the work of the degree, and receive a reasonable compensation for such service.

**Section 5.** When two (2) or more Subordinate Granges desire, that they be permitted to maintain an existing Pomona Grange. They shall meet all other requirements of meetings and membership as defined in the Bylaws and National Digest.

### **ARTICLE XI – POMONA OFFICERS**

**Section 1.** The officers of the Pomona Grange shall be the same as in the Subordinate Grange and their rank and duties shall be such as are provided for in the Manual of the Fifth Degree. They shall be

chosen at a regular meeting, held in the Fifth Degree, in the month of June each year, and installed as soon as practicable after August 1<sup>st</sup>.

**Section 2. Executive Committee**

**2.1** An Executive Committee consisting of the Master, and not more than four or less than three elected members shall be chosen by ballot to attend to the general business of the Grange when not in session. One to be elected each year to serve as many years as there are elected members of the committee. It shall be the duty of the Executive Committee of each Pomona Grange to see that the books of the Secretary and the Treasurer and any other funds of the Grange are audited at the end of the fiscal year.

**2.2** It shall be the responsibility of the Executive Committee to act for the Pomona Grange between meetings of said Grange. Actions by an Executive Committee must have the approval of the Master of each Pomona Grange, provided, however, disapproval by a Master may be overridden by a vote of two thirds of the members of the Executive Committee of said Pomona Grange.

**Section 3.** As soon as the election of officers takes place, and not later than July 15<sup>th</sup>, the Secretary of the Pomona Grange shall send to the State Grange the names of the Master, Lecturer, Secretary, Chairperson of the Committee on Women’s Activities, the Chairperson of the Junior Grange Committee, the Chairperson of the Youth Committee, the Chairperson of the Agriculture Committee, the Chairperson of the Legislative Committee, the Chairperson of the Membership Committee, and the Chairperson of the Family, Health and Hearing Committee, with post office addresses, telephone numbers and email addresses (if applicable) of each and shall report at once if any changes are made at any time.

**Section 4.** Any Master or Past Master of a Pomona Grange, any Deputy or any member approved by the State Master may install the officers of a Pomona Grange. However, the State Master shall have full control of the installations at all times.

**ARTICLE XII – MEMBERSHIP**

**Section 1.** Pomona Granges shall be composed of all Fourth Degree members in good standing in the Subordinate Granges in the District, who have paid a fee of at least one dollar (\$1.00), been properly recommended, elected by a majority vote, by the voting sign of the order, of the members of a Pomona Grange at a meeting at which a quorum is present, and have been initiated in the Fifth Degree **or have been given the Fifth Degree Obligation Ceremony. 10/18**

**Section 2.** Any candidate for a higher degree shall be required to furnish proof of good standing in a Subordinate Grange either by presenting a paid-up membership card or certification from the Secretary or Master of their Subordinate Grange.

**Section 3.** All Pomona members shall present a dues receipt from the Fourth and Fifth Degrees, before the Annual Word shall be given by the Pomona Master.

**Section 4.** The minimum dues shall be one dollar and fifty cents (\$1.50) per year for each member. The initiation fee does not pay dues. The Secretary of the Pomona Grange shall report promptly after the last meeting in June, to the State Grange the number of persons initiated, received by Demit, or reinstated since his/her last report; also the number who by death, Demit, suspension, expulsion or otherwise have ceased to be members within the same time, and shall pay to the State Grange, one dollar and fifty cents (\$1.50) for each member reported for the year just ended. Pomona Granges may elect Honorary Members and relieve them from payment of dues, but the Pomona Grange must still pay Annual Dues on these Honorary Members to the State Grange.

**Section 5.** Any Pomona Grange whose annual report is not postmarked by the 10<sup>th</sup> day of July will be assessed an additional charge of \$5.00 to defray collection costs.

**Section 6.** Pomona Granges shall meet at least once in three months and may hold intermediate regular meetings as may be necessary for the good of the Order. Meetings shall be opened in the Fifth Degree and all work shall be carried out as prescribed by the Manual. Special meetings may be called by the Master and Secretary.

#### **ARTICLE XIII – POMONA AFFILIATE MEMBERSHIP**

**Section 1.** A member may be elected to membership in one additional Pomona Grange as an Affiliate Member.

**Section 2.** A proposal for Affiliate membership in a Pomona Grange and election thereto shall be the same as provided in The Digest of Laws of the National Grange and in addition, a current dues card from their Pomona and Subordinate Granges shall be presented to insure that they are a member in good standing.

**Section 3.** Such Affiliate Members shall pay the applicable membership dues and be entitled to hold office and vote in the additional Pomona Grange.

**Section 4.** Affiliate Members must be clearly designated as such in reports to the Secretary of the State Grange.

**Section 5.** Affiliate Members shall not hold the same office in both Pomona Granges at the same time.

**Section 6.** An Affiliate Pomona Member may not hold office in more than one State Grange and may not participate in any National Grange contest representing more than one Pomona Grange.

#### **ARTICLE XIV – DEMITS – SUSPENSIONS AND JURISDICTION**

**Section 1.** Any member who is in good standing in a Pomona Grange, and clear on the books shall be entitled to a Demit card, which shall be valid for six months from date of issue. Persons having such cards may be admitted to membership in another Pomona Grange, but shall be subject to the same



form of petition, examination and ballot, as those first applying for membership. The unexpired Demit is sufficient petition for membership in another Pomona Grange.

**Section 2.** Any Pomona Grange by a majority vote may suspend a member who is delinquent in the payment of dues, one year or more, and who has been duly notified in writing of his delinquency by the Secretary. The Grange will not be liable for dues to the State Grange for such suspended members. NO MEMBER CAN BE SUSPENDED EXCEPT BY ACTUAL VOTE AT A REGULAR MEETING. The Secretary shall immediately notify a suspended member of the vote of suspension.

**Section 3.** The prescribed fee for reinstatement in a Pomona Grange shall be two dollars (\$2.00).

**Section 4.** The laws and rulings which relate to the jurisdiction of Subordinate Granges in this state, shall as far as practicable, apply to Pomona Granges.

**Section 5.** Sectarian and partisan questions will not be tolerated as subject of discussion in the Pomona Grange and no political or religious tests for membership shall be applied.

**Section 6.** The same rules of discipline as pertain to Subordinate Granges shall apply to Pomona Granges.

**Section 7.** All expulsions shall be reported to the Secretary of the State Grange and by the State Secretary to each Pomona Grange in the State.

**Section 8.** Each Pomona Grange may make such Bylaws for its own government, which are not in conflict with the Order, or the Bylaws of the National or State Grange, as it may deem best. All Bylaws or revisions of Bylaws must have the approval of the State Master before becoming effective.

## **SUBORDINATE GRANGES**

### **ARTICLE XV – SUBORDINATE GRANGES**

**Section 1.** The Subordinate Granges shall have full power to make their own Bylaws and enforce the same; provided they do not conflict with the Manual or Constitution of the Order, or the Bylaws of the National or State Granges. All Bylaws or revisions of Bylaws must have the approval of the State Grange Master before becoming effective.

**Section 2.** The Secretary of each Subordinate Grange shall report promptly at the beginning of each quarter to the Secretary of the State Grange, the number of persons initiated, obligated, received by Demit or reinstated since his/her last report; also the number who by death, Demit, expulsion, suspension or otherwise have ceased to be members within the same time, and shall pay to the Secretary of the State Grange dues as specified in Article XV Section 6 of these bylaws, for each member reported for the quarter just ended.

### **Section 3 Delinquent Dues**

**3.1** Any Grange whose quarterly dues to the State Grange are unpaid shall be reported to the Master of the State Grange who shall, during the subsequent quarter, make investigation. If at the close of the second quarter, the State dues still remain unpaid, the Grange shall be considered as an inactive Grange and its Charter suspended.

**3.2** If the back dues to State Grange are paid, the Charter will be reinstated.

**3.3** When the Master and Secretary of said inactive Grange are so notified of the revoking of the Grange's Charter by the State Secretary, the members in good standing of said Grange shall be issued Demits by the State Grange, and are permitted to join another Subordinate Grange.

**Section 4.** Any Subordinate Grange whose quarterly report is not postmarked by the 10<sup>th</sup> day of the month following the close of the quarter will be assessed an additional charge of \$5.00 to defray collection costs.

**Section 5.** Every Grange must have a seal to be used only to authenticate the action of the Grange or its executive officers, and should never be used unless accompanied by the signature of the Secretary.

**Section 6.** The Maine State Grange dues will be \$5.75 per quarter per person or \$11.50 per quarter per family. 10/15

**Section 7.** Subordinate Granges shall be exempt from paying dues on Golden Sheaf members to the Maine State Grange.

### **ARTICLE XVI – SUBORDINATE AFFILIATE MEMBERSHIP**

**Section 1.** A member may be elected to membership in one additional Subordinate Grange as an Affiliate Member.

**Section 2.** A proposal for Affiliate Membership in a Subordinate Grange and election thereto shall be the same as provided in The Digest of Laws of the National Grange except election to membership shall be by majority vote by paper ballot.

**Section 3.** Such affiliate Members shall pay the applicable membership dues and be entitled to hold office and vote in the additional Subordinate Grange.

**Section 4.** Affiliate Members must be clearly designated as such in reports to the Secretary of the State Grange.

**Section 5.** Affiliate Members shall not hold the same office in both Subordinate Granges at the same time.

**Section 6.** An Affiliate Subordinate Member may not hold office in more than one State Grange and may not participate in any National Grange contest representing more than one Subordinate Grange.

**Section 7.** No delegate to the Maine State Grange Annual Session shall represent more than a maximum of one Subordinate and one Pomona Grange.

#### **ARTICLE XVII – JURISDICTION**

**Section 1.** There shall be no Grange organized in any town or city already containing one or more Granges, without the consent of the existing Granges, and if the consent is not obtained from any one of the Granges, then the matter shall be referred to the Executive Committee of the Maine State Grange, whose decision as to granting a Charter, after personal investigation, shall be final.

**Section 2.** Complaints for infringement of jurisdiction shall be made to the Master of State Grange within thirty days thereafter.

#### **ARTICLE XVIII – MEMBERSHIP AND APPLICATIONS**

**Section 1.** Any person interested in agricultural pursuits, and having no interests in conflict with our purposes, of the age of 13.5 years or more, duly proposed, elected, and complying with the rules and regulations of the Order is entitled to membership in the Order.

**Section 2.** Applications for membership must be recommended by two members and be presented at a regular or special meeting. If at a special meeting it must be specified in the call for the meeting. The candidate can be balloted on at the same meeting that it is presented only at regular meetings.

**Section 3.** The minimum application fee for membership in a Subordinate Grange shall be five dollars (\$5.00) per person or ten dollars (\$10.00) for a family. 10/15

**Section 4.** A family shall be as defined by the Bylaws of the Maine State Grange: a couple and their dependents, or a single person and his/her 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 guardian's family. 10/15

**Section 5.** No applicant shall be initiated whose full fee has not been paid.

**Section 6.** Any Grange that accepts less than the minimum fees and dues shall be liable to have its Charter suspended.

#### **ARTICLE XIX – OBLIGATION CEREMONY**

**Section 1.** The Obligation may be used only upon prior approval of the State Master.

**Section 2.** The entire Obligation must be thoroughly committed to memory.

**Section 3.** All candidates being obligated must be reported to the State Secretary on the next quarterly report.

## **ARTICLE XX – DUTIES AND RIGHTS OF MEMBERS**

**Section 1.** The minimum regular annual dues in a Subordinate Grange shall be eight dollars (\$8.00), paid in advance from each member. Each Grange may otherwise regulate its own dues. Granges may elect Honorary Members and relieve them from payment of dues, but the Subordinate Grange must pay State and National dues upon all Honorary Members. Golden Sheaf members, however, are relieved from payment of all dues, except for Golden Sheaf members who become affiliated with another Grange, who must pay dues to the affiliated Grange, and such member shall retain all rights and privileges of membership. The State Grange is obligated to pay dues on all members earning Golden Sheaf Status as of Jan. 1, 2001. Only members whose dues are paid in advance for the current year are entitled to the Annual Word.

**Section 2.** No member of the Order shall enter in litigation with another member of the Order without first having submitted the cause or difference to the tribunal already provided in the Order. The word “litigation” in this Bylaw is defined to mean: The act or process of carrying on a suit in a Court of Law or Equity, for the recovery of a right or claim.

**Section 3.** Each Subordinate Grange has full jurisdiction of the conduct and standing of its Members and Officers, except the Master and wife, or husband who are members of the State Grange, and amenable to the State Grange.

## **ARTICLE XXI – SUBORDINATE OFFICERS AND THEIR DUTIES**

**Section 1.** The Officers of a Subordinate Grange shall be the same in name, number and ranks, as provided in the Constitution and Manual of the Order.

**Section 2.** The election of Subordinate Officers shall take place at any regular meeting in June each year and installed as soon after August 1<sup>st</sup> as practicable.

**Section 3.** Any Master or Past Master of a Subordinate Grange, or Fifth Degree member, may install the Officers of a Subordinate Grange.

### **Section 4. Master**

**4.1** Shall preside at all meetings of the Grange.

**4.2** Conduct the meetings according to the rules of the Order, and general parliamentary law.

**4.3** Open and close the meetings in due form, in the Fourth Degree.

**4.4** Decide all questions arising in the Grange about Grange Law and Usage subject to appeal.

**4.5** Shall see that all reports required by the State Grange are promptly made.

**Section 5.** The Overseer should assist the Master in his/her duties, and in his/her absence take the Master's place.

**Section 6. Secretary**

**6.1** The Secretary of each Subordinate Grange shall make quarterly reports to the State Grange on the first month of each quarter, upon blanks furnished by the Secretary of the State Grange.

**6.2** The quarterly dues to the State Grange shall accompany such report.

**6.3** As soon as the election of officers takes place, and not later than July 15<sup>th</sup>, each Secretary of the Subordinate Grange shall send to the Maine State Grange, the names of the Master, Lecturer, Secretary, the Chairperson of the Committee of Women's Activities, the Chairperson of the Youth Committee, the Chairperson of the Junior Grange Committee, the Chairperson of the Agriculture Committee, the Chairperson of the Legislative Committee, the Chairperson of the Membership Committee, and the Chairperson of the Family, Health and Hearing Committee, with the Post Office addresses, telephone numbers and email addresses (if applicable) of each and shall report at once if any changes are made during the year.

**6.4** The Secretary of a Subordinate Grange will immediately report to the Secretary of the State Grange and to the Secretary of each neighboring Grange every instance of the expulsion of a member. In the case the expelled member moves, the Grange next to the members' new residence should be notified.

**Section 7.** The Steward is the proper custodian of the regalia, jewels and other property of the Grange under the direction of the Grange.

**Section 8.** The Executive Committee acts for and in the name of the Grange between regular meetings but always and only in conjunction with the Master.

**8.1** It shall be the duty of the Executive Committee of each Subordinate Grange to see that the books of the Secretary and Treasurer and any other funds of the Grange are audited at the end of the fiscal year.

**Section 9.** The further duties of the Officers of a Subordinate Grange are defined by the Manual and Constitution of the Order, The Digest of Laws of the National Grange and the Bylaws of the Subordinate Grange not in conflict therewith.

**ARTICLE XXII – MEETINGS**

**Section 1.** A regular meeting of the Grange is any meeting that is fixed by the Bylaws or standing rules of the Grange. A Grange must hold at least one regular meeting each month, and may hold intermediate regular meetings. The Bylaws of each Subordinate Grange should definitely fix the day and hour of all regular meetings.

**Section 2.** Special meetings may be called by the Master, or by vote of the Grange, for special purposes not to include election of officers, balloting for candidates or any other business prohibited by Grange Law. No business shall be transacted at a special meeting except as included in the call for such meetings.

**Section 3.** The Memorial Service in the Subordinate and Pomona Granges shall be on any meeting in May or June to be determined by the individual Granges.

#### **ARTICLE XXIII – QUORUM**

**Section 1.** Seven members is the least number with which a Grange can be opened in due form and should be prescribed in the Bylaws of every Subordinate Grange.

**Section 2.** If only seven members are present, the following offices must be filled: Master, Overseer, Steward, either the Assistant Steward or the Lady Assistant Steward, Chaplain, Secretary and Gatekeeper. Any of the above mentioned Officers may act in a dual capacity upon appointment by the Master and may perform the duties of such officers as the Lecturer, Executive Committee, etc.

#### **ARTICLE XXIV – NONPAYMENT OF DUES**

**Section 1.** Any Subordinate Grange by a majority vote may suspend a member who is delinquent in the payment of dues three months or more, and has been duly notified of his delinquency twice by the Secretary, at least once being in writing, and the Grange will not be liable for dues to the State Grange for such suspended members. NO MEMBERS CAN BE SUSPENDED EXCEPT BY ACTUAL VOTE AT A REGULAR MEETING. The Secretary shall immediately notify a suspended member of the vote of suspension. 10/09

**Section 2.** A member suspended for nonpayment of dues may be reinstated within one year, by majority vote of the Grange, from which he/she was suspended, upon payment of all dues up to the date of reinstatement; and is thereby reinstated. The Secretary of the Grange shall credit the State Grange with the amount received from such delinquent members, and due the State Grange, and incorporate the same in the next quarterly report, and remit such dues.

**2.1** Such reinstatement within one year shall be deemed to restore and maintain continuous membership status.

**Section 3.** A member suspended for nonpayment of dues shall immediately become a “suspended member”. He/she may, after one year from the date of suspension, upon presenting proof of former membership, petition any Grange, to be readmitted to membership upon payment of the sum of two dollars (\$2.00). The vote shall be taken at any regular meeting by a paper ballot, and a majority shall elect.

## ARTICLE XXV – DEMITS AND TRAVELING CARDS

**Section 1.** Any member who is in good standing and clear on the books is entitled to a Demit card. The Demit is valid for 6 months from the date of issue and shall show the date from which dues have been paid. The demitting member is not liable for dues in the Grange with which he/she affiliates, until this date has been reached. The Subordinate Grange receiving the demitted member may request the unexpired portion of the remaining total of the per capita dues payable to the Maine State Grange already paid by the demitting member.

**Section 2.** Any member holding a Demit in force may apply to any Subordinate Grange for membership. The Demit shall serve as the application without fee, and a majority vote by paper ballot at that regular meeting shall elect.

**Section 3.** Members of the Order holding Demits shall be known as unaffiliated members during the life of the Demit. Upon the expiration of the Demit, they shall be known as former members.

**Section 4.** The prescribed fee for former members to reinstate shall be two dollars (\$2.00).

**Section 5.** A member holding a Demit cannot receive the Annual Word, or hold office in any Subordinate Grange; except that any member holding an unexpired Demit from a Subordinate Grange may hold office in a Pomona, State or the National Grange.

**Section 6.** A Grange may issue traveling cards in accordance with the Digest.

**Section 7.** Aside from expulsion or suspension as a result of trial, there are three ways in which Grange membership may be terminated, the first is by Demit, the second is by suspension for nonpayment of dues. Third, the Secretary may read and the Grange may act upon a member's written request to be dropped from the rolls at any regular meeting. A majority vote of the Grange shall grant the request. Such action shall be taken only at a regular meeting.

## ARTICLE XXVI – APPEAL

**Section 1.** Any member of a Subordinate Grange has a right to appeal from the decision of the Master of the Grange, in accordance with the rules and regulations of The Digest of Laws of the National Grange. But if the Grange does not sustain the Master, he/she (Master) may appeal from such decision to the State Grange; or if the Master refuses to obey the decision of the Grange, the Grange then may by majority vote appeal from such action to the Master of the State Grange.

**Section 2.** During the pendency of any appeal the decision of the Master is supreme law of the Grange, and is to be respected as such until the same has been overruled by the Master of the State Grange.

## **ARTICLE XXVII – JUNIOR GRANGE – MEMBERSHIP**

**Section 1.** Children over five years and under fourteen years of age are eligible to join in a Junior Grange.

**Section 2.** Junior Grange membership shall terminate when the Junior member reaches age 14, provided, however, that an officer of a Junior Grange who turns 14 shall be permitted to remain a member until the expiration of his/her term of office. When they cease to be regular members they become Honorary Members of the Junior Grange without fee. Patrons of Husbandry and nonmembers may become Honorary Members of a Junior Grange.

**Section 3.** The officers of the Junior Grange shall be elected annually at a regular meeting in June and installed as soon after September first as possible.

## **ARTICLE XXVIII – FEES AND DUES**

**Section 1.** The initiation fee for Junior membership shall be a minimum of one dollar (\$1.00).

**Section 2.** The fee for Honorary Members is one dollar (\$1.00).

**Section 3.** The minimum annual dues shall not be less than one dollar for both active and honorary members.

## **OTHER**

## **ARTICLE XXVIX – AMENDMENTS**

**Section 1.** These Bylaws may be amended at any annual session of the State Grange by a two-thirds vote of the delegates voting, provided that the amendment has been submitted in writing on the first day of the session.

## **ARTICLE XXX – CORRECTIONS**

**Section 1.** It shall be the duty of the Master of the Maine State Grange to prepare a corrected copy of the Bylaws after each session of the Maine State Grange in which amendments have been adopted. This copy to be reviewed by the Executive Committee but without need of their approval. The Master shall provide that the corrections be printed in the form which he shall provide. Any discrepancies shall be noted by the Master of the Maine State Grange and presented to the delegates at the next annual session of the Maine State Grange.

Revised per Article XXX, Section 1 by State Master Steven Verrill, January 2, 2007  
Revised by State Master James Owens following State Session in 2007, 2008, & 2009  
Revised by State Master Patrick Brewer following State Session in 2011 & 2012  
Revised by State Master Victoria Huff following State Session in 2014  
Revised by State Master Richard Grotton following State Session in 2015  
Revised by State Master Sherry Harriman following State Session in 2018