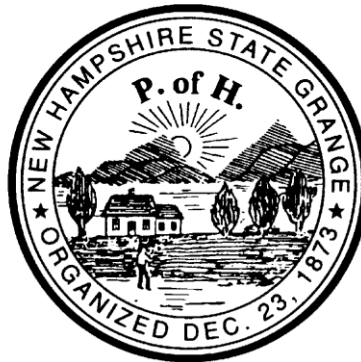


BYLAWS

Of

**New Hampshire
Granges**

2018



BYLAWS
Of
State, Pomona, Subordinate
And
Junior Granges
In
New Hampshire

Adopted by the New Hampshire State Grange
December 23, 1915

-2002-

Amended October 25, 2003
Amended October 29, 2005
Amended October 27, 2007
Amended October 25, 2008
Amended October 31, 2009
Amended October 30, 2010
Amended October 29, 2011
Amended October 27, 2018

2002
COMMITTEE ON AMENDMENTS TO BY-LAWS
Wilber Heath
John West
Arthur Merrill
Richard Bailey
David Boynton
Tricia Taylor
Mark Collins
Wayne Turcotte

**BYLAWS
OF
NEW HAMPSHIRE GRANGES**

ARTICLE I

Title

This organization shall be known as the New Hampshire State Grange of the Order of Patrons of Husbandry.

ARTICLE II

Relation to National Grange

The New Hampshire State Grange shall be subject to and controlled by the Constitution, Laws and Regulations of the National Grange.

ARTICLE III

Members

The **Non-voting** Membership of the State Grange shall consist of **all Fourth Degree members in good standing of active Subordinate Granges who have received the Sixth Degree and are within the jurisdiction of the NH State Grange. (10/31/2009)**

ARTICLE IV

Voting Members and Representation

Section 1.

The voting members of the State Grange are the Masters of Pomona and Subordinate Granges. If the Master has a wife or husband who is a fourth degree member in good standing in the same Grange, he or she becomes the second representative from said Grange. If the Master's wife or husband is unable to attend or the Master is unmarried, the Grange may elect one additional delegate; if the Master and spouse are unable to attend, the Grange may elect two delegates, who become the representatives of said Grange. In the case of a Pomona Grange, at least one delegate must be a Master or Past Master of a Subordinate Grange or a Pomona Grange. Past Masters of Subordinate and Pomona Granges and their wives or husbands who are Patrons, shall be honorary members, entitled to the privileges of the floor, but not entitled to vote.

Section 2.

A Subordinate or Pomona Grange shall not be entitled to representation in the State Grange whose dues are not paid up to the close of the quarter ending June 30 of the same year.

Section 3.

The voting delegates of the New Hampshire State Grange shall pay a fee of **\$10.00** each at the annual session to be paid for by the individual Grange. **(10/25/2008)**

Section 4.

Registration fee for all other **Subordinate Grange members** at State Session, with the exception of invited guests and minors, shall be **\$5.00. (10/25/2008)**

ARTICLE V

Meetings

Section 1.

This Grange shall hold its regular annual meeting, **between October 15 and the first Thursday of November, preferably the Thursday before the fourth Friday of October** of each year, convening at a time and place designated by the Executive Committee. The location selected must provide complete access and accommodate all members, including those in wheelchairs, with walking disabilities, with hearing or sight disabilities, and be a healthy, smoke free environment. **(10/25/2008) (10/29/11)**

Section 2.

The Master and Secretary shall call special meetings upon request of the Executive Committee.

Section 3.

When any special meeting of the State Grange is to be held, the Secretary shall give at least thirty days notice of the same to the officers of the State Grange and to all Masters and Secretaries of the Subordinate and Pomona Granges.

ARTICLE VI

Quorum and Order of Business

Section 1.

Fifteen delegates shall constitute a quorum for the transaction of business.

Section 2.

The order of business shall be as follows:

1. Opening the Grange.
2. Calling the roll of Granges.
3. Reading the minutes of the previous day's session.
4. Motions and resolutions.
5. Reports of officers and executive committee.
6. Reports of standing committees.
7. Reports of special committees.
8. Special orders of the day.
9. Closing in form.

ARTICLE VII

Officers

Section 1-Requirements

Division 1. Officers and Directors of the State Grange shall deliver to their successors, at the expiration of their terms of office, all moneys, books and property belonging to their offices in the State Grange.

Division 2. The Master, Lecturer, Treasurer, Secretary and Executive Committee shall report in writing at the annual sessions of the State Grange with such recommendations as, in their judgment, are for the Good of the Order.

Section 2.

The officers of this Grange shall be of the same name as in the National Grange.

Section 3.

The regular election of officers shall take place at the annual meetings, in even years. A Fourth Degree patron in good standing in his Grange shall be eligible to an office in the State Grange. ***The order of officers to be elected shall be Master, Overseer, Executive Committee, Lecturer, Steward, Assistant Steward, Lady Assistant Steward, Chaplain, Treasurer, Secretary, Gatekeeper, Flora, Ceres, and Pomona (10/29/2005)***

Section 4.

When the office of Master becomes vacant, the Overseer of the Grange shall become Master upon being duly installed. Other vacancies shall be filled by election at the first session after the vacancy occurs. Until such meeting, the vacancy shall be filled by appointment by the Master and Executive Committee.

Section 5.

Officers and members of the State Grange are amenable to the State Grange, and shall be tried by the State Grange for offenses.

ARTICLE VIII
Duties of Officers

Section 1- Master

It shall be the duty of the Master to preside at all meetings of the Grange. S/he will see that the officers and members of committees properly perform their respective duties. S/he will see that the Constitution, Bylaws, rules and regulations of the Order are obeyed. S/he will sign all Orders upon the Treasurer, and perform such other duties as are required by these articles and the usage of the Order.

Section 2- Overseer

It shall be the duty of the Overseer to assist the Master in preserving order and decorum in the Grange and, in the absence of the Master, to perform all of the duties devolving upon that office.

Section 3- Lecturer

It shall be the duty of the Lecturer, in addition to the duties required by the Manual, ***to determine if a conference is needed for all Lecturers for the ensuing year, and to hold such conference if needed.*** At the State Lecturers discretion s/he may hold an additional conference, if needed, to co-operate with and assist the lecturers of Pomona and Subordinate Granges in their duties, and give a review of his/her work at each annual meeting of the State Grange. ***(10/25/2003)***

Section 4- Steward

The Steward shall have charge of the inner gate, care for the property and regalia of the Grange, see that the hall is in proper order for the sessions, and perform such other duties as are required by the Manual and the Master of the State Grange.

Section 5- Assistant Stewards

These officers shall assist the Steward, and perform such other duties as are required by the Manual and the Master of the State Grange.

Section 6- Chaplain

It shall be the duty of the Chaplain to conduct the devotional services and the memorial exercises of the State Grange.

Section 7- Secretary

Division 1. The Secretary shall keep a complete and accurate record of all the proceedings of the State Grange. The Secretary shall make all necessary reports pertaining to that office to the National Grange, and keep an account of the Subordinate Granges within the State Grange.

Division 2. The Secretary shall receive all moneys due the State Grange and pay over to the Treasurer every quarter, all moneys received and take a receipt there for. Under the direction of the Executive Committee, the Secretary shall draw and countersign all orders upon the Treasurer.

Division 3. The Secretary shall furnish the Pomona, Subordinate and Junior Granges with the necessary blanks upon which to make reports of the condition of the Grange.

Division 4. The Secretary shall also keep and publish annually a complete Roster. It will contain the names and numbers of all Junior, Subordinate and Pomona Granges in the State. It will also list the names, addresses, email addresses and telephone numbers of the Master, Lecturer and Secretary of each. It will also list the Leaders of the Junior Granges. She will send a copy to the Master and Secretary of each Subordinate and Pomona Grange and to each Junior Leader on or before the first day of February in each year. The Secretary shall conduct the correspondence of this Grange and other duties as generally devolve upon this office.

Division 5. The Secretary shall collect from the Secretaries of Pomona and Subordinate Granges and Junior Grange Leaders the amount due for fees and dues in each quarter and shall report at the annual meeting of the State Grange the number of Granges and members therein.

Division 6. The Secretary, cooperating with the Master and Overseer, shall appoint a committee of patrons to inspect the credentials and enroll those in attendance at the annual session.

Section 8- Treasurer

The Treasurer shall receive all moneys of the State Grange from the hands of the Secretary and give a receipt for the same. The Treasurer shall keep an account of all moneys received and pay from the same on the order of the Master and Secretary. The Treasurer shall invest all funds under the direction of the Executive Committee and 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 9- Gatekeeper

It shall be the duty of this officer to see that the outer gates are properly guarded, and perform such other duties as are required by the Manual.

Section 10- Lady Officers

The duties of the several lady officers shall be the same as required by the *Digest of Laws of the National Grange* and the Manual of the Order.

ARTICLE IX
Executive Committee

Section 1.

The Executive Committee of this Grange shall consist of five members, to which shall be added the Master and Secretary of the State Grange as ex-officio members, with full privileges. The Overseer and the Treasurer shall be ex-officio members without voting privileges.

Section 2.

The term of the members of the Executive Committee shall be not more than three years at any election with not more than two being elected each year.

Section 3.

It shall be the duty of the Executive Committee to exercise a general supervision over the affairs of the Order during the interval between the meetings of the State Grange. They shall try cases when the State Grange is not in session, and supervise the investment and disbursement of moneys belonging to the State Grange.

Section 4.

The committee shall effect its own organization by choosing the chairman and secretary. The chairman is empowered to call meetings of the Committee as the consideration of business and Grange matters may demand, and said members shall be notified at least seven days before the date of the meeting.

Section 5.

It shall be the duty of the Executive Committee to recommend a financial policy of the State Grange.

Section 6.

If the State Master is not married, or the State Master and/or the State Master's spouse is unable to attend National Grange Convention, the Executive Committee will select the alternate and/or second delegate to represent New Hampshire at the National Grange Convention. (10/31/2009)

ARTICLE X
Committees

Section 1.

On or before November fifteenth of each year the State Master is authorized to appoint the standing committees, and to these committees shall be referred such business as will naturally be appropriate for them to consider.

Section 2.

Special Committees for the annual session shall be appointed by the Master and Overseer on or before September first and immediately notified by the Secretary.

ARTICLE XI

Deputies

Section 1.

The Master of the State Grange shall commission a General Deputy whose duty it shall be to organize and visit Granges. S/he will arrange and direct the work of the District Deputies, and tabulate and present to the Secretary of the State Grange, before the annual session, the condition of each Grange, as reported by the Deputies.

Section 2.

The Master of the State Grange shall divide the state into districts. On or before the fifteenth day of November of each year s/he shall appoint and commission a competent Deputy for each district whose duty it shall be to visit each Grange within their jurisdiction, offer such advice as may seem beneficial and for the Good of the Order. The Deputies will submit a brief and comprehensive report in writing to the General Deputy on or before October tenth, giving a summary of the Grange's work. Compensation for Deputies shall be left up to the State Master and Executive Committee.

ARTICLE XII

General Provisions

Section 1. General Provisions, All Granges

Division 1. The fiscal year of the State Grange shall commence on the first day of October and end on the thirtieth day of September of each year.

Division 2. The offices of Secretary and Treasurer of the State, Pomona and Subordinate Granges shall secure a receipt for certificate of bonding in a surety company sufficient to secure all moneys and property that may come into their hands. The amount of said bond shall be determined by vote of the Grange, except in case of the State Grange, where the Executive Committee shall determine the amount of said bond. The receipt therefore shall be deposited with the Master of said Grange for safekeeping. Every Deputy is instructed to see that the offices of Secretary and Treasurer are duly bonded.

Division 3. It shall be the duty of members and officers of State, Pomona and Subordinate Granges to be clothed in appropriate regalia when the Grange is in session. 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 his General Deputy for instruction, shall be entitled to use the Manual or the unwritten work of the Order.

Division 4. All elections in State, Pomona, Subordinate and Junior Granges shall be by ballot, and a majority of all legal votes cast shall be necessary for choice. **The members holding the offices of Master, Treasurer or Secretary may not also hold another of these three offices at the same time. (10/30/2010)**

Division 5. Motions and resolutions to be acted upon by the State Grange may first arise in and be approved by some Pomona or Subordinate Grange and a properly certified copy thereof shall be forwarded to the Secretary of the State Grange by September 1. The Master shall refer such motions or resolutions to the appropriate committee, which shall report thereon. This does not prevent, however, any properly accredited delegate from presenting a motion or resolution, certified by a Grange, by Friday noon of State Session, in proper written form, consisting of sufficient copies for the delegates. Or the State Grange from initiating new business under such motion or resolution at any regular business meeting. Provided, however, no motion or resolution of new business shall be acted upon at any special meeting except that for which the meeting was called.

Division 6. All Masters of Pomona, Subordinate and Junior Granges may require the members of their Granges to show a receipt for their dues for the current calendar year, or a statement to that effect signed by the Secretary of that Grange before imparting the Annual Word. Any Master is liable to suspension from the office if s/he communicates the Annual Word to any member not entitled to the same.

Division 7. A State Grange is a Sixth Degree Grange and authorized to open in that degree, but it cannot confer the Sixth Degree upon candidates until the fee of \$10.00 for each candidate is paid, \$2.50 of which must be promptly forwarded to the National Grange.

Division 8. The Master of such Subordinate or Pomona Grange shall decide questions of law or usage arising in a Subordinate or Pomona Grange, or referred to them by a member of their Grange. This is subject to an appeal to the Master of the State Grange. In Junior Granges such questions shall be decided by the Leader subject to an appeal to the Master of the State Grange.

Division 9. For the purpose of providing New Hampshire's share toward the cost of maintenance of the New England Grange Building and grounds at Springfield, Massachusetts, the State Grange shall pay the required fee per member. This will be based on total membership as of December 31 annually on or before July 1.

Division 10. NH State Grange policy shall permit religious organizations meeting in Grange halls in NH to use wine during religious ceremonies such as communion. (10/30/2010)

Division 11. NH State Grange policy shall permit the use of alcoholic beverages in fundraisers, in demonstrations or as gifts. Such containers shall remain sealed at such Grange meeting or activity. (10/30/2010)

Division 12. The NH State Grange Secretary will provide one printed copy of the Journal of Proceedings to each Subordinate and Pomona Grange each year, if requested. The Journal of Proceedings will be ready for distribution by May 1st. (10/29/11)

Section 2- Incorporation

It is the duty and privilege of each Pomona and Subordinate Grange to become incorporated under the laws of the State of New Hampshire. The Secretary of the Subordinate and Pomona Grange shall, within ten days after the incorporation of such Grange, certify to the fact and date of such incorporation, and forward such certificate to the Secretary of the State Grange. Each Grange shall reincorporate as required by the State of New Hampshire.

Section 3- Restrictions

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

Section 4- Associate Membership

A person or business with an interest in the advancement of agriculture and improvement of rural life may become an Associate member. Such a member shall be entitled to receive Grange information, the *Granite State Granger*, and any other Grange services determined upon by the State Executive Committee. Application can be made to any Subordinate or Pomona Grange or directly to the State Grange if the applicant so chooses. If application is made to the State Grange then the State Executive Committee will be empowered to act on the application.

When application is made, the application fee of \$5.00 minimum will be collected. The Annual dues for Associate members will be \$50.00 per year (\$20.00 for the Subordinate or Pomona, \$20.00 for State, \$10.00 for National). Dues will be collected in the same manner as regular dues. At least 50 percent of the State portion of the Associate dues collected will go to support the *Granite State Granger*.

The State Secretary will provide applications for Associate memberships. Applications for Associate membership will be accepted and voted on in the same manner as regular membership. However, Associate members cannot attend any closed meetings, hold office, have voting rights, or participate in any Grange sponsored contests that are designed for Grange members only. Associate members are not allowed to receive any degrees (Subordinate, Pomona, State or National) unless they apply for

regular Grange membership, which they may do at any time. An Associate member applying for membership in a Subordinate Grange shall have their application fee waived.

Associate members are subject to all laws, rules and regulations in the Constitution and Bylaws of the New Hampshire State Grange and the *Digest of Laws of the National Grange*. (10/31/2009)

ARTICLE XIII *Pomona Granges*

Section 1- General Provisions

Division 1. Pomona Granges must open in the Fifth Degree and may later work in the Fourth Degree. Pomona Granges have authority to confer the Fifth Degree upon candidates for membership.

Division 2. It should be the duty of a Pomona Grange to assist in the social, educational, legislative and business interests of the Order in their respective districts, and especially to assume responsibility for Grange growth in their jurisdiction under such system as the State Grange shall provide.

Division 3. A minimum of three Subordinate Granges shall be required to justify the existence of a Pomona Grange. If the number of Subordinate Granges within its jurisdiction falls below the required three, the State Master will notify the affected Pomona Grange to surrender its charter and will reassign the remaining two Subordinate Granges to the nearest Pomona Grange. However, if and when either of the remaining Subordinate Granges must travel in excess of twenty-five miles to another Pomona District, the existing Pomona Grange will remain in existence if the two Subordinate Granges so choose.

Division 4. For instructions and procedures concerning the sale, encumbrance or transfer of Grange Halls or Real Property, go to Appendix F of the New Hampshire State Grange By-Laws which includes Chapter 4, Article XI, Sections 4.11.1 through 4.11.5 of the National Grange Digest and Article XIV, Section 9, Divisions 2 through 4 of the New Hampshire State Grange By-Laws inserted where appropriate. (10/29/11)

Section 2- Officers

Division 1. The officers of a Pomona Grange shall be the same as in a Subordinate Grange, and their rank and duties shall be such as are provided for in the Manual of the Order, including that of the Fifth Degree. They shall be chosen annually or every other year by majority ballot vote at some meeting held before September 30th and installed before the Annual State Grange Session. The Annual Word shall not be communicated to any member until such member's dues are paid in full for the current calendar year.

Division 2. An Executive Committee of three members in addition to the Master and Secretary who shall be ex-officio members with full privileges, shall be chosen by ballot, one annually for a term of three years, to attend to the general business of the Grange when not in session.

Division 3. It shall be the duty of the Secretary to report by the first day of November annually the names, addresses and telephone numbers of the Master, Lecturer and Secretary-elect and all other information as required on the form provided by the Secretary of the State Grange. Prior to October 1st of each year, the Secretary of the Grange shall notify each member of that Grange of the amount of the annual dues to be paid in advance. Dues are due on December 31 for the coming year.

Division 4. Any Master or Past Master of a Pomona Grange or any Deputy may install the officers of a Pomona Grange. However, the State Master shall have full control of the installation at all times.

Division 5. The members holding the offices of Master, Treasurer, or Secretary may not also hold another of these three offices at the same time. (10/30/2010)

Section 3- Members

Division 1. Fourth Degree members, certified as being in good standing by their Subordinate Master or Secretary, on filing an application in due form accompanied by the prescribed fee, and being duly elected by majority vote, shall be entitled to the degree of Pomona and membership in the Pomona Grange.

Division 2. Persons applying for membership in a Pomona Grange shall do so in the form prescribed by the State Grange. Blank applications will be supplied on application to the Secretary of the State Grange.

Section 4- Fees for Membership

The minimum fee for membership in a Pomona Grange shall be \$1.00, which shall accompany the application, and no Patron shall be allowed to become a member of a Pomona Grange without the payment of the regular fee.

Section 5- Dues

Division 1. The minimum dues shall be 25 cents per quarter, for each member, payable to the Secretary of the Pomona Grange, or to the Secretary in the Subordinate Grange of which s/he is a member, who will remit the same to the Secretary of the Pomona Grange.

Division 2. Pomona Granges shall pay **\$1.00** per quarter to the State Grange for each member. The exception being that no dues shall be paid for Pomona members who have belonged to a Subordinate Grange for fifty consecutive years prior to January 1, 2001 and have been exempted from payment of all dues to the Pomona Grange. The Pomona Secretary shall report to the Secretary of the State Grange by the twentieth of the month following the close of each quarter. The report shall be signed by the Secretary and be accompanied by the amount of the dues for the quarter. **(8/22/2009 effective quarter ending March 31, 2010)**

Section 6- Meetings

Each Pomona Grange shall meet at least once a quarter in the Fifth Degree during the year. Special meetings may be called by the Master and the Executive Committee through the Secretary or by vote of the Grange.

Section 7- Demits

Division 1. Any Patron who is in good standing in Pomona Grange and clear on the books to date of application, shall be entitled to a demit card, which shall be valid for 6 months from date of issue and shall show the date to which dues have been paid. Persons having such cards and in good standing in a Subordinate Grange, may apply to any Pomona Grange but shall be subject to the same form of petition as those first applying for membership, the application to be accompanied by the demit in place of the membership fee.

Division 2. Members who have become unaffiliated or removed from good standing for any reason, except expulsion may apply for membership in any Pomona Grange upon application in regular form accompanied to proof of previous membership and payment of the prescribed fee. The minimum fee shall be \$1.00 and one year's dues in advance. Such application and proof shall be treated in the same manner as the application of a new member. Said application shall be in the form prescribed by the State Grange. Blank applications will be supplied on application to the Secretary of the State Grange.

Section 8- Discipline

Division 1. The same rules of discipline that apply to Subordinate Granges shall apply to Pomona Granges, except that their jurisdiction shall only apply to Fifth Degree members, against whom charges have been duly preferred, in accordance with the usage of the Order.

Division 2. Expulsion by the Pomona Grange shall be final, and bar the individual from a seat in the State Grange, or attendance upon Fifth Degree sessions. A member who is found guilty of violation of obligation of the

Fourth Degree shall lose his membership in all higher degrees. All expulsions shall be reported to the Secretary of the State Grange and by that person to each Pomona Grange in the State.

ARTICLE XIV *Subordinate Granges*

Section 1- Relation to State and National Granges

Division 1. Subordinate Granges shall have no power to make or enforce Bylaws except as hereinafter provided.

Division 2. Subordinate Granges shall report promptly to the Secretary of the State Grange by the fifteenth of the month following the close of each quarter, using the blank form furnished by the Secretary of the State Grange. They should remit dues to the State Grange as follows: **\$7.25 for each member** at the close of the previous quarter, including all who have taken one or more degrees, and \$1.00 for each person initiated during the quarter and \$1.00 for each person affiliated during the quarter. No dues need be paid for those members who became Golden Sheaf prior to January 1, 2001. **(8/22/2009 effective quarter ending March 31,2010)**

Division 3. If the dues of any Subordinate Grange remain unpaid for two quarters, the Secretary of the State Grange shall report the delinquent Grange to the Master of the State Grange. S/he will warn said delinquent Grange that, if such dues are not paid within thirty days, its charter may be suspended.

Division 4. Any Grange whose charter has been suspended for non-payment of dues may have the same restored by application to the Master of the State Grange and the payment of all delinquent dues.

Division 5. All official rulings of the Master of the State Grange shall be sent to the Master of the Subordinate Grange, and shall be respected and obeyed until overruled by the National Grange.

Division 6. Subordinate Granges that are late in filing reports to the State Grange be required to pay any back dues to cover the amount already paid to the National Grange. (10/30/2010)

Section 2- Membership, Application and Balloting

Division 1. Any person interested in agricultural pursuits, and having no interest in conflict with our purposes, of the age of thirteen years and six months or over, duly proposed, elected **by the majority of the votes cast** and complying with the rules and regulations of the Order, is entitled to membership and the benefit of the degrees taken. **(10/25/2008)**

Division 2. Applications for membership must be presented and balloted on at a regular meeting, or at a special meeting called for that specific purpose.

Division 3. The minimum membership fee shall be \$3.00 for all persons. A prospective member's application maybe submitted without fee or signature of the applicant, balloted upon as above, provided that a properly signed application, accompanied by the membership fee, is submitted prior to initiation.

Division 4. If an applicant is balloted for and rejected, the fee shall be refunded.

Division 5. When two or more applications are to be balloted upon, the ballot may be taken on all applications collectively. If the ballot is favorable, all applicants are elected. If unfavorable, the applications must then be balloted upon singly. Applications for admission by demit or reinstatement may not be balloted upon together with applications for membership by initiation.

Division 6. As members pass under the staves the Steward shall report the count to the Secretary who will tally the count. If the Overseer shall report the ballot unfavorable, the Secretary shall announce the count. The Overseer and Master shall satisfy themselves that the number of ballots cast does not exceed the count. If the number of ballots cast exceeds the count the Master shall declare the ballot void, whereupon the ballot shall be taken again.

Division 7. The ballot box should contain both colored cubes and white balls, the amount of each determined by the number of members voting.

Division 8. It is the right of every member to cast a secret ballot, and no one can be required to tell how s/he voted.

Section 3- Duties and Rights of Members

Division 1. The minimum regular annual dues in a Subordinate Grange shall be **\$29.00 (\$29.00 paid to the State Grange of which \$12.00 goes to National Grange) paid in advance, and each Grange may otherwise regulate its own dues. The minimum dues required of a family unit membership are \$58.00 (\$58.00 paid to the State Grange of which \$24.00 goes to National Grange). A family unit membership is defined as consisting of three or more Subordinate Grange members with one or two parents and their dependents, which are under the age of 23 and live in the same household or are absent due to illness, education, or military service. (10/31/2009)**

Division 2. Refusal on the part of a member to comply with the rules and usage of the Order is a violation of obligations.

Division 3. Members in good standing, whose dues are paid up for the current calendar year in which they apply for the Annual Word, shall be entitled to receive it.

Section 4- Officers and their Duties

Division 1. The officers of a Subordinate Grange shall be the same in name, number and rank as provided in the *Digest of Laws of the National Grange* and Manual of the Order.

Division 2. Election of officers shall take place at a regular meeting, or one called for that purpose, before September 30 each year, or every other year, according to the Bylaws of the Subordinate Grange.

Division 3. The installation of officers shall take place before annual state session in the same year of election.

Division 4. Any Master or Past Master of a Subordinate Grange, or any Fifth Degree member or any Deputy is empowered to install the officers of a Subordinate Grange. However, the State Master shall have full control of the installation at all times.

Division 5. It shall be the duty of the Master to preside at all meetings of the Grange. S/he shall enforce the *Digest of Laws of the National Grange*, the Bylaws of the State and Subordinate Granges and the usage of the Order. S/he shall inspect and announce the results of all ballots and votes in the Grange. S/he shall sign all orders of the Treasurer. S/he shall perform all other duties pertaining to that office. The Annual Word shall not be communicated to any member until such member's dues are paid in full for the current calendar year.

Division 6. It shall be the duty of the Overseer to assist the Master in preserving order and decorum in the Grange and, in the absence of the Master, to perform all of the duties devolving upon that office.

Division 7. It shall be the duty of the Lecturer to carefully prepare a program to be presented at each meeting, and encourage and extend the literary and educational features. The Grange may elect an Assistant Lecturer to aid in the work and act in the absence of the Lecturer.

Division 8. It shall be the duty of the Treasurer to receive all moneys of the Grange from the hands of the Secretary, except those moneys raised and held by a standing committee of the Grange and give a receipt for the same. The Treasurer shall keep an account of all receipts and expenditures, and pay from the funds of the Grange such sums as are ordered by the written order of the Master and Secretary. The Treasurer shall invest all funds of the Grange under the direction of the Executive Committee. The Treasurer shall give a full statement of the condition of the treasury at the close of each quarter and at each annual meeting and whenever called

upon by the Executive Committee. The office shall be bonded as prescribed by the Bylaws of New Hampshire Granges, Article XII, Section 1, Division 2.

Division 9. It shall be the duty of the Secretary to record all proceedings of the Grange and to conduct the correspondence. S/he shall report to the Secretary of the State Grange by the fifteenth of the month following the close of the quarter all of the information desired on the blank report furnished by the Secretary of the State Grange. The report shall be signed by the Secretary and be accompanied by the amount of fees and dues for the quarter. The Secretary shall draw and countersign all orders on the Treasurer and keep a record of the same. The Secretary shall receive all moneys of the Grange unless otherwise provided and pay them to the Treasurer at least once every thirty days. The Secretary shall give a full statement of the condition of the Grange at the close of each quarter. At the first meeting in the New Year, s/he should give a report of the leading features and special work during the year. This should be a part of the permanent records. The office shall be bonded as prescribed by the Bylaws of New Hampshire Granges, Article XII, Section 1, Division 2. The Secretary shall report all mailing address changes to the State Secretary on the form supplied by the State Secretary. Prior to October 1 of each year, the Secretary of the Grange shall notify each member of that Grange of the amount of the Annual dues to be paid in advance. Dues are due on December 31 for the coming year.

Division 10. It shall be the duty of the Secretary to report by the first day of November annually the names, addresses and telephone numbers of the Master, Lecturer and Secretary-elect and all other information as required on the form provided by the Secretary of the State Grange. The Secretary of the Subordinate Grange shall report to the Secretary of the Pomona Grange all membership changes as required on the form supplied by the State Secretary.

Division 11. The Secretary of a Grange shall immediately report to the Secretary of the State Grange every instance of expulsion of a member.

Division 12. The Executive Committee shall consist of three members; one shall be chosen for one year, one for two years, and one for three years, and that each succeeding election shall be for a term of three years. They shall be chosen by ballot annually. The Master and Secretary of the Grange shall be ex-officio members with full privileges. It shall be the duty of the Executive Committee to inspect all bills and accounts of the Grange, including all committees and their Junior Grange. Also to examine the books and vouchers of the Treasurer and Secretary, report the financial condition of the Grange in writing, at the close of each quarter by use of forms available from the State Grange, and have general oversight of the conduct of the Grange when not in session.

Division 13. The further duties of the officers of a Subordinate Grange are defined in the Manual and the *Digest of Laws of the National Grange*.

Division 14. The members holding the offices of Master, Treasurer, or Secretary may not also hold another of these three offices at the same time. (10/30/2010)

Section 5- Committees

Division 1. The Master-elect shall appoint the standing committees by October 25.

Division 2. A committee appointed by the authority of the Grange is a creature of the Grange and enjoys only the powers conferred upon it by the Grange. If income is derived in the exercise of these powers, this income is the property of the Grange. The Grange has the right either to authorize the expenditure of these funds by the committee in individual cases, or to grant such authority on a continuing basis. But any expenditure so made must be reported at the next meeting of the Grange. The Grange has the right to revoke the authority as granted at anytime. All accounts and funds of committees must be submitted to the Executive Committee for audit promptly at the close of each quarter. The Executive Committee shall include in their report the result of their examination of such funds.

Section 6- Meetings

Division 1. Every Subordinate Grange shall, by a majority vote of its members, select its name and the time and the place of its regular meetings.

Division 2. A regular meeting of a Grange is any meeting fixed by the bylaws of the Grange. A Grange must hold at least one regular meeting in each month, and may hold intermediate regular meetings. Each Subordinate Grange shall fix definitely the day and hour of all regular meetings.

Division 3. Special meetings may be called by the Master, or by vote of the Grange, for special purposes. No business shall be transacted at such meetings unless notice of the same is given with the call for the meeting.

Section 7- Suspension and Reinstatement

Division 1. Any Subordinate Grange by a 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 the report of the Secretary showing that the delinquent member has been contacted at least three times. The Secretary shall immediately notify the member of the vote of suspension.

Division 2. A member suspended for non-payment of dues may be reinstated by a majority vote within one year in the Grange from which he was suspended. Dues shall accompany such application for reinstatement as the State Grange may require. The Subordinate Grange will forward the back dues owed to the State Grange for proper distribution. Such reinstatement shall be deemed to restore and maintain continuous membership status. A Grange cannot expel for non-payment of dues. The vote for reinstatement shall be taken by paper ballot and the majority vote shall decide.

Division 3. After one year a member suspended for non-payment of dues may apply for reinstatement in any Grange. Such petition shall be accompanied by proof of former membership and such prescribed fee as the State Grange may require. The vote shall be taken by paper ballot and the majority vote shall decide. Such member shall not be eligible for continuous membership awards. (*Digest of Laws of the National Grange 6.7.3*)

Division 4. Suspension from membership in the Fourth Degree by a Subordinate Grange suspends the member from all higher degrees. The Secretaries of Subordinate Granges shall notify the Secretary of their Pomona Grange of all members dropped from the rolls of the Subordinate Grange, as well as, any Grange that said member or members have become an Affiliate Member of, giving the names of the same. (*Digest of Laws of the National Grange 6.7.4*)

Section 8- Demit Cards

Division 1. Any member in good standing is entitled to a demit card without fee.

Division 2. A demit disconnects a member from his/her Subordinate Grange leaving him/her a member of the Order during the lifetime of his demit. The demit shall be valid for six months from the date of issue, and shall show the date to which dues have been paid. S/he may be received into another Grange upon making application in the same form as a new member, the application accompanied by the demit, in place of the membership fee. The application shall be treated in the same manner, as an application for a new member, excepting a majority vote by paper ballot shall elect.

Division 3. Charges may be preferred against a member of the Order holding a demit, by any member in good standing, and the State Grange must try the case and declare a verdict.

Division 4. Applications for demit cards must be made in writing and presented at a regular meeting of the Grange, and if the fees and dues are paid and no charges preferred against the applicant the Grange cannot legally refuse to grant the demit.

Division 5. If a majority of the members present at a regular meeting of a Grange refuses to grant a demit card to an applicant in good standing, who has complied with the requirements of the laws of the Order, the Master of the Grange shall instruct the Grange in its duty. If the instructions are not obeyed, s/he can appeal to the Master of the State Grange.

Division 6. A demitted member cannot receive the Annual Word or any degree instructions or be elected to office in the Grange until such time as the member becomes affiliated with the same or another Grange. Officers of Pomona, State and National Grange may perform the duties of their respective offices until the expiration of the demit.

Section 9- Sale, Encumbrance or Transfer of Real Property

Division 1. For the instructions/procedures for the sale, encumbrance or transfer of a Grange Hall or Real Property, go to Appendix F of the New Hampshire State Grange By-Laws which includes Chapter 4, Article XI, Sections 4.11.1 through 4.11.5 of the National Grange Digest and Article XIV, Section 9, Divisions 2 through 4 of the New Hampshire State Grange By-Laws inserted where appropriate. (10/29/11)

Division 2. The Subordinate Grange **shall petition the Master and** the State Executive Committee for permission to sell said Grange Hall or **Real Property**. The State Master or Chairman of the State Executive Committee shall assign two members of the State Executive Committee to meet with said Grange. They will ascertain that the sale price is fair and proposed action is in the best interest of all parties concerned: the Subordinate Grange and the New Hampshire State Grange. The above-mentioned Executive Committee members will oversee the sale of said property in conjunction with the Subordinate Grange. **(10/29/11)**

Division 3. Upon final approval of the sale by the State Executive Committee of the New Hampshire State Grange, said Committee will act as an escrow agent for the Subordinate Grange. If the net proceeds from the sale is \$1,000.00 or less the Subordinate Grange may retain the entire amount provided it does not intend to surrender its charter. If the sale proceeds exceed \$1,000.00 the excess amount shall be assigned by the Subordinate Grange to the State Grange. Funds not retained by the Subordinate Grange shall be held in an escrow account controlled by the State Executive Committee. The State Executive Committee shall pay annually, in the month of April, to the Subordinate Grange, upon written request from the Subordinate Grange, accrued income and such portions of the principal as the Executive Committee approves by a two thirds vote. Requests for portions of the principal shall be in writing, include reason for request, and be submitted at least four weeks in advance. (10/29/11)

Division 4. A Subordinate Grange failing to comply with the above procedure will be declared by the State Master in violation of the Bylaws of New Hampshire Granges and/or the *Digest of Laws of the National Grange* and will be subject to legal action by the New Hampshire State Grange.

Section 10- Appeals

Division 1. Any member of the Subordinate Grange has a right to appeal the decision of the Master to the Grange and if the Grange sustains the Master, an appeal to the State Grange can be taken, provided such appeal is signed by three or more members in good standing.

Division 2. The Executive Committee of the Subordinate Grange and the Executive Committee of the State Grange, during the intervals between meetings of the State Grange, constitute the Court of Appeals.

Division 3. All appeals to the State Grange shall be taken to the Master of the State Grange within thirty days and a like notice given to the Subordinate Grange through its Master.

Section 11- Charters

Division 1. When a Subordinate Grange under the jurisdiction of the New Hampshire State Grange desires for any reason to surrender its Charter, the following action will be taken by said Subordinate Grange:

- a. The Grange secretary shall notify all members of the intent of the Grange to surrender their charter and the date at which the vote will be taken. This letter to be sent out at least thirty days prior to the date of the vote.
- b. The Subordinate Master shall notify the Master of the New Hampshire State Grange in writing of the proposed surrender of charter. Said notification shall be mailed by certified mail, receipt requested, at least thirty days prior to the date established for vote by the Grange.
- c. Said letter of notification to the State Master shall contain the following:
 - 1) Date of notice of intent to surrender charter.
 - 2) Date that members will take vote.

- 3) A copy of letter of notification sent to all members of said Grange informing them of intent to surrender charter.
- d. Said letter of notification to State Master will also include the amount of property owned by said Grange, the amount of invested funds as well as funds in savings accounts, checking accounts, cash on hand and outstanding debt or bills of said Grange.
- e. After the Grange sends the letter of intent to the State Master said Subordinate Grange shall not vote donations of funds to any organization, group or individual without the approval of the Master of the New Hampshire State Grange.

Failure to comply with the above procedure would place said Grange in violation of the *Digest of Laws of the National Grange* and the New Hampshire State Grange would take legal action against said Grange. Authority for the above is Chapter 6, of the *Digest of Laws of the National Grange*.

Division 2. The charter of a Subordinate Grange can be suspended by the Master of the State Grange on presentation of duly defined certified charges. The charge shall be signed by three or more members, accompanied by well-sustained proof stating that the Grange is working contrary to the spirit, rules and laws of the Order. The appeal or charges must be presented within thirty days.

Division 3. A Grange whose charter has been suspended by order of the Master of the State Grange has the right of appeal to the National Grange at its next session for a hearing before the Court of Appeals of that body for final decision.

ARTICLE XV *Junior Granges*

Section 1.

Junior Granges may be organized by the State Master or by someone delegated by him.

Section 2.

Each Junior Grange shall be within the jurisdiction of a Grange whose duty it shall be to provide a suitable meeting place, leadership (Leader[s]), and such equipment as may be necessary.

Section 3.

The *Digest of Laws of the National Grange* determines age requirements.

Section 4.

Junior Granges, under the jurisdiction of the New Hampshire State Grange shall adhere to the *Digest of Laws of the National Grange*.

Section 5.

The Leader shall complete and mail the quarterly report blanks furnished by the Secretary of the State Grange within fifteen days after the close of each quarter, together with the quarterly dues of 25 cents per Junior member. Prior to October 1 of each year, the Leader of the Junior Grange shall notify each member of that Grange of the amount of the Annual dues to be paid in advance. Dues are due on December 31 for the coming year. The Annual Word shall not be communicated to any member until such member's dues are paid in full for the current calendar year.

Section 6.

Junior members may be suspended for non-payment of dues the same as in Subordinate Granges.

Section 7.

National Grange 1 + Junior Grange program Guidelines for the NH State Grange

If a Junior Grange is not available, an individual between five and fourteen years of age may be proposed as a candidate for membership as an individual Junior member of a Subordinate Grange and therefore become a member of the NH State Junior Grange by doing the following.

- a) **Submit a Junior Grange application signed by the child's parent or guardian for Junior membership through a vote of the Subordinate Grange to the State Junior Director or the State Secretary if a Junior Director has not been appointed accompanied by the \$1 application fee plus the \$1 junior annual dues.**
- b) **Full membership to the Junior Program is attained by the candidate upon conferral of the Junior Grange Obligation Ceremony or Junior Degree.**
- c) **Junior Grange Leader: The subordinate Grange shall appoint a Junior Leader to meet with the Junior Grange member(s) once per month. The Junior Leader must be a fourth-Degree member. If the Junior Leader is not the parent or guardian of the child, the Junior Leader must complete a State Grange CORI form and submit it to the State Secretary for processing and approval.**

Duties of the subordinate Grange's Junior Leader:

- **Meet once per month with the Junior member(s)**
- **Using requirements for the State Junior Grange Members and the State Grange Program Handbook, provide appropriate activities to be done during the Subordinate meeting and/or at home between meetings.**
 - **Keep Junior member(s) informed of upcoming Junior events and deadlines.**
- **Encourage Junior Member(s) to attend the State Junior Day to experience an actual Junior Meeting and the Junior grange Ritual.**

(10-27-2018)

ARTICLE XVI

Procedure

Section 1.

In case the Grange charter should be surrendered, suspended or revoked, the Secretary shall return to the State Grange the books, jewels, regalia, seal and other property as determined by the Master of the State Grange.

Section 2.

Subordinate Granges are permitted to take candidates to other Granges to have degrees conferred on them, or to special degree days as authorized by the State Master.

Section 3.

Past Master's Associations, or other organizations formed in the name of the Grange may be organized only with the approval of the Master and Executive Committee of the State Grange, and shall be amenable to them.

ARTICLE XVII

Amendments

These Bylaws may be amended at any annual or special meeting of the State Grange by two-thirds of the votes cast, provided that a notice of the proposed amendments shall be received and the format approved by the Secretary of the State Grange not later than September first. The Secretary of the State Grange shall send a copy of the proposed amendment to the Secretaries of all Pomona and Subordinate Granges not later than October first.

NH State Grange By-Laws Appendix

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APPENDIX A

PROCEDURE

Division 1. In the opening the Grange- Order of Business, Article 2 the Master calls the officers to rise, the Secretary calls the roll and the Assistant Steward responds, "absent or present" as the Officer's name is called.

Division 2. After the opening of the Grange, a recess must not be declared until business coming under Article 1 and 2 has been transacted.

Division 3. The inner gate shall be guarded during a recess. Members entering or leaving the Grange during a recess do not give the salutation.

Division 4. Brothers cannot fill the offices of Ceres, Pomona, Flora and Lady Assistant Steward.

Division 5. Only two degrees can be conferred at one meeting, the exception being degree-days as authorized by the State Grange. It is not allowable to give the obligation in two degrees and confer the other two at the same meeting.

Division 6. When the lectures by the Graces immediately follow instructions by the Master the candidates remain in a central position.

Division 7. In the order of business under Conferring Degrees in Subordinate and Pomona Granges shall come the remarks of the Deputy if present for instruction or inspection.

Division 8. The count of the members in attendance in the meeting room must be made just before the literary program.

Division 9. No nominating speeches shall be allowed in any Grange, but in the election of officers it shall be permissible for a member to present the name of another member as a candidate for any Grange office.

Division 10. A motion to elect by acclamation or to instruct the Secretary to cast the ballot is not in order. See *Digest of Laws of the National Grange* Ch. 13, Sec. 13.16.1

Division 11. When the Assistant Stewards are required to present bills, applications, or perform other work on the floor for which there is no form prescribed, they will both rise and pass to the cloth. Facing Ceres station they work together, each remaining on his or her side of the hall. When work of the L.A.S. or A.S. has been completed, they will return to the cloth facing their station, and await the return of the other Assistant, returning to their stations together.

APPENDIX B

Grange Operating Procedures
1978
Patrons of Husbandry New Hampshire

The Grange Operating Procedure booklet is intended to be an aid to the members of your Grange and not a replacement for the Digest, the New Hampshire State Grange By-Laws, or the Manual.

It is intended to clarify some of the questions that are asked of the Master and Deputies. Some of the booklet is reprinted from the Digest, By-Laws and the Manual and some is Grange custom that is not written but is in common usage and should be standardized for all Granges through-out the state.

It is hoped that the G.O.P. will be referred to by all members of the Grange to answer questions that might arise pertaining to degree work where the Manual does not specifically state how it is to be accomplished. The G.O.P. is also published in the hopes of answering questions that have no written answers in any of our standard references or manuals.

This book is to be considered Grange property and delivered to your successor upon your leaving office. These Grange Operating Procedures are to remain in effect until rescinded by the State Master.

B. Franklin Hayes
State Master, N.H. State Grange
William C. Humphrey General Deputy

Grange Operating Procedures

1. By vote of the National Grange the following unwritten work has been removed from degree work: In the First Degree – Sign of Caution, Sign of Distress, and Patron’s General Sign; In the Fourth Degree – Sign of Recognition. In the future, these signs can be eliminated when conferring these degrees. The signs mentioned above may, however, be given by the Deputy at his Spring Instruction and members of the Grange may be asked to exemplify them as well as the Grip and the Patron’s Test at the Fall Inspection meeting.
2. Grange Manuals are sold only to Grange units themselves and are never sold to individuals. They must remain the property of the Grange and, as such, should always be accounted for by the Worthy Steward of said Grange.
Even though members of the degree team must take a Manual home to memorize the charges and to perfect the ritualistic work, the degree team Master and the Grange Master himself should have a record of the location of ALL Manuals at all times. This record must be kept up to date and transmitted to his successor in office.
The Worthy Steward, may, with the approval of the Master, provide Manuals on a loan basis to any Grange member, but, of course, they must remain the property of the Grange.
3. Subordinate Secretaries must report to Pomona Secretaries and should assist in the collection of Pomona dues or have a committee for that purpose.
4. Subordinate Lecturers must report to the State Lecturer and Pomona Lecturer. Both the Lecturer and the Secretary must report to the Master under item 11 in the Order of Business.
5. Members cannot be suspended for non-payment of dues unless the Secretary has sent proper notices. Blank forms for such notice can be secured from the State Secretary or National Grange website.
6. The Assistant Steward and Lady Assistant are to take the count of the members and visitors present at the beginning of the literary program. The Assistant Steward will announce the count to the Secretary. Only those members present in the hall may be counted.
7. When the Bible is to be opened or closed on the Altar, the Lady Assistant Steward and the Assistant Steward stop one step before the Altar. The Lady Assistant Steward will pass her stave to her left hand and receive and hold the stave of the Assistant Steward in her right hand. The Assistant Steward then takes one step forward to the Altar and opens or closes the Bible slowly and reverently. He then takes one step backward to his former position beside the Lady Assistant Steward. After receiving his stave each will turn outward and in the opening go side by side directly to the Overseer’s station. The Overseer then imparts the words to the Lady Assistant Steward and then the Assistant Steward. If room permits they will pass between their chairs and the Overseer’s station and proceed to take the word from the members.
In the closing ceremony the Bible marker should be placed beside the Bible, not on it after the Bible is closed.
8. The Assistants will carry their staves at all times except when distributing materials. (Ref. 2010 Digest of Laws of the National Grange Chapter 11, Section 11.9.2)
9. When the Assistants are holding or carrying their staves the opening will be to the rear. (Ref. 2010 Digest of Laws of the National Grange Chapter 11, Section 11.9.2) When the stave is in its stand the opening will be to the rear.
10. During the closing ceremony of the Grange the civilian salute ends when the Steward receives the flag. (Ref. 2010 NH State Grange By-Laws Appendix, Sec. 2, Division 3, Page 19)
11. When the Steward’s station is on the left of the hall, he will pass in front of the Assistants in going to the Master’s station to obtain the implements and he will pass in back of the Assistants in returning to his station.
12. In the closing ceremony the Steward should be at his station and facing the Master with the implements before he replies to the Master in the language of the Manual.
13. Subordinate Granges are permitted to take candidates to other Granges to have degrees conferred on them, or to special degree-days as authorized by the State Master. (Ref. 2010 NH State Grange By-Laws Article XVI, Sec. 2, Page 17)

14. The Steward will carry his stave with the flat portion facing forward.

Balloting for Candidates
(Refer to pages 78 through 83, 1999 Manual)

1. The Assistants when directed, present the applications to the Master and then return to their stations.
2. The Steward carrying his stave prepares the ballot box and returns to his station. When ready to ballot the Steward passes to a position in front of the Overseer and then with the Assistants all carrying staves come up the hall together, the Steward stops on the Cloth and the Assistants go to their positions beyond the Altar.
3. After all on the right side have voted, the Master asks, "Have all balloted who desire to do so"? Seeing no one approach the ballot box, the Lady Assistant Steward may ballot followed by the Assistant Steward and then the Steward who passes to the left around the Altar, votes and returns to the Cloth. The Master then declares the ballot closed.
4. After the Master has received and examined the ballot he inquires of the Overseer, in the language of the Manual, "Worthy Overseer, is the ballot favorable or unfavorable"? The Overseer replies, "Favorable", or "Unfavorable", as the ballot appears.
5. The Master's language in declaring the ballot is, "The ballot is favorable (or unfavorable), and the candidate is elected (or rejected)".
6. The Assistants when directed will return the applications to the Secretary.
(Also see 2010 NH State Grange By-Laws, Article XIV, Sec. 2, Divisions 1 through 8, Page 12)

Committees

All standing committees, required by the By-Laws and such other special committees as may be deemed advisable should be appointed. (Ref. 2010 NH State Grange By-Laws, Article XIV, Sec. 5, Division 1, Page 14)

Publicity

Each Subordinate Grange should have an active publicity agent. Be sure to have advance notices of your Grange Activities in your local papers. Accounts of your Grange meetings should be sent to your local papers the day following the meeting.

Balloting for Officers

At the election of officers, the Master will appoint two tellers and the Overseer one teller, who will count the ballots and report the results of the ballot to the Grange. If a majority vote the Master will declare the officer elected. The line of march for election of officers is as follows:

The Master leads the line of march on the right side of the hall. If the Master does not vote Pomona leads. Flora leads the line of march on the left side of the hall. The two lines proceed under the staves; the members put their ballot into the ballot box and continue down the hall halfway between the Cloth and the Overseer. The Master turns to his left, and Flora to her right and marches across the hall, they then turn and march up the hall to their stations. The Assistant Stewards count the members as they vote and report the numbers to the tellers.

INSTRUCTIONS FOR FIRST DEGREE

1. After the Master lowers the Grange to the first degree, he will say, "Worthy Lady Assistant Steward" (she will rise), "Worthy Assistant Steward" (he will rise) "you will retire, prepare and present the candidates at the inner gate for instruction in the first degree".
2. In the first degree the Assistants will escort the Secretary to the anteroom in the following manner. They will first proceed up the hall, one on each side of the Altar, to the stations of the Graces, where they go single file to the Secretary. They then turn to their left and march down the hall two

- abreast, followed by the Secretary, to a point on a line with the Cloth. They turn left again proceed in single file to the Cloth, the Secretary between the Assistants, give the salutation and retire.
3. The hall should be in full light during the First Degree. Hoodwinks must be used on the candidates. Before the Master starts the degree he should instruct the members that quiet and dignity should characterize the degree.
 4. Immediately after the candidates have entered the hall, the line will be halted and the Master will give the charge about Degree Work (Page 9 of the 1999 manual), then continue with "First Degree, Preparation", etc. and proceed as in the manual.
 5. While candidates are wearing hoodwinks, they will be conducted directly from one officer to the next. At the Altar candidates will keep left hand on shoulder and place right hand over heart. They will not turn in. After the hood-winks are removed, the candidates will be conducted past the officers once and stop the second time if a song is being sung, otherwise will go directly to the next office.
 6. The tableau will be shown after the Chaplain's second charge, and before the Assistant Steward says "Brothers and Sisters" etc. (The Assistant Steward turns the candidates to face the tableau.)
 7. When the Master instructs the Lady Assistant Steward to conduct the Sisters to the Steward and then join the Brothers at the Worthy Lecturer, both the Assistant Steward and the Lady Assistant Steward will proceed past the Lecturer. The Assistant Steward and the Brothers stop the second time, but do not face the Lecturer until joined by the Lady Assistant and the Sisters. The Lady Assistant Steward continues with the Sister candidates to the station of the Steward where she will remove the cloaks at the appropriate time. (See page 22 of the 1999 edition of the Manual.)
In leaving the Steward's station the Lady Assistant Steward goes directly to the Lecturer's station to join the Brother candidates. The Lecturer rises as the Lady Assistant Steward and the Sister candidates approach his station.
 8. At the close of the degree the Master declares a recess for greeting. The Assistants conduct the Brother and Sister candidates to the Cloth and face the Overseer. The Master calls up the officers. The line of march for greeting is as follows: M., 3 Ex. Com., Chap., F., C., P., Treas., Sec., and L. They pass in front of the Sisters, back between the lines in front of the Brothers, between the Altar and Cloth and follow in line back to their respective stations.
 9. After the greeting the candidates will be returned to the Master's station and the Master will say, "Worthy Assistants please conduct the candidates to the Anteroom".
 10. After the Assistant Stewards conduct the candidates to the anteroom, they return to the Cloth and give the salutation.

INSTRUCTIONS FOR SECOND DEGREE

1. After the Master lowers the Grange to the second degree he will say, "Worthy Lady Assistant Steward" (she will rise), "Worthy Assistant Steward" (he will rise) "you will retire, prepare and present the candidates at the inner gate for instruction in the second degree". The Assistant Stewards give the salutation and retire.
2. As soon as the candidates enter the hall the line of march is halted and Master gives symbols of degree beginning with "Second Degree, Culture", etc. The tableau will be shown at this point.
3. When the Overseer presents the Sisters with roses he should include the L.A.S. After leaving the Chaplain's station they proceed directly to the Altar, where the ladies deposit their roses. The L.A.S. turns to her right followed by the Sister candidates and the Assistant Steward turns to his left followed by the Brother candidates. They meet at the Cloth and proceed to the Altar for the obligation.
4. The Master declares a recess for the greeting. The Master followed by Pomona, Ceres, Flora will come forward and greet the Sister and Brother candidates. Immediately after the greeting the Master will call the Grange to order. After the greeting, the Master will say, "Worthy Assistants, please conduct the candidates to the anteroom".
5. After the Assistant Stewards conduct the candidates to the anteroom, they return to the Cloth and give the salutation. The Master then gives one rap and the Assistants face about and proceed to the Altar. The Lady Assistant Steward removes the roses, the Assistant Steward the seed and they return to their stations.

INSTRUCTIONS FOR THIRD DEGREE

1. After the Master lowers the Grange to the third degree he will say "Worthy Lady Assistant Steward" (she will rise), "Worthy Assistant Steward" (he will rise) "you will retire, prepare and present the candidates at the inner gate for instruction in the third degree". The Assistant Stewards give the salutation and retire.
2. As soon as the candidates enter the hall the line of march is halted and the Master gives the symbols of the degree beginning with "Third Degree, Harvest", etc. The tableau will be shown at this point.
3. As soon as the candidates are conducted to the anteroom the Chaplain and Lecturer will move the Altar to a position between the Secretary and Flora's stations.
4. At the end of the Harvest March as the candidates are brought diagonally across the hall to the station of the Master the Assistants will turn to the left and stop in a central position between the stations of Master and Pomona. The Harvesters and Gleaners return diagonally to their original seats at the right of the Lecturer.
5. When the Master declares a brief recess for greetings the candidates are conducted to the Cloth facing the Overseer where they are greeted by the Harvesters and the Gleaners only. At the same time the Lecturer and Chaplain will return the Altar to its original position. Immediately after the greetings the Master will call the Grange to order. After the greeting the candidates will be returned to the Master's station and the Master will say, "Worthy Assistants, please conduct the candidates to the anteroom".
6. After the Assistant Stewards conduct the candidates to the anteroom, they return to the Cloth and give the salutation.

INSTRUCTIONS FOR FOURTH DEGREE

1. The Master will say, "Worthy Lady Assistant Steward" (she will rise), "Worthy Assistant Steward" (he will rise), "you will retire, prepare and present the candidates at the inner gate for instruction in the fourth degree".
2. As soon as the candidates enter the hall, the line of march is halted and the Master gives the symbols of the degree beginning with "Fourth Degree, Home", etc. The tableau will be shown at this point.
3. During the singing of the "Obligation Song", the Steward comes forward, takes the staves from the Assistant Steward and then the Lady Assistant Steward in his left hand, carrying his own in his right hand and assumes a position slightly at the right of the Master's station. The Altar Circles continue as described in the manual. (See page 67, 1999 Manual).
4. BEFORE THE FEAST - After the Master says, "I cordially invite you to join us in the enjoyment of the fruits of our labors in the preceding degrees"; he calls the officers to rise. The Assistants proceed around the hall. After they pass the Overseer's station the feast table will be placed on the Cloth. As they pass the Chaplain's station the Chaplain falls into line behind the Brother candidates. When they pass the Master, he gets into line behind the Sister candidates. The Lecturer falls in behind the Master as they pass the Lecturer's station. As the lines approach the feast table the Overseer leaves his station in time to meet the Assistant Stewards at their end of the table. The Chaplain and Lecturer stand in line with the candidates with the Master between them facing the Overseer. When the officers and candidates are in position, the Master will call the Grange to rise. The Master will seat the Grange immediately after the Chaplain's prayer.
5. THE FEAST - The Lady Assistant will serve the Sister candidates, Lecturer, and Master in that order. At the same time the Assistant Steward will serve the Brother candidates, Chaplain and the Overseer in that order. They will serve themselves last.
6. AFTER THE FEAST - The Master calls the Grange to order and delivers his closing lecture of the degree. After this lecture the Master steps into the line of march in front of the Chaplain. The Lecturer facing about returns directly to his station and the Overseer, waiting until the lines have passed him, returns directly to his station. The Master and Chaplain drop out of line as they pass their respective stations. After the line has left the Cloth the feast table is to be removed immediately. The candidates are led once around the hall to the Master's station at which time he will say, "Worthy Assistants, you will retire with the candidates and reenter in full form".

7. INSTRUCTIONS FOR RETIRING AND ENTERING THE GRANGE IN THE FOURTH DEGREE - When directed by the Master the Assistants will proceed to the Cloth with the candidates, give the salutation and await the Overseer's reply. If the door is on the left side of the hall, the Assistants will march once around the hall and out. On returning the Lady Assistant Steward will enter first followed by the Sisters, then the Brothers and last the Assistant Steward who will come to his natural position in front of the Brothers, the line will proceed to the Cloth, give the salutation to the Overseer, and await his reply, and then return to the Master. If the door is on the right side of the hall the Assistants will go directly out after the salutation has been given. On reentering the same line of march will be used as if the door was on the left side of the hall (see above). The Assistants will march once around the hall to the Cloth, give the salutation, and await the Overseer's reply.

GOP Edited and updated to 1999 Manual November 2010.

End of GOP

APPENDIX C

Subordinate Officer Duties

Quest. Worthy Master, what are the duties of your office?

Ans. It is my duty 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 and By-Laws, rules and regulations of the Grange are obeyed, to maintain order and to call to order promptly on time as designated by the By-Laws; to inspect and announce to the Grange the results of all balloting and other votes, to appoint all committees not otherwise provided for, to sign all orders on the Treasurer, and perform such other duties as properly devolve upon that office.

Quest. Worthy Secretary, what are the duties of your office?

Ans. It is my duty to keep a record of all proceedings of the Grange, to conduct the correspondence, and report to the Secretary of the State Grange, the first of the month following the close of each quarter, all information desired in the blank furnished by him; to draw and countersign all orders on the Treasurer; and keep a record of the same; to receive all moneys of the Grange, and to pay them to the Treasurer, at least once in thirty days. Give a written report at the end of each quarter, and at the first meeting in the New Year, give a report of the leading features, and special work, during the year. This should be a part of the permanent records.

Quest. Worthy Overseer, what are your duties?

Ans. It is my duty to assist the Master in preserving order and decorum in the Grange, to assist in the examination of all balloting for candidates, and to make known the results, as far as to state whether the ballot is favorable or unfavorable; and in the absence of the Master to perform all duties devolving upon that office.

Quest. Worthy Lecturer, what are the duties of your office?

Ans. It is my duty to have charge of the literary programs, and educational work of the Grange; to prepare literary programs and request members to respond to the parts assigned them, to report to the Lecturer of the State Grange, within fifteen days of the end of each quarter, all work done by the Grange.

Quest. Worthy Steward, what are the duties of your office?

Ans. It shall be my duty to guard the inner gate, and require the proper passwords, to see that the hall is in proper order for all sessions, and the working tools in the proper places; also to have charge of all working

property of the Grange, subject to the orders of the Grange; to see that all members are properly attired and to perform such other duties as required by the Manual.

Quest. Worthy Assistant Steward, what are your duties?

Ans. It is my duty to assist in the opening examination, to require the proper passwords, to have charge of candidates during initiation, to see that the regalia and badges are properly distributed and after assisting in the closing ceremony to collect all regalia belonging to the Grange and to see that it is properly cared for; to provide for accommodation of visitors and to give all due assistance to the Master and Steward.

Quest. Worthy Lady Assistant Steward, what are the duties of your office?

Ans. It is my duty to assist in the opening examination, to require the proper passwords and to have charge of the sister initiates, to see that the regalia and badges are properly distributed and after assisting in the closing ceremony, to assist in collecting all regalia belonging to the Grange and see that it is properly cared for; and to assist in providing for the accommodations of visitors, to perform all duties directed by the Master and to give due assistance to the Steward.

Quest. Worthy Gatekeeper, what are the duties of your office?

Ans. It is my duty to guard the outer gate; to permit none but those duly qualified to enter the anteroom; to inform the members in what degree the Grange is at work; to see that all are provided with necessary regalia; and to perform all other duties properly devolving upon that office.

Quest. Worthy Treasurer, what are the duties of your office?

Ans. It is my duty to receive all moneys from the Secretary, giving a receipt thereof, to keep a correct account of receipts and expenditures of the Grange; to pay from the funds of the Grange such sums as are ordered by the written order of the Master and Secretary; to render at the close of each quarter a written report of receipts and expenditures of the office which must be a part of the permanent record.

Quest. Worthy Executive Committee, what are your duties?

Ans. It is the duty of the Executive Committee to be seated at the left of the Master to inspect all bills and accounts of the Grange; examine the books and vouchers of the Treasurer and Secretary; and to report the financial condition of the Grange in writing each quarter, and have a general oversight of the conduct of the Grange when not in session.

Quest. Worthy Gatekeeper, what signal is required at the outer gate?

Ans. Cipher Code, page 8, lines 1 and 2.

Quest. What passwords would you require at the outer gate?

Ans. Cipher Code, page 8, lines 8 and 9.

Quest. What information, would you then impart to the member?

Ans. Cipher Code, page 8, lines 11 and 12.

Quest. Worthy Steward, what signal is required for the First Degree? Second Degree? Third and Fourth Degrees? What degree words are required for the First, Second, and Third Degrees? What password for the Fourth Degree? Should the member approach the inner gate unable to give the password, to whom would you report?

Ans. Cipher Code, page 6, lines 13 and 14.

Quest. Worthy Master, what enquiry would you make, and what would be your reply to the Steward?

Ans. Cipher Code, page 6, lines 14, 15, 16.

Quest. Worthy Assistant Steward, in the opening examination what passwords do you require, and in what order?

Ans. Cipher Code, page 17, lines 11, 12, 13.

Quest. Worthy Lady Assistant Steward, in the opening examination what passwords do you require, and in what order?

Ans. Cipher Code, page 17, lines 11, 12, 13.

APPENDIX D

Flag Ceremony

Section 1- Presentation

Division 1. The flag must be presented and retired in the prescribed manner at each regular daily session of the State, Pomona and Subordinate Granges, and at such other meetings or occasions as the presiding Master may direct.

Division 2. In case hall facilities or absence of regular officers will not permit presentation and retirement of the flag with due grace and respect, the ceremony should be confined to the salute, the flag being placed in its receptacle before the meeting is called to order.

Division 3. Ceres shall be the Flag Bearer. The Assistant Steward, armed with the implements of their office, shall comprise the Escort and shall guard the flag.

Division 4. During the ceremony of presentation and retirement no one shall be permitted to enter or leave the room. All members not participating in the ceremony shall stand at attention throughout the presentation and retirement, except while saluting as prescribed.

Division 5. Immediately following the proclamation of the Overseer in the opening exercises, and before the Master calls down, the pianist plays an appropriate march. At the first note of the march, the Lady Assistant Steward takes one step forward, faces to the right and marches until about two paces beyond the station of the Assistant Steward. As she then faces to the left, the Assistant Steward steps directly forward into line. The Steward, leaving his/her stave at his/her station, carries the unfurled flag to the position from which s/he is to present it to the Flag Bearer. The Escorts without pause march abreast until they reach a line across the hall in front of the Grace's stations.

Division 6. Facing to the left in unison, they march in file along this line until the Assistant Steward reaches a line along the hall in front of the Lecturer's station, the Flag Bearer stepping into line between the Escorts as they pass her station. Facing to the left in unison, they march abreast in close rank until they reach a line crossing the hall about three paces in front of the Assistant Steward's station.

Division 7. As the marchers pause before the Steward, s/he presents the flag to the Flag Bearer in proper position to carry. Stepping back into line with the Assistant Steward's stations s/he remains there, giving the salute at the proper time. Beginning at this point, all members shall assume the position of salute and continue this position until the conclusion of the Pledge of Allegiance. The Steward remains until the Flag Bearer steps from the Escorts to resume her station, whereupon s/he returns to his/her station. The marchers then pivot from the Lady Assistant Steward's position until they are abreast facing across the hall. They march until in line with the altar, pivot again to the left, and march abreast until reaching a position which permits the Flag Bearer to take one step forward and display the flag in its proper position in front of, but not over the altar.

Division 8. The Escorts incline their staves at arm's length its lower end beside the right foot and its upper end pointing to the union of the flag, eyes directed toward the flag. At the first note of the National Anthem, all members turn toward the flag and join in singing the first stanza. As march music is resumed, the Escorts step into line with the Flag Bearer and the marchers pivot to the right. They march abreast until in line with the flag receptacle, which is between the Master and the Graces, pivot to the left, and proceed abreast to the line in front of the Grace's stations.

Division 9. While the Escorts halt without turning and the music continues, the Flag Bearer continues forward, places the flag in its receptacle with the stripes pointing toward the Master's station and steps backward into line. The Bearer and Escorts now assume the position of salute, by rendering the civilian salute. At this point, led by the Master, the Pledge of Allegiance to the flag is given in unison. The marchers now face to the left in unison and march in file until the Flag Bearer returns to her station while the Escorts march directly to their stations passing the altar on their respective side.

Division 10. In carrying the flag, the Flag Bearer holds the right arm straight down by the side with the right hand grasping the lower end of the staff. The left arm is across the body, with the left hand supporting the staff, so that the flag is carried at the side rather than in front, the staff inclined forward at an angle of 45 degrees.

Section 2- Retirement of Flag

Division 1. Retirement of the flag takes place without announcement immediately after the salutation in the closing ceremony.

Division 2. At the first note of the march, the Lady Assistant Steward steps forward to retrace the route used in the presentation, the Flag Bearer leaves her station without escort to march to the flag. At this point, all members will assume the position of salute and the Steward commences his/her march to the position from which the flag was delivered. The Flag Bearer steps forward with the flag to a position in line with the Grace's stations and waits for the Escorts. Reaching her, the Escorts pivot as she steps in front of the Lady Assistant Steward into line and they march abreast across the hall, pivot, and continue abreast down the hall to the waiting Steward.

Division 3. Here they pause while the Steward receives the flag. Members will lower the salute and stand at attention. The Flag Bearer and the Escorts face to the left and march in file across the hall, abreast to the line in front of the Grace's stations, in file to the Flag Bearer's station, then all face to the left and return to their stations as in the presentation ceremony.

Division 4. As the Flag Bearer leaves the Escorts to step to her station, the Steward, carrying the flag returns to his/her station.

Division 5. If the stations of the Master and the Graces are on a raised platform, the Flag Bearer after placing the flag in its receptacle does not rejoin the Escorts, but proceeds by the most appropriate route to her station. The route followed by the Bearer in placing the flag and joining the Escorts with the flag during its retirement depends upon the placement of steps leading to the platform.

APPENDIX E

DISPOSING OF GRANGE PROPERTY

Guidelines approved by the NH State Grange Executive Committee - 2/2/02

1. Stations/Furniture: Consult the State Master/Executive Committee if in question. Sell or give extras locally if you wish. Perhaps your members might like some items as souvenirs.
2. Implements (Staves, gavels, gavel blocks, ballot boxes, mats, etc.): Retain the ones you are using. Turn extras over to the State Grange.
3. Regalia (sashes, station cloths, etc.): Unless unused sets are in fine condition suitable for use by another Grange, dispose of them. If you possess ones that may be historical in nature, consult State Grange officials first.
4. Rosters: Retain one copy of each year for your records. Dispose of others.
5. Secretary's Minute Books: Retain these for the life of your Grange. Other such items to be retained for the life of your Grange include attendance books, Treasurer's record books, membership roll books, and quarterly record books. **In the event the Grange closes**, the Secretary's Record Books should be offered to the local historical society. The roll books and quarterly record books **must** be turned over to the State Master.
6. Old pictures and awards: Unless they are properly labeled with names and dates and have statewide interest and significance, dispose of them locally to historical societies, descendants of those pictured, etc. If in doubt, consult the State Master. Otherwise, if no one local wants them, throw them away.
7. Songbooks: Unless they are up to date and/or in excellent condition, throw extras away. Fine, up-to-date copies might be of use to another Grange. Consult neighboring Granges or the State Master.
8. Manuals: Retain the most up-to-date ones for your own use. Turn others over to the State Grange. Manuals should never be given or sold to non-Grangers.
9. Bibles: Unless you have a truly historical Bible (i.e. with records in it), recycle extra copies locally or among your own members or community.
10. Flags: If there are extras, contact local officials for instruction about proper ways to dispose of them. Unless there is some special significance or sentiment attached to a particular flag, there is no need to retain any but the one you are using.
11. Kitchen items: Dispose of these locally. If no one wants your extras, throw them away.
12. Miscellaneous receipts: Save for two years only the most current dues receipt book and receipts for bills that have been paid. Then they may be thrown away.
13. Orders on the Treasurer (after the books have been audited), copies of (quarterly Report Sheets, Secretary's Cash Books (after filled and properly audited), Membership Application Blanks (after names are entered in the roll book), Regular Communications (after being shared with the Grange), and Old Grange Programs: These may be thrown away.
14. Executive Committee Books: Keep the latest one only.
15. Digests and Journals of Proceedings of State and National Grange: Unless you desire them for curiosity, keep only the most recent ones. (The State Grange tries to keep a complete set of Journals of Proceedings on file in the State Grange Building. If you have old or rare ones, they may be interested.)
16. Charter: Retain it for the life of your Grange. If a Grange closes, **with the permission of the State Grange Executive Committee**, its charter may be LOANED to the local historical society for display. However, a label should be affixed to the back stating that it remains the property of the State Grange forever. The name and address of a contact person, such as the State Master, should also be included. If the historical society does not care to have the charter, it should be turned over to the State Grange.

APPENDIX F

Selling Grange Halls

“Sale of Grange Halls”

DIGEST OF LAWS OF THE NATIONAL GRANGE(with local requirements from New Hampshire State Grange By-Laws inserted where appropriate)

Article XI

SALE, ENCUMBRANCE OR TRANSFER OF REAL PROPERTY OF SUBORDINATE OR POMONA GRANGES.

4.11.1 Sale of Real Property by Subordinate or Pomona Granges – No Subordinate or Pomona Grange may sell any real property owned by said Subordinate or Pomona Grange except upon the following conditions, completed in the following order:

(A) A written notice shall be sent to the Master and Executive Committee of the State Grange having jurisdiction advising of the intent to invoke the procedure included in Article XI of these By-Laws to sell real property. Such notice shall contain a summary of the reasons for the proposed sale, a copy of the deed and corporate documents if applicable. The State Grange Master will send acknowledgement of receipt of the notice to the Subordinate or Pomona Grange. The State Master or Chairman of the State Executive Committee shall assign two members of the State Executive Committee to meet with said Grange. They will ascertain that the sale price is fair and proposed action is in the best interest of all parties concerned: the Subordinate Grange and the New Hampshire State Grange. The above-mentioned Executive Committee members will oversee the sale of said property in conjunction with the Subordinate Grange.

(B) Upon receiving acknowledgement of receipt from the State Grange Master, a meeting will be held by said Subordinate or Pomona Grange to set date, time and location for a meeting to consider the sale of the real property. Notice will be sent in writing to all members in good standing of said Grange at their last known address, with a copy to the State Master, not less than 15 days before and not more than 90 days before the date of the meeting.

(C) On the date and time of said meeting, a vote will be taken on the motion to sell the real property. The vote must be adopted by 2/3 majority of the members in good standing of the Subordinate or Pomona Grange who are present and voting.

(D) A copy of the minutes of the above meeting shall be sent to the State Master. If the vote is in the affirmative, then a copy of an appraisal of the value of the property and the name and address of any/all licensed real estate agent(s), escrow company(ies), or lawyer(s) who will handle the sale of said real property, if such a representative is retained, shall be sent to the State Master. A decision of the Subordinate or Pomona Grange to sell the property does not take effect unless approved by written consent of the Master and Executive Committee of the State Grange having jurisdiction over the said Subordinate or Pomona Grange. Such consent shall not precede the vote of the membership as provided for in Section C above.

(E) When an offer to purchase is received, the membership will vote to accept or reject the offer.

(F) If the membership approves the purchase offer, a copy of the terms will be sent to the State Master for State Executive Committee approval before a contract is signed.

(G) When a sale of real property is concluded, the selling Subordinate or Pomona Grange shall account for the net proceeds of the sale received at the time of settlement and shall remit all but the sum of \$1000 of such net proceeds to the State Grange having jurisdiction to be held in trust for the said Subordinate or Pomona Grange. The selling Subordinate or Pomona Grange shall assign all right, title, and interest to the net proceeds of the sale to be paid after the date of settlement to the said State Grange having jurisdiction; and the existence of such assignment shall be reflected in any note or other evidence of indebtedness executed by the purchaser and in any mortgage or deed of trust securing the payment of such indebtedness. Pursuant to the required assignment, the note or other evidence of indebtedness shall require the purchaser to make all payments in satisfaction of the indebtedness directly to the said State Grange having jurisdiction.

(H) The State Grange shall hold the net proceeds of the sale as provided for in Section (G) above, in an escrow account, for the selling Subordinate or Pomona Grange for the following purposes:

- (1) Financing the purchase of real property for use as a Grange Hall;
- (2) Financing the purchase of real property on which to construct a Grange Hall;
- (3) Financing the construction of a Grange Hall; or
- (4) For use in accordance with the general purposes of the Order.

Use of the funds held in Trust must be approved by the Executive Committee of the State Grange having jurisdiction over the selling Subordinate or Pomona Grange. All earned income derived from such Trust shall be the property of the selling Subordinate or Pomona Grange, provided, however, that the said State Grange in its sole discretion may be paid up to ten percent (10%) of such earned income as a trustee's fee for administering the Trust. The State Executive Committee shall pay annually, in the month of April, to the Subordinate or Pomona Grange, upon written request from the Subordinate or Pomona Grange, accrued income and such portions of the principal as the Executive Committee approves by a two thirds vote. Requests for portions of the principal shall be in writing, include reason for request, and be submitted at least four weeks in advance.

In the event that the selling Subordinate or Pomona Grange surrenders its charter or otherwise becomes inactive, the provisions of Section 4.12.1 of these By-Laws shall be applicable.

4.11.2 Encumbrance of Real Property by Subordinate or Pomona Granges - No Subordinate or Pomona Grange may encumber any real property owned by said Subordinate or Pomona Granges except upon the following conditions:

(A) A written notice shall be sent to the Master and the Executive Committee of the State Grange having jurisdiction advising of the intent to invoke the procedure included in Article XI of these By-Laws to encumber real property. Such notice shall contain a summary of the reasons for the proposed encumbrance and including, if available, an appraisal of the value and a report as to the current use and condition of the said real estate. The State Grange Master will send acknowledgement of receipt of the notice to the Subordinate or Pomona Grange. The State Master or Chairman of the State Executive Committee shall assign two members of the State Executive Committee to meet with said Grange. They will ascertain that the encumbrance is fair and proposed action is in the best interest of all parties concerned: the Subordinate Grange and the New Hampshire State Grange. The above-mentioned Executive Committee members will oversee the encumbrance of said property in conjunction with the Subordinate Grange.

(B) Any resolution adopted by a Subordinate or Pomona Grange for the encumbrance of real property is inoperative unless consented to by the Master and Executive Committee of the State Grange having jurisdiction over the said Subordinate or Pomona Grange. Such consent shall be given only if the proceeds from such encumbrance are to be used for the benefit of present and future members of the said Subordinate and Pomona Granges as a fraternal group for Grange purposes. Such uses may include the repair, expansion or

improvements of an existing Grange Hall or other Grange real property and the acquisition of fixtures, furniture, equipment or other furnishings for such Grange real property or for use in accordance with the general purposes of the Order.

(C) If the Master and Executive Committee of the State Grange consent to the encumbrance, then in that event the procedures for notice, resolution, meeting and vote contained in Sections 4.11.1 (B) through (F) of these By-Laws shall be applicable except that such procedures shall be applicable to an encumbrance of real property rather than sale of real property.

4.11.3 Transfer of Real Property by Subordinate or Pomona Granges - No Subordinate or Pomona Grange may transfer title to any real property owned by said Subordinate or Pomona Granges, other than by sale provided for in Section 4.11.1 of these By-Laws (except Subordinate Granges which consolidate pursuant to Article IV of these By-Laws) except upon the following conditions:

(A) A written notice shall be sent to the Master and Executive Committee of the State Grange having jurisdiction advising of the intent to invoke the procedure included in Article XI of these By-Laws to transfer real property. Such notice shall contain a summary of the reasons for the proposed transfer and including, if available, an appraisal of the value and a report as to the current use and condition of the said real estate. The State Grange Master will send acknowledgement of receipt of the notice to the Subordinate or Pomona Grange. The State Master or Chairman of the State Executive Committee shall assign two members of the State Executive Committee to meet with said Grange. They will ascertain that the transfer is fair and proposed action is in the best interest of all parties concerned: the Subordinate Grange and the New Hampshire State Grange. The above-mentioned Executive Committee members will oversee the transfer of said property in conjunction with the Subordinate Grange.

(B) Any resolution adopted by a Subordinate or Pomona Grange for the transfer of real property is invalid unless approved by written consent of the Master and Executive Committee of the State Grange having jurisdiction over the said Subordinate or Pomona Grange. Such consent shall be granted only if the transfer is in furtherance of the general purposes of the Order. Such purposes could include, but not be limited to, the exchange of real property for other real property more suitable for the location of a Grange Hall or other Grange activities.

(C) If the Master and Executive Committee of the State Grange consent to the transfer, then in that event the procedures for notice, resolution, meeting and vote contained in Sections 4.11.1 (B) through (F) of these By-Laws shall be applicable except that such procedures shall be applicable to transfer of real property rather than sale of real property.

4.11.4 Power of the National Grange When No State Grange Has Jurisdiction - It is specifically provided that when the sale, encumbrance or transfer provisions included in Article XI of these By-Laws are invoked in States for which the records of the National Grange show there is no State Grange having jurisdiction over the selling, encumbering or transferring Subordinate or Pomona Granges, then in that event, the National Grange is delegated the powers of the State Grange contained in Sections 4.11.1, 4.11.2, and 4.11.3 of these By-Laws.

4.11.5 Sale, Encumbrance or Transfer of Real Property by a State Grange or the National Grange- When a State Grange or the National Grange shall sell, encumber, or in any way transfer title to real property owned by such Grange, the proceeds from such sale, encumbrance, or transfer shall be retained by such Grange for use in accordance with the general purposes of the Order.

APPENDIX G

New Hampshire State Grange Access to Escrow Accounts Held in Trust by the State Grange

Granges that have sold their halls and have escrow accounts being held in trust by the New Hampshire State Grange may access those monies for legitimate purposes. According to the National Grange Digest of Laws (Article XI, 4.11. 1) a State Grange shall hold the net proceeds of the sale in trust for the following purposes:

- (1) Financing the purchase of real property for the use as a Grange Hall;
- (2) Financing the purchase of real property on which to construct a Grange Hall;
- (3) Financing the construction of a Grange Hall; or
- (4) For use in accordance with the general purposes of the Order, as approved by the Executive Committee of the State Grange having jurisdiction over the selling Subordinate or Pomona Grange. All earned income derived from such trust shall be the property of the selling Subordinate or Pomona Granges provided, however, that the said State Grange in its sole discretion may be paid up to 10% of such earned income as a trustee's fee for administering the trust.

In simple language, this means that the funds remain the property of the local Grange as long as it retains its charter, although they are being managed by the State Grange in order to seek a higher return on the investment and to safeguard those funds for the future benefit of the local chapter. If at any time that Grange decides to again buy or construct a Grange Hall, its members through its Master and/or Secretary must apply in writing to the Executive Committee of the State Grange for a release of funds, including a clear explanation of their plans and the amount required. Following careful consideration of those plans, the Executive Committee will decide whether the proposal is acceptable and notify the Grange of its decision. If the plans are approved, the requested monies will be withdrawn from the trust fund and turned over to the appropriate local Grange officials. The same process is followed if a Grange proposes some other legitimate and beneficial project.

Address all requests clearly and concisely in writing and forward it to the Master of the NH State Grange at the address shown in the current Roster. A response will be forthcoming as soon as the Executive Committee has had time to give the issue proper consideration.

APPENDIX H

Instructions for Annual 990-N Report to the IRS

- 990-N Annual Electronic Report to Internal Revenue Service or 990-EZ paper form – due by February 15 each year based on Grange Fiscal Year of October 1 to September 30. Electronic version can only be filed for current year. Is the password and contact information used on the report filed in more than one place? Does more than one person have a copy of the confirmation receipt from the IRS stating that you have actually filed? The website is <http://epostcard.form990.org> and complete instructions on filing follow.

Memo

To: NH State Grange
From: Douglas Macdonald
Re: NH Granges – New IRS Annual Filing Requirements
Date: May 16, 2008

To assist the numerous Granges of the NH State Grange, this memo provides guidance on how to comply with the new annual filing requirements imposed by the IRS. The new requirements are applicable smaller non-profit entities, many of which previously had no annual filing requirement. Implementation began for entities with a tax year (also commonly referred to as a “fiscal year) ending on or after December 31, 2007. As discussed below, NH Granges must file by February 15, 2009.

There are two ways to file, and your Grange will need to file electronically or on paper. Regardless of the manner in which the filing is done, the IRS form is referred to as “Form 990.” The IRS has developed Form 990-N (referred to as the “e-Postcard”) for filing an annual return electronically. To file the e-Postcard, your Grange must have: (1) internet access, (2) a viable email address for the organization to use in corresponding with the IRS; and (3) gross annual receipts of \$25,000 or less. If an organization does not meet all three of these conditions, it will have to file a paper Form 990 (or 990-EZ – the abbreviated Form 990) with the IRS.

The due date for Form 990 is the 15th day of the 5th month following the end of the organization’s tax year, which is discussed in greater detail below. However, each Grange will know shortly after the end of its tax year which filing options are available to it, and should begin filing preparations with sufficient time to meet the applicable deadline. Also note that if a paper Form 990 is required, under the new requirements it must be completed in its entirety.

If you determine that your Grange must file a paper Form 990, and you have questions regarding that process, please contact the NH State Grange for assistance. If you determine that your Grange is eligible to file Form 990-N, the e-Postcard, the following outline will guide you through the steps necessary to complete the e-Postcard.

Step 1 – Getting to the Website:

First, log onto the e-Postcard website at <http://epostcard.form990.org>. Alternatively, you can log onto the IRS website at www.irs.gov and click on the tab under the heading banner entitled “Charities & Nonprofits.” A page with tax information for charities and other nonprofits will appear, and about three headings from the top is a heading entitled “Annual Electronic Filing Requirement for Small Exempt Organizations-Form 990-N (e-Postcard)” -- click on this heading, then in the “How to File” box, then click where it indicates that you can file the e-Postcard. At the e-Postcard site, you will be asked several questions and the next steps provide information to help you navigate each of those questions.

Step 2 – Register and Login:

First your Grange will need to “Register as a New User” by creating a login ID and password. The IRS has stated that upon inserting the Grange’s employer identification number (“EIN” and sometimes called the “TIN” or “TID”) where requested in the “Register as a New User” area, the system will automatically generate a login ID. Please be sure to record on paper all information regarding user login ID and password – you will need the ID and password again to complete the process. Also, please note that the NH State Grange recently sent a letter to all Granges identifying each local Grange’s EIN and legal entity name as shown on the IRS State Grange group exemption list, and the EIN identified on that letter is to be used for filing the e-Postcard.

Your Grange will also need to provide an email address associated with the password, so be sure that the email address used will be one that can be maintained by the Grange, if possible. If, for example, an officer with a term is to prepare this form, care must be taken to ensure that the login information, email addresses, passwords, and the like are passed from officer to officer as terms expire or officers leave office to ensure that you have future access for subsequent filings.

Note that if your EIN number for some reason is not accepted, you will need to contact the IRS to resolve this problem. Please note that if there is a problem with the EIN and the return is not filed in a timely fashion, it may be filed at a later date and no such penalty will accrue to the organization if the problem is promptly addressed.

After registering, you can log onto the “Create your Form 990-N (e-Postcard)” page and complete the e-Postcard filing process.

Step 3 – Tax Year:

The next step will be to enter your Grange’s tax year, which has been defined by the State Grange for all NH Granges as October 1 through September 30. Again, based on this tax year, each local Granges must file its 990-N, e-Postcard (or paper Form 990) by February 15, annually.

Step 4 – EIN:

The next step will be to report your Grange’s EIN—insert the same EIN as discussed in Step 2 above.

Step 5 – Legal Name:

The next step requests the legal name and mailing address for the organization. As mentioned above, this information was recently sent to you by the State Grange. Because the IRS maintains information on each local Grange on the annual group exemption report filed by the State Grange, the local Grange’s must use the legal name identified by the State Grange in its correspondence. If your Grange uses another name in legal documents (e.g. bank accounts, state filings), please identify it where requested as “aka” indicating that the organization is “also known as” this other name. For example:

Name Format: New Hampshire State Grange of the Order of the
Patrons of Husbandry Insert Your Grange Number
Insert Your Grange Name
(e.g., New Hampshire State Grange of the Order of the Patrons of Husbandry, Number 86, Rochester)

Also Known As (a/k/a): Your Grange Name Your Grange Number
(e.g., Rochester Grange, No. 86)

Step 6 – Principal Officers/Web Site Address:

The next step requests the name of the principal officer and website address. For consistency please identify the secretary of the organization. Because most Granges do not have a website address, this field should be left blank (until such time as a website is developed, and if such time comes, then the appropriate address should be inserted).

Step 7 – Gross Annual Receipts:

The final question step pertains to the annual gross receipts of the organization. As noted above, only organizations with less than \$25,000 qualify for filing the 990-N. Upon confirming this fact from your local financial records, please indicate that your organization has annual receipts of less than \$25,000. Any questions regarding annual receipts should be directed toward your bookkeeper, treasurer, or an accountant. Again, if your annual gross receipts exceed \$25,000, a paper Form 990 is required by the same deadline; and if you have questions regarding the paper Form 990, please contact the State Grange.

After the e-Postcard is filed, the IRS will send an email (to the login email address) indicating receipt. Several weeks later, the second email will indicate that the e-Postcard was accepted or rejected. An inquiry with IRS representatives indicated that rejection will likely only occur when an organization indicates that annual gross receipts exceed \$25,000. Therefore, rejection is unlikely to occur if the organization qualifies to file a Form 990-N.

Please note that three consecutive years of failing to file will result in revocation of an entity’s tax-exempt status, so satisfying this annual filing requirement is very important.

APPENDIX J

**Leone,
McDonnell
& Roberts**
PROFESSIONAL ASSOCIATION
CERTIFIED PUBLIC ACCOUNTANTS
WOLFEBORO • NORTH CONWAY
DOVER • PEMBROKE
EXETER

May 6, 2008

Gail Turcotte
53 Oak Hill Road
Barrington, NH 03825-3822

Re: New Hampshire State Grange
02-0172447

Dear Ms. Turcotte,

The purpose of this letter is to provide clarification regarding the filing of Form 990-N by the local chapters and reporting of the related escrow accounts.

The escrow accounts have been and will continue to be reported on the books of New Hampshire State Grange and included in the filing of their Form 990. The local chapters should not report these escrow accounts and related interest on their respective Form 990-N filings.

Charlene T. Vallee
LEONE, MCDONNELL & ROBERTS
PROFESSIONAL ASSOCIATION
Charlene T. Vallee, CPA

APPENDIX K

Incorporation as a Non-Profit Organization

Incorporation as a non-profit organization with State of New Hampshire – Every Subordinate and Pomona Grange must file every five years-for example 2005, 2010 2015. Please be sure to use your Grange's full legal name when you file. The legal name is New Hampshire State Grange of the Order of Patrons of Husbandry (your Grange number) (your Grange name). An example is New Hampshire State Grange of the Order of Patrons of Husbandry 86 Rochester. The filing fee as of 2010 is \$25.00 to Secretary of State's Office. Each Grange must file either on line or on their own paper form because of unique bar coding on each form based on their 6 digit business ID number issued by Sec of State's Office. ***Do not confuse this number with your Federal Tax ID number*** used on IRS reports and bank accounts! The report is due before December 31, every five years as explained above. If you choose to file on line there is an additional fee. The website address is www.sos.nh.gov/corporate. Once on the web site click annual reports online located in the menu bar and follow the step-by-step instructions.

APPENDIX L

Real Estate Tax Exemption, State of New Hampshire

Chapter 8

4542C
83-0157
03
4777 C

HB 67-FN

STATE OF NEW HAMPSHIRE

In the year of Our Lord one thousand
nine hundred and eighty-three

AN ACT

exempting real and personal property of Granges from taxation.
Be it Enacted by the Senate and House of Representatives
in General Court convened:

8:1 Tax Exemption. Amend RSA 72 by inserting after section 23-g the following new section:

72:23-h Granges. The real estate and personal property owned by Granges, which are incorporated in this state, shall be exempt from property taxes. If such property is rented for business purposes, the real estate shall not be exempt.

8:2 Annual List. Amend RSA 72:23-c (supp) as inserted by 1957, 202:4 as amended by inserting in line 2 after the words "charitable organization" the following (, Grange,) so that said section as amended shall read as follows:

72:23-c Annual List. Every religious, educational and charitable organization, Grange, and the Grand Army of the Republic, the United Spanish War Veterans, Veterans of Foreign Wars, the American Legion,

the Disabled American Veterans, the American National Red Cross and any other national veterans association shall annually, on or before April 15, file a list of all real estate and personal property owned by them on which exemption from taxation is claimed, upon a form prescribed and provided by the commissioner of revenue administration, with the selectmen or assessors of the place where such real estate and personal property are taxable. A copy of such list shall at the same time be filed with the commissioner, which shall be a public record. If any such organization or corporation shall willfully neglect or refuse to file such list upon request therefor, the selectmen may deny the exemption.

8:3 Effective Date. This act shall take effect upon its passage.

Approved: March 17, 1983

Effective: March 17, 1983

APPENDIX M

Internal Revenue Service 501-C-8 Non-Profit Ruling

(Not to be confused with the New Hampshire Grange Foundation 501-C-3)

US Treasury Department

Internal Revenue Service
Washington, DC 20220

Date: **APR 4 1968** In reply refer to:
Form M-3442
T.M.S.F.O.P. - CS



New Hampshire State Grange of the
Patrons of Husbandry
c/o Scott F. Eastman
Weare, New Hampshire 03281

Gentlemen:

Date of original group exemption letter: June 25, 1964

Based on the information supplied, we rule that the new subordinates you recently submitted for addition to your group exemption roster are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. This ruling supplements your original group exemption letter.

The new subordinates are not required to file a Form 1120 income tax return or Form 990, Return of Organization Exempt from Income Tax. However, they are liable for social security taxes under the Federal Insurance Contributions Act and, if they employ four or more individuals, for the tax under the Federal Unemployment Tax Act.

Individuals may deduct contributions to your new subordinates, as provided in section 170 of the Code, if the contributions are for the charitable purposes specified in section 170(c)(4) of the Code. Bequests, legacies, devises, transfers, or gifts to or for the use of the new subordinates are deductible for Federal estate and gift tax purposes under sections 2055, 2106, and 2522 of the Code if they are for the charitable purposes specified in sections 2055(a)(3), 2106(a)(2)(A)(iii), and 2522(a)(3) of the Code.

Next year, within 45 days after your annual accounting period closes, please send us two copies of the following information about your subordinates:

1. A statement describing any changes during the year in the purposes, character, or method of operation of your subordinates.
2. A list of the names, mailing addresses including ZIP Codes, and employer identification numbers (if required for group exemption letter purposes) of subordinates on your group exemption roster that during the year:

FORM M-3442 (REV. 3-68)

New Hampshire State Grange of the
Patrons of Husbandry - 2 -

- a. changed names or addresses;
- b. were deleted from the roster;
- c. were added to the roster.

A directory of subordinates may be substituted for this list if it includes the required information and identifies the affected subordinates according to the three categories above.

3. For subordinates added to the roster, a letter signed by one of your principal officers containing or attaching:
 - a. a statement that the information upon which your present group exemption letter is based applies to the new subordinates;
 - b. a statement that each has given you written authorization to add its name to the roster; and
 - c. a list of those to which the Service previously issued separate rulings or determination letters relating to exemption.
4. If applicable, a statement that your group exemption roster did not change during the year.

Please be sure to enter your employer identification number on all your tax returns and in your correspondence with the Internal Revenue Service.

Thank you for your cooperation.

Sincerely yours,

John R. Barber

Chief, Rulings Section
Exempt Organizations Branch

APPENDIX N

U. S. Treasury Department
Internal Revenue Service
Washington, D. C. 20224

In reply refer to
T:R:EO:1
RWB

June 25, 1964

New Hampshire State Grange of
the Patrons of Husbandry
c/o Mr. Scott F. Eastman
Secretary
R. D. 2
Weare, New Hampshire

Gentlemen:

This has reference to the information submitted for use in determining the status of your subordinate and pomona granges for Federal income tax purposes.

In a ruling dated April 8, 1941 it was held that you are exempt from Federal income tax under the provisions of section 101(3) of the Internal Revenue Code of 1939, which corresponds to section 501(c)(8) of the 1954 Code. This ruling did not include your subordinate ~~ex~~ and pomona granges.

Based upon the information presented it is held that your subordinate and pomona granges whose names appear in your 1964 roster, submitted with your letter dated May 22, 1964 are exempt from Federal income tax as organizations described in section 501(c)(8) of the Internal Revenue of 1954, except granges No. 51, 304 and 343 which have been discontinued. Any questions concerning excise, employment or other Federal taxes should be submitted to the appropriate District Director.

Your listed subordinate and pomona granges are not required to file Federal income tax returns so long as they retain a tax exempt status.

It will not be necessary for your subordinate and pomona granges to file the annual information return, Form 990, generally required of organizations exempt under section 501 of the 1954 Code, as your subordinate and pomona Granges come within the specific exemptions contained in section 6033(a) of the Code.

Contributions made to your subordinate and pomona granges are deductible by individual donors but only if to be used exclusively for the charitable purposes specified in section 170(c)(4) of the Code.

Please send us the following information, not later than 45 days after the close of each succeeding annual accounting period.

1. Lists showing the names and mailing addresses of your new subordinate and pomona granges ~~which~~ and the names and addresses of any subordinate and pomona granges which have ceased to exist or have changed their names or addresses. The names should be arranged in alphabetical order or, if numerically designated only, in numerical order. In lieu of the lists referred to above you may furnish us with a copy of your published directory. Please send us one copy of the list or directory for this office and one copy for each district in which your subordinate and pomona granges are located.

2. A statement signed by one of your principal officers stating whether or not the information upon which your original group ruling was based is applicable in all respects to the new subordinate pomona granges.

3. A statement if, at the close of the year, there were no changes in your roster.

4. A statement of any changes in the character, purposes or method of operation of your organization ~~or~~ those of your subordinate and pomona granges.

5. Duplicated copies of amendments to charters or bylaws of your organization or those of any of your subordinate and pomona granges.

You should advise each of your listed subordinate and pomona granges of the exemption and the pertinent provisions of this ruling.

The District Director of Internal Revenue, Portsmouth, New Hampshire, is being advised of this ~~section~~.

Very truly yours

R. J. Stakem

Acting Chief, Exempt Organizations
Branch

APPENDIX O

AUDITING

Secretary's and Treasurer's Records
By Rodney M. Huntoon, State Treasurer
February 1, 1990
Revised 12/7/07 by Gail M. Turcotte, State Treasurer

An Audit is conducting a review of the financial position of an organization by a disinterested party and to make a disclosure report if it's findings. Unfortunately, we do not accomplish this in the Grange. Let's look at our procedures. We ask the Executive Committee to approve all bills, subject to objection by the membership. The installation charge to the Executive Committee states that they are responsible for the custody of the invested funds. How then, should the Executive Committee be the one to audit the books? In auditing we look to see that one person does not have control over a transaction from start to finish. In other words there is a separation of duties and responsibilities.

I will attempt to give you some of my ideas and procedures on how to audit the Secretary and Treasurer's records. Do not consider these as the only methods in which to audit. You need to use sound judgment and feel free to alter any of the procedures to fit the needs of your Grange to accomplish the task.

The Objective: To assure the Grange membership that all income has been properly recorded, all expenditures have been properly authorized and to report the financial condition of the Grange at a stated period of time.

Responsibility: It is the duty of the Executive Committee as outlined in the By-Laws of the New Hampshire State Grange. This may be found under Article XIV Subordinate Granges, Section 5-Officers and their Duties, Division 12, Executive Committee.

A partial quote follows: "It shall be the duty of the Executive Committee to inspect all bills and accounts of the Grange, including all committees and their Junior Grange. Also to examine the books and vouchers of the Treasurer and Secretary, report the financial condition of the Grange in writing, at the close of each quarter by use of the forms available from the State Grange"

Records: The following records should be used in conducting your audit.

Secretary's Roll Book
Dues and Receipt Book of the Secretary
Secretary's Record Book
Voucher Record Book
Treasurer's Record Book for Receipts and Expenditures
Check Book/ Savings Passbooks or Statements/ Certificates of Deposit/ Bonds- if the Grange has any
Bank Statements
Paid Bills

Unpaid Bills
Insurance Policies
Cash on hand- including any held by committees

To provide a complete audit review the following steps should be taken to provide assurance that all income has been properly recorded and vouchers have been issued for the disbursement of all funds.

1. Take the Secretary's dues receipt book (paper or card type) and check back to the Secretary's dues account book to see if the quarterly blocks have been marked for payment. Note "Golden Sheaf Exempt" members are not required to pay dues.
2. Add the paid dues for the quarter from the dues receipt book.
3. Compare the total of dues received back to the records of each meeting in the Secretary's Minutes book.
4. Compare the total receipts as listed in the Secretary's Records to the Treasurer's Record Book. A check mark or tick mark could be placed in the Treasurer's Book to indicate you have checked it.
5. Verify that the Treasurer issued a receipt to the Secretary for funds received.
6. Verify the cash on hand with both the Secretary and Treasurer.
7. Calculate the amount of unpaid dues from the Secretary's Dues Account Book.
8. Assemble the paid and unpaid bills. Determine how the Subordinate Grange keeps their records.
 - a. Are paid bills attached to the vouchers?
 - b. Are paid bills kept separately?
9. Match the paid bills to the vouchers if not attached.
10. Is the voucher number the same as the check number? If not you need to determine the method of coding.
11. Trace the bill and vouchers to the Treasurer's record book.
12. Have all vouchers been properly authorized by the Master and Secretary?
13. Total the Treasurer's receipts and expenditures for the quarter.
 - a. Does this include investment income?
 - b. Verify the accuracy by taking the beginning balance, add the receipts, and subtract the expenditures, which should equal the ending balance.
14. Determine if the bank statement is reconciled on a monthly basis. If not you should reconcile to ensure accuracy.

15. Review the Savings Account Passbook or Statement.
 - a. Are deposits and withdrawals traceable back to the Treasurer's records?
 - b. Has the passbook been updated during the past year?
 - c. Request the passbook to be updated if it has not been done for a year.

16. Determine the fair market value of the assets.
 - a. Equipment, regalia, etc.
 - b. Is the Real Estate carried at the assessed valuation?
 - c. Are the Certificates of Deposits carried at face value?
 - d. Are the Certificates of Deposits reflecting accrued interest?
 - e. Stocks and Bonds should be reviewed.
 1. Are they carried at Book Value?
 2. Are they carried at Market Value?
 3. Determine the present value.
 4. Are these Stocks and Bonds worth keeping?

17. Determine if adequate insurance is maintained.
 - a. Real Estate
 - b. Equipment
 - c. Bonding
 - d. Liability

18. Has the nonprofit corporation registration fee for incorporation been paid to the State of New Hampshire for 2005? Note: the next registration is due in 2010.

19. Using the guidelines necessary audit the committee funds of your Grange.

20. Determine if the Grange has any outstanding liabilities and make due note of them.

21. From you audit papers prepare the quarterly report as provided by the New Hampshire State Grange, listing the assets and liabilities to arrive at the financial position of your Grange.

22. It should also be the duty of the Executive Committee to bring up recommended changes to benefit the Grange if noted during their quarterly audit.

23. The report needs to be signed by the three Executive Committee Members or persons delegated to serve in that position.

The Executive Committee will have fulfilled its duties regarding the auditing of Grange funds if the above guidelines have been utilized.

APPENDIX P

Required Procedures for the Use of the New Hampshire State Grange Building

The New Hampshire State Grange Building, located at 10 Riverside Drive, Hooksett, NH, is intended specifically for the use of that organization. Any individual or group that seeks to use the building must agree to comply with the basic procedures listed below. Non-compliance with those procedures may cause the Grange to cancel short, longtime, and future agreements with those individuals or groups. The required procedures are as follows:

1. No smoking or alcohol consumption will be allowed in the building or on the grounds.
2. All left over food, paper goods, trash, or other materials brought onto the property by users of the building must be removed by those people at the conclusion of their events or activities.
3. Grange furniture and other Grange property on the premises must be carefully treated and left undamaged by anyone using the building. None of it is to be removed from the building at any time without express permission of the State Grange.
4. The museum room, Grange storage room, and the basement storage area are off limits to non-Grange users of the building.
5. Tables in the dining room must be returned to their original positions at the conclusion of each event. (Tables set up on the dining room floor must be three white plastic folding tables end to end down the center of the room with chairs arranged around them. All other tables must be folded and restored to the rack at the end of the dining room, with the older pressed wood ones at the bottom and the remaining plastic tables at the top. This is to prevent the lightweight tables from being damaged by the older, heavier tables.)
6. Any damages done to the building itself or its contents by those using the facility must be reported to the State Grange immediately. Those responsible will be expected to reimburse the State Grange for any expenses incurred in making repairs.
7. The building is to be left as nearly clean as humanly possible at the conclusion of each event.
8. Posted rules about thermostat settings, etc., must be faithfully followed.

APPENDIX Q

NH STATE GRANGE OFFICER DUTIES

NOTE: The duties listed herein are, in some cases (such as Master, Secretary, Treasurer, Lecturer, Executive Committee), only a synopsis of the many responsibilities of the office.

GENERAL DUTIES OF ALL STATE OFFICERS:

- ◆ Attend the annual session, unless emergency arises
- ◆ Be active participants in their Subordinate Grange
- ◆ Attend other Granges by invitation (written or verbal)
- ◆ Attend Officers, Deputies & Directors training meetings
- ◆ Participate in state sponsored events
- ◆ Participate in Sixth Degree Conferral at State Session

MASTER:

- ◆ Be responsible for maintaining the overall well being of the NH State Grange as well as the Pomona, Subordinate and Junior Granges within its jurisdiction as well as ensure compliance of Grange Law as per the By-Laws of the NH State Grange and the National Grange Digest.
- ◆ Conduct Leadership & Training conferences as needed
- ◆ Attend local, State, Regional and National functions (including but not limited to: delegate to National Grange, Regional Leaders Meetings, State Grange sponsored functions, etc.)
- ◆ Be responsible for making State appointments (deputies, directors, committee members, etc). Oversees and supports all State Grange committees and departments
- ◆ Appoint liaisons to interact with other organizations and agencies to maintain the best interest of the Grange
- ◆ Maintain regular communication with the Grange population through various methods such as the *Granite State Granger*, Grange Website, etc.
- ◆ Attend Executive Committee Meetings as Ex-Officio member
- ◆ Send invitations to all Past Male Officers of the NH State Grange for seating at Special Court during annual exemplification of 6th Degree
- ◆ Recognize all Past Male Officers present at the close of the 6th Degree
- ◆ Invite dignitaries to attend State Session
- ◆ Report in writing at National Session the well being of Granges in New Hampshire
- ◆ The Master acts for and in the name of the NH State Grange at all times

OVERSEER:

- ◆ Act on the Master's behalf when requested or in time of need
- ◆ Attend Executive Committee meetings as required and act as a non-voting ex-officio member

LECTURER:

- ◆ Prepare and maintain an annual budget and expense report in conjunction with the Executive Committee
- ◆ Maintain communication with the Pomona, Subordinate and Junior Granges within the State Grange to keep them abreast of activities, functions, etc. within the Lecturer's Department
- ◆ Participate and/or contribute to local, state, regional and national conferences, meetings and programs
- ◆ Promote involvement and awareness both within the Grange and our communities of all National and State sponsored projects and contests (this would include arranging for judging when necessary as well as provide the necessary awards and recognitions)
- ◆ Prepare the necessary reports to the National and State Grange as required

STEWARD:

- ◆ Maintain the equipment of the NH State Grange in working order
- ◆ Be responsible for setting up the meeting rooms for the Annual Session in conjunction with the Assistant Stewards
- ◆ Ensure that the working property of the State Grange is in proper working condition by maintaining, repairing and replacing pieces as necessary
- ◆ Oversee the transportation of the working property/equipment necessary for conducting the Annual Meeting, Grange Memorial Service and Exemplification of the Sixth Degree in conjunction with the Assistant Steward, Lady Assistant Steward and Flora
- ◆ Prepare and maintain a budget and expense report to ensure proper maintenance and transportation of said equipment in conjunction with the Executive Committee
- ◆ Maintain an inventory of Grange equipment as well as a report on the overall condition of said property

ASSISTANT STEWARD & LADY ASSISTANT STEWARD:

- ◆ Assist with the transportation of the working property/equipment necessary for conducting the Annual Meeting, Grange Memorial Service and Exemplification of the Sixth Degree in conjunction with the Steward and Flora
- ◆ Assist the Steward in setting up the meeting areas for Annual Session
- ◆ Assist the Steward in the maintenance of Grange property when needed or required
- ◆ Select marching candidates for the Sixth Degree

CHAPLAIN

- ◆ Conduct Annual Memorial Service
- ◆ Participate in/plan New England Go-to-Church Sunday

TREASURER:

- ◆ Receive and deposit all monies
- ◆ Be responsible for all accounts payable
- ◆ Maintain detailed reports for all accounts receivable and accounts payable transactions
- ◆ Prepare reports and financial statements as well as appropriate tax returns as required and file same with appropriate agencies (IRS, accountants, State agencies, etc.)
- ◆ Review and balance all monthly statements
- ◆ Attend all Executive Committee meetings as required and act as a non voting ex-officio member
- ◆ Prepare a detailed report for presentation at the Annual Session outlining the financial condition of the Grange
- ◆ Prepare and present quarterly income and expense report to the Executive Committee
- ◆ Prepare a budget for the ensuing year prior to State Session in conjunction with the Executive Committee

SECRETARY:

- ◆ Keep and maintain minutes of meetings (Annual Session, etc.)
- ◆ Prepare, publish & distribute Annual Journal of Proceedings & NH State Grange Roster
- ◆ Receive, copy and distribute all resolutions to be considered at State Session
- ◆ Collect and accurately record all dues and fees collected on behalf of the State Grange
- ◆ Prepare quarterly and annual reports as required
- ◆ Transfer all funds as necessary to the State Treasurer
- ◆ Attend Executive Committee Meetings as Ex-Officio member
- ◆ Receive & distribute correspondence to appropriate person/department and reply to same where applicable
- ◆ Maintain all records and databases (such as GSG distribution list, Grange Membership lists, committees, etc.)
- ◆ Maintain a record of all bonds, real estate, etc., owned by the State Grange
- ◆ Receive and process all supply requests to State Grange Supply Dept. and maintain an inventory of supplies
- ◆ Prepare books for annual audit by Executive Committee
- ◆ Be responsible for receipt of Sixth Degree applications as well as prepare membership cards and certificates and report same to National Grange
- ◆ Maintain communication with Granges within the State (quarterly reports, annual session committees, Memorial Service, etc.)
- ◆ Prepare and present annual report for State Session

GATEKEEPER:

- ◆ Coordinate display space at Annual Session for Lecturer and Departments requesting space
- ◆ Serve as liaison with hotel staff and hold key to display area if needed

CERES:

- ◆ Assist Flora with Memorial Service
- ◆ Assist Flora with set up and removal of the Sixth Degree Court
- ◆ Secure two court ladies as attendants for the Sixth Degree
- ◆ Store and maintain Ceres and Attendant robes and regalia
- ◆ Select acting Ceres for 6th Degree when necessary
- ◆ Coordinate State Grange Banquet and provide table favors

POMONA:

- ◆ Assist Flora with Memorial Service
- ◆ Assist Flora with set up and removal of the Sixth Degree Court
- ◆ Secure two court ladies as attendants for the Sixth Degree
- ◆ Store and maintain Pomona and Attendant robes and regalia

FLORA:

- ◆ Assist Chaplain with Memorial Service
- ◆ Coordinate set up and removal of the Sixth Degree Court
- ◆ Assist Steward in the maintenance and transportation of Court equipment as needed
- ◆ Select 2 Personal Attendants and up to 6 Court Ladies for the 6th Degree
- ◆ Select Soloist for the 6th Degree
- ◆ Select coordinator/coach for Rose Drill for the 6th Degree
- ◆ Store and maintain Flora and Attendants robes and regalia
- ◆ Order roses for 6th Degree and other appropriate flowers (carnations) for Memorial Service in conjunction with the State Secretary
- ◆ Maintain history/journal of all attendants and Rose Drill participants
- ◆ Acquire and present token of appreciation to Rose Drill coach & participants
- ◆ Send invitations to all Past Lady Officers of the NH State Grange for seating at Special Court during annual exemplification of 6th Degree
- ◆ Recognize all Past Lady Officers present at the close of the 6th Degree

EXECUTIVE COMMITTEE:

- ◆ In conjunction with the State Master, oversee the financial and operational status of the State, Pomona, Subordinate and Junior Granges
- ◆ Conduct and attend all regular and special meetings of the Executive Committee throughout the Grange year
- ◆ Provide support and guidance to all officers, departments, committees as well as individual Granges within the State
- ◆ Be responsible for all State Grange budget proposals as well as oversee all financial accounting and reports of State Officers and Departments
- ◆ Act for and in the name of the Grange between Annual Sessions

MUSICIAN:

- ◆ Select appropriate marches to enhance the floor work of officers
- ◆ Aid the Lecturer in musical portions of the program
- ◆ Aid the Chaplain in musical portions of the Memorial Service

APPENDIX R

NEW MEMBER WELCOMING CEREMONY

This Ceremony should be practiced by the Grange and presented with respect when new members are being received. The new member(s) should be assigned a sponsor and should be seated between the Chaplain and the Executive Committee. Packets of material should be prepared for each new member.

SECRETARY: Worthy Master, we wish to welcome the following new member to our Grange:
(reads list of names.)

MASTER: It is indeed a pleasure to welcome you as a member of this Grange. The Grange strives to improve and enhance the lives of those living within this community, and works with others to better the community in general. It provides a unique opportunity for young and old, families and individuals to interact in the spirit of fellowship. Worthy Assistant Stewards, please escort our new members and their sponsors to the Altar. *(Master calls all to rise. New members and their sponsors are escorted to the Altar.)*

MASTER: *(Standing between the Graces and Altar)* A Grange member is recognized for high character, commitment to principles, concern for others and for financial responsibility. A Grange member exemplifies these characters on a daily basis. As a member of our Grange we expect that you will support the organization by contributing time and talent to the best of your ability, will meet your financial obligations in a timely manner, and will conform to and abide by the laws of your state and nation, and the Constitution, rules and regulations of the Grange at all levels.

In return you can expect from this Grange, fellowship, a chance to explore and develop your personal talents, and the opportunity to serve.

With this understanding do you agree to become a member of _____ Grange? If so, please answer, "I do." *(New members respond, "I do. ")*

MASTER: *Worthy* Chaplain, please ask our Heavenly Father to be with us on this occasion.

CHAPLAIN: Almighty Father, Maker and Ruler of the Universe, and giver of every good and perfect gift, we ask you to be with us on this occasion and to bless these who become members of this Grange, and all connected with our Order. We ask all in thy Holy Name. Amen.

MASTER: I will now explain to you our salutation, the voting sign, and the use of the gavel.
(Gives instruction on salutation, voting sign, and use of gavel.)

The Pianist plays the Welcome Song. During the first time through, two or three members approach the piano and prepare to sing the first verse. Other members come forward and form the Friendship Circle by joining hands around those at the Altar. When the circle is formed the Pianist again plays the

Welcome Song, and the first verse is sung by those at the piano and others who wish to join in the singing)

MASTER: As we enclose you within a circle of friendship, so does the Grange pledge to you a pure friendship, enduring through life.

And now, Brothers and Sisters, let us loose hands, but ever hold fast to the principles of our Order. To help you become more acquainted with us and with the Grange, I ask each of your sponsors to serve as mentors for you for the next few months. The sponsors will act as your personal guide, helping you become familiar with the organization and its traditions. *(Present "Welcome to the Grange " or "The Grange and You" and your Grange new member materials.)*

Please accept this certificate of membership and familiarize yourself with the materials included.

*Now, let us all join in welcoming our newest members.
(Introductions should be made by each sponsor or the Master.)*

(Master calls all down.)

Approved by National Grange, November 2001