



*American Values.  
Hometown Roots.*

# **WASHINGTON STATE GRANGE MASTER/PRESIDENT HANDBOOK**

These materials are the property of the Grange

Adapted to meet Requirement and Procedures of the  
Washington State Grange  
2024

Worthy Master/President,

Congratulations on your election as Master/President of your Grange and may your term of service be successful.

This handbook is designed to help you perform your duties to the highest levels and to inform you about the tools and resources available to you.

While this handbook is designed to provide you with much of the information you will need, please remember that there are many individuals within our organization who are also there to assist you, to answer questions and to act as a sounding board. The State and National Grange websites also offer information and help to you. While you have help available, this will only make your job easier if you choose to take advantage of it. Familiarize yourself with the contents of this handbook and certainly spend some time familiarizing yourself with your State Grange By-Laws and the National Grange Digest of Laws, remembering that these documents may change on an annual basis. The By-Laws of our organization will help guide you in many decisions.

According to the traditional Installation of Officers, the Master should “be foremost in advocating the principles and carrying out the objects of our Order”; this is restated in the Alternative Installation Ceremony as “You should also find new ways to serve your community, promote agriculture and attract new members.” No matter which installation you use, it is up to you as the Master to lead your Grange and to aid your members.

Remember your Grange has also elected a talented group of officers and that they assume some of the burden of the leadership, yourself setting the example in all things. Each office comes with specific duties outlined in our By-Laws. Make sure your new officers are thoroughly acquainted with their job duties. Of course, part of your own job description includes appointing members to the various standing and special committees in your Grange. When making appointments, take into consideration the special knowledge and talents of all your members and place them in positions where they can be of the most benefit to the Grange and to the community. Having an officer and committee meeting at the beginning of each year is imperative so that all involved understand their duties and the expectations of the Grange.

Finally, do not forget that one of your duties is to make sure that you are passing along the leadership skills you are learning. Our organization has been perpetual for over 150 years by making sure that someone is always ready to step up to leadership.

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# GRANGE MEETINGS

## **Floor Work and Ritual**

One of the reasons your Grange qualifies for tax exempt status is as a fraternal organization that has “a ritualistic form of work.” The Subordinate Grange Manual specifies how to setup the hall for a meeting. You may use the Subordinate Grange Manual (2013 version has both traditional and alternative language) for the language for opening and closing a meeting. Requirements for any Grange include the Bible on the altar and the American Flag displayed in the meeting room.

It is important that all of your members have the ability to look at a Manual, and the officers with speaking parts certainly need to have one. Considering that our first four degrees are included in the Subordinate Manual, it would also be an excellent idea to make them available for new members so that they may experience the beautiful lessons found in the degree work.

The latest version of the Subordinate Grange Manual is a good source for answers regarding any of the ceremonies, including the opening and closing, presenting guests, draping the Charter, presentation of the flag and balloting for candidates.

There are three ways to initiate new members: exemplify the first four Degrees, the Obligation Ceremony or the Welcoming Ceremony. All three of these methods are found in the 2013 version of the Manual.

## **Pledge of Allegiance**

The Pledge of Allegiance may be used in place of singing “The Star-Spangled Banner.” When it is used, the Master will not announce the pledge; he/she will just place their hand over their heart and begin in a loud voice with the pledge.



## **Balloting for Membership**

Candidates for Grange membership are voted upon:

- A. New candidates wishing to become members must be balloted on by paper ballots (“Yes” for acceptance – “No” for rejection).
- B. Current Grange members or former Grange members wishing to reinstate their membership may be balloted on by use of a paper ballot. This balloting is done during Balloting for Candidates.

## **Demits**

Granting a demit:

- A. Granting a demit to a member of your Grange, who is in good standing (their dues are current), is done by motion under new business. No member may object without preferring charges against the applicant.

Accepting a demit:

- A. A member holding a demit may apply for membership in any Subordinate Grange.
- B. A demit is in force for six months from the date of issue.
- C. The vote to accept a demit is done by paper ballot under New Business.

## **Contacts**

When you have a question or need to order supplies, contact your State Grange Office. You may telephone 360-943-9911 or email [grangew@wa-grange.org](mailto:grangew@wa-grange.org). You may find additional information on the WA State Grange website: [www.wa-grange.org](http://www.wa-grange.org) or the National Grange website: [www.nationalgrange.org](http://www.nationalgrange.org).

# **MASTER/PRESIDENT TOOLS AND TASKS**

## **Tools**

Rules and Laws of the Order

- A. Subordinate/Community Grange Manual
- B. National Grange Digest of Laws
- C. State Grange By-laws
- D. Roster of your State Grange (Directory of officers and committee chairs of State, Pomona and Subordinate Granges)
- E. State Grange Journal of Proceedings
- F. National Grange Journal of Proceedings



Publications

- A. State Grange newsletter/paper etc.
- B. State Grange Contests, Awards and Scholarships information
- C. State Grange Legislative Policies
- D. National Legislative Policies
- E. National Grange "Action Alerts"
- F. National Grange Patrons Chain emails
- G. National Grange *Good Day!* Magazine
- H. Other communications from the State and National Grange

## **Tasks**

Public Relations:

### *Selling the Grange to the Membership*

- A. Every member should know what your Grange program and activities are.
- B. Every member (household) should receive State and National publications.
- C. Every member should have confidence that they are an important part of your Grange.

### *Selling the Grange to the Community*

- A. Each Grange needs at least one member to establish a relationship with the local media (print, radio, television, etc.).
- B. Each member needs to have a positive attitude and always keep the Grange in a positive light. Their opinions will have influence on their friends and families.

- C. The Grange needs to publicize all community involvement activities and all members who receive awards and recognition. Also publicize awards provided by the Grange to non-members.
- D. Participate in the activities of other community organizations as representatives of the Grange.
- E. Attend and participate in all “county planning” or other government activities and have members serve on boards whenever possible.
- F. Participate in county fairs, local festivals, parades and community events.
- G. Take a stand on community issues and publicize your stand.
- H. Have an Open House or open meeting to invite the community to a Grange style meeting.
- I. Make sure your hall and grounds are well maintained. Encourage Scouts, 4-H and other groups to meet in your hall so that it appears to be “lived in.”



Promoting a Growing Membership

- A. Have personal contact with each member. Attempt to involve each one in some manner.
- B. Encourage your members to share opportunities for community involvement with your Grange.
- C. Encourage your members to develop mission and vision statements if you do not have one and set goals to carry it out.
- D. Check out the State Grange Website [www.wa-grange.org](http://www.wa-grange.org) and the National Grange Website [www.nationalgrange.org](http://www.nationalgrange.org) for ongoing membership resources and ideas.
- E. Membership brochures are available for a minimal charge from the State Grange.



## LEGAL MATTERS

This section is designed to be a guide for Subordinate and Pomona Granges and to help Grange leaders protect their Grange and themselves. It does not replace legal advice or checking on current laws. If you have any questions, contact your State Grange.

### Defining the Grange

Who We Are

The Washington State Grange developed the following statement to define our organization in 2019. While no one short statement can capture the entire range of Grange involvement, this sentence gives an excellent beginning.

**Washington State Grange:  
 “Uniting Communities by Strengthen Families, Enriching Lives, and  
 Developing Leaders for a Better Tomorrow”**

IRS Tax Status

The IRS issued to the National Grange a blanket exemption as a 501(c)(5) organization. All Subordinate and Pomona Granges are recognized as 501©(8) organizations.



### Tax ID Number

Each Pomona, Subordinate, and Junior Grange is issued a Federal Tax ID number. It is obtained with the Internal Revenue Service by filing a Form SS-4.

### Articles of Incorporation

Incorporation protects all your members from personal liability on behalf of the actions of the Grange. It does not prevent someone from suing the Grange itself.

All Granges in Washington State are incorporated through the Secretary of State. Copies of each Grange's Articles of Incorporation are also on file at the State Grange. Washington State Law exempts Granges from annual filing and fee requirements.

### Authority of Each Level and the Master

The sponsoring Grange is responsible for a Junior Grange. The Pomona has responsibility for the health and growth of the Subordinate Granges within its jurisdiction but has no authority over them. The State Grange has responsibility and authority over the Subordinate and Pomona Granges. The National Grange has responsibility and authority over the State Grange.

The Master is required to enforce the laws of the Order for the Grange they serve. The Subordinate and Pomona Master are answerable to the State Master for their actions. The State Master is answerable to the National Master for his/her actions.

### Digest, State Grange By-Laws, Subordinate Grange By-Laws and Rulings

The rules of the order are in the National Grange Digest of Laws, the State Grange By-Laws and the Pomona or Subordinate Grange By-Laws. The By-Laws of each level must conform to the laws of the higher level. If they do not conform, they are not applicable and must be removed from the rules.

The only member who can make rulings on the By-Laws is the Master of that Grange or the Master of the next level (State Master, National Master). The Pomona Master does not have authority to rule on Subordinate By-Laws.

Each member and officer are required to obey the Constitution and By-Laws of the Grange. No officer may condone the breaking of the rules of the Order, and it is the responsibility of the Master to prohibit any violations of the rules of the order. A Grange may not suspend any By-Law, but the By-Laws may be amended as per the procedure provided in the By-Laws. Amending your By-Laws takes place over at least two meetings, notifying your members at least 30 days in advance of the proposed change and upcoming vote and requires a 2/3 majority of those present for adoption. Notification may be printed in the Grange News for a fee.

Each Grange needs to have a current copy of the National Grange Digest and a copy of the State Grange By-Laws. The Master should, as a part of his/her responsibilities, become familiar with the Digest and By-Laws.

Any member may purchase a copy of the National Grange Digest of Laws or your State Grange By-Laws for their own use. Annual updates to the National Grange Digest of Laws are available

from the National Grange Office upon request. The Washington State Grange By-Laws are revised at the Annual State Grange Convention and sent out to each Grange as a part of the convention proceedings.

## **HALL AND PROPERTY**

Many Granges are fortunate to have their own Grange Hall. Grange Halls are one of the most visible identifications of the organization to the public and are one of our greatest assets. The following information is for those Granges that have their own Grange Hall.

### **Use of Hall**

If the Grange Hall is owned by the Grange, then the membership sets its own rental policy and rates for allowing use of the building and grounds. The members of each Grange determine



which organizations and individuals may use their hall. However, each Grange must remain aware of other basic rules which may have impact on their renting of the hall or property. The Grange should determine the purpose for which the hall or property is being used to assure that no activity will reflect on the integrity of the Grange within the local community.

Political parties or candidates for office should rent only if and when there is no appearance of Grange support. We are non-partisan and must retain the image of fairness. Granges are encouraged to have candidate forums but must invite all candidates. If all candidates are invited, the Grange has fulfilled their responsibility.

Similarly, organizations that oppose Grange legislative policy must not give the impression of Grange support if allowed to use the Grange property.

### **Hall Use Policy**

Each Grange should have in its records a written policy of who may use the hall and what charges are made. This will protect the Grange, the members, and those using the Grange property. Some Granges allow members one free use of the hall each year and some allow community groups to use the hall for free, but these policies should be written and adopted by the Grange to protect whoever schedules the use of the hall.

### **Rental Income**

If a Grange receives a pre-arranged amount of money for use of the hall or property, it is considered rent by the IRS. Calling it a donation or gift, does not change its definition.

## **Property Tax Exemptions**

Some Granges in Washington qualify for a property tax exemption as a public meeting facility. Those who do qualify can have their hall and up to once acre of land exempt from property taxes. As a public meeting facility, the Grange is limited on the number of fundraising events held annually in their hall. Applications for Property Tax Exemptions are made to the Washington State Department of Revenue and are due annually by March 31.

## **Hall Use Agreement**

A sample “Grange Hall Rental Agreement” is included in this guide. The agreement should be used for everyone who uses the hall. Having a signed contract shifts the liability for the rental to the renter even if the Grange donates the use of the hall. The agreement will also help avoid many legal problems for the Grange if the renter fails to abide by the terms of the agreement. The agreement must be accompanied with a “certificate of liability insurance” to be provided by the renter’s insurance agent. The Grange must be shown as the “additional insured” on this certificate.

## **Insurance and Value**

In the interest of protecting the officers and members and the Grange at all levels, each Grange should carry property and liability insurance on it’s property. Periodically the members should review the coverage to make sure it is adequate.

## **Acquiring or Upgrading Property**

Granges may acquire property by donation, purchase, or other means. There are no restrictions on how or when a Grange may acquire property or upgrade its current property. However, if a Grange must borrow money **and uses the Grange property for collateral**, the Grange must secure the approval of the State Grange Executive Committee prior to finalizing the purchase or mortgage.

## **Selling, Encumbering (Mortgaging, Leasing), or Disposing of Grange Property**

No Grange may sell, mortgage, lease or dispose of Grange property without first securing the approval of the State Grange Executive Committee. Grange law prohibits the Grange to use its property in ways that do not benefit Grange purposes.

Selling or leasing for long terms (such as cell phone towers, power transfer stations, etc.) or mortgaging Grange property should be presented in resolution form to the members and, if adopted, sent to the State Grange Executive Committee. If the committee approves the proposal, it may proceed.

In the case of a sale of property of a functioning Grange, following the approved sale, all but \$1,000 is turned over to the State Grange and placed in a custodial account for that Grange. The money remains property of that Grange but is managed and invested by the State Grange until that Grange needs it for a hall or hall improvements, or for use in accordance with National Grange Digest of Laws. Use of the funds held in trust must be approved by the Executive

Committee of the State Grange. A copy of the procedures for requesting use of custodial accounts is included in this guide.

### **Reversion Clauses**

Before any Grange can transfer property due to a reversion clause in a deed or contract, the State Grange Executive Committee must be notified and approve the reversion. Many reversion clauses in deeds are not valid due to changes in state law. The By-Laws require the Master of the State Grange to make every effort to reorganize any Grange that has become inactive for a period of seven (7) years, which prohibits any reversion of property.

## **FINANCES**

### **Reporting**

A report should be given at each meeting that states the current funds the Grange has, how any funds are invested, the source of any income and any accounts payable. The minutes should have the same information. When the Grange has a fund-raiser, a report on income and expenses should be completed for that event.

Any member may request to examine the records, but the Treasurer and/or Secretary should be present during such an examination.

Bills must be approved by the Grange before they are paid. Granges may preapprove specific expenses, such as utilities, but should set limits to protect the liability of the Treasurer.

### **Cash, Checking and Savings Accounts**

Granges should provide a checking and/or savings account. Most banks will require the Grange's tax ID number (EIN) and a copy of the minutes showing election of officers or authorization of signers.



### **Investments**

Granges may make investments of all types. Savings accounts, money market accounts, CDs, stocks and bonds, or other types of investments are allowed under our rules. All investments must be made prudently and conservatively. The Executive Committee is responsible for the invested funds. A Grange may choose to only invest in certain types of investments, but members should remember that they are investing the money of the organization.

### **IRS Tax Filing**

Please refer to the Treasurer Handbook and Financial Guide for information on filing the Annual 990 report to the IRS.

### **Budgeting**

Each Grange should develop an annual budget. A budget is a tool that estimates the income the Grange expects to receive and the expected expenses. A budget is never set in stone and can be

revised as necessary. The required annual financial report (sometimes referred to as the audit) provides valuable information for preparing the budget. It is the responsibility of the Master to assure that the financial report is prepared and presented to the Grange. Many grant applications will require budgets for the current year and, sometimes, for previous years. An Annual Budget Template is included in this guide.

## **PROTECTION**

### **Incorporation**

Incorporation protects all your members from personal liability on behalf of the actions of the Grange. It does not prevent someone from suing the Grange itself.

### **Insurance - Liability**

Liability insurance protects the Grange when someone is bodily injured or their property is damaged on Grange property or at a Grange sponsored activity, due to the Grange's negligence. Liability coverage also protects the Grange if a member who is working on the hall is hurt. Having a liability policy may prevent legal problems when someone is hurt on Grange property or at a Grange sponsored event.

### **Insurance - Property**

Property of the Grange should be insured against loss as it is normally the single greatest asset of a Grange. Depending upon the age and condition of your hall, it will be insured for replacement cost or actual cash value (ACV). Fire, wind and other losses are covered by the general policy, but things such as earthquakes and floods must be insured specifically or through other sources.

### **Insurance - Fidelity Bonding**

Each Grange is required by the National Grange Digest to bond the Secretary and Treasurer. Any officer or member who handles money for the Grange should also be bonded. Bonding insurance covers the loss of Grange funds. A bonding policy is available from the National Grange that covers all officer and members. A Grange should also check with its insurance agent to compare the National Grange premium costs with what the agent can provide. Specific information about bonding is included in this guide.

**SUPPLEMENTAL  
INFORMATION  
FOR GRANGES**

## GRANGE HALL RENTAL AND HOLD HARMLESS AGREEMENT

Rental Agreement made on \_\_\_\_\_, 20\_\_\_\_ between \_\_\_\_\_  
("Owner") and \_\_\_\_\_ ("Renter"). The parties agree:

- (1) Rental of Grange Hall. Owner hereby rents to Renter, and Renter rents from Owner, the Grange Hall ("Grange Hall") of Owner located at \_\_\_\_\_, in \_\_\_\_\_ County, State of Washington for the period commencing at \_\_\_\_\_ m. on \_\_\_\_\_, 20\_\_\_\_, and expiring at \_\_\_\_\_ m. on \_\_\_\_\_, 20\_\_\_\_.
- (2) Payment by Renter. Coincidentally with execution of this agreement Renter shall pay \$\_\_\_\_\_ to Owner, of which \$\_\_\_\_\_ is rent for period above stated. \$\_\_\_\_\_ is nonrefundable payment toward cost to Owner of cleaning the Grange Hall after expiration of the rental period, and \$\_\_\_\_\_ is a damage deposit subject to retention or refund by the Owner as provided in paragraph (8) below.
- (3) Purposes. The Grange Hall shall be used by Renter solely for the purpose of \_\_\_\_\_ and Renter shall not use or allow use of the Grange Hall or its premises for any other purpose, or in violation of any law, ordinance or governmental regulation. or for any purpose or in any manner hazardous to the Grange Hall or unsafe as to any occupants.
- (4) Condition. Renter acknowledges that Renter has examined the Grange Hall and its premises, is satisfied with the condition thereof and relies completely upon such examination, and not upon any representation or promise of Owner or any other person, in renting the Grange Hall.
- (5) Responsibility for conduct. Renter shall maintain order throughout the rental period and shall not engage in or allow others to engage in any event or conduct in the Grange Hall or on its premises which may cause harm, injury, or damage to persons or property.
- (6) Licenses and permits. Renter shall secure from the public agencies having jurisdiction any license or permit required as to any activity or purpose for which the Grange Hall or its premises are to be used, and shall pay any cost of fee required for such license or permit.
- (7) Return of Grange Hall. Upon expiration of the rental period Renter shall return the Grange Hall and its premises to Owner in the same condition as at commencement of the rental period, subject to such littering thereof as may reasonably be anticipated to result from the above specified use by the Renter.
- (8) Damages. If use of the Grange Hall by Renter results in damage to the Grange Hall or any of its contents furnished by Owner, the Renter shall be liable to the Owner for the amount of such damage, The Owner shall apply the damage deposit referred to above, up to the amount of such damage, as or toward payment of such damage; and if the amount of damage exceeds the amount of such deposit, the Renter shall pay to Owner the amount of such excess promptly upon demand by Owner, If Renter fails to pay such excess amount when so demanded and Owner brings suit against Renter to recover the same, in addition to any amount awarded Owner by the Court for such damages, Owner shall be entitled to be awarded its costs and reasonable fees of attorney in such suit. Owner shall promptly return to Renter any portion of such damage deposit which is in excess of damage, if any, to the Grange Hall and contents so resulting.
- (9) Hold harmless. Renter shall defend, indemnify, and hold Owner harmless with respect to any and all claims and demands which may arise at any time out of the use of the Grange Hall by Renter.
- (10) Entire agreement; modification. This contains the entire agreement and understanding between the parties relating to the Grange Hall and its premises. No modification or claimed waiver shall be binding upon any of the parties unless in writing made after the date hereof making specific reference to this agreement and signed by the Owner and the Renter.

SIGNED AT: \_\_\_\_\_

**OWNER:** \_\_\_\_\_

Grange Name and Number

Signed by

Title \_\_\_\_\_ Telephone \_\_\_\_\_

**RENTER:** \_\_\_\_\_

Printed Name

Signature

Complete Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**WITNESSED:** \_\_\_\_\_

Name

Address

Telephone



## AUDIT REPORT

To Be Sent to State Grange Headquarters whenever your Grange does their annual audit.

We, the undersigned Audit Committee of \_\_\_\_\_ Grange #\_\_\_\_  
have examined the Secretary and Treasurer's records for the period from the  
day of \_\_\_\_\_20\_\_ to the \_\_\_\_\_ day of \_\_\_\_\_20\_\_ and have  
found them to be in satisfactory condition. Any suggestions or exceptions are listed below.

DATED this \_\_\_\_\_ day of \_\_\_\_\_20\_\_

Audit Committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Suggestions and Exceptions:

**AUDIT REPORT**

**To be Retained with the Records of the Secretary and Treasurer**

We, the undersigned Audit Committee of \_\_\_\_\_ Grange # \_\_\_\_ have examined the Secretary and Treasurer's records for the period from the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ to the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ and have found them to be in satisfactory condition. Any suggestions or exceptions are listed below.

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Audit Committee:

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Beginning Balance (all accounts):

Total Receipts (all accounts):

Total Disbursements (all accounts):

Ending Balance: Checking:  
Savings:  
Other Accounts: (Please list)

This information is important to have written down, for your Grange's benefit:

Does this Grange have a Safety Deposit Box(es)?

If yes, at what bank?

Who has access? (Please list)

Who are the current signers on the Grange Financial accounts?





## Bonding – Rate Schedule for 2025

<u>Limit</u>	<u>Base Premium</u>
\$5,000	\$53

  

<u>Excess Coverage Limit</u>	<u>Premium</u>
\$10,000	\$60
\$25,000	\$75
\$50,000 *	\$100
\$100,000 *	\$120
\$250,000 **	\$145
\$500,000 **	\$185

\*= Payment must be accompanied by the 1-page Fidelity Coverage Application.

\*\*= Payment must be accompanied by the 1-page Fidelity Coverage Application, your independent audited financial statement, and a copy of your written internal control procedures.

**DEADLINE: Must be received by National Grange by December 1, 2024**



## Bonding – Frequently Asked Questions

### **Q: What is fidelity bonding?**

**A:** Fidelity bonding is a type of insurance coverage to protect the financial assets of your Community, Pomona, or State Grange. Section 4.10.9 of the Digest of Laws of the National Grange stipulates that all Granges, at their own expense, are to be bonded or insured for employee dishonesty with coverage to include at least the Secretary and Treasurer of each organization.

### **Q: How does fidelity bonding work?**

**A:** Fidelity bonding protects the Grange by covering financial losses due to dishonest or fraudulent acts of an individual or group. Should any loss or theft of your Grange's funds occur due to the dishonest acts of covered positions, you would file a claim for review. The bond would help to cover the Grange's financial loss up to the policy limit.

### **Q: Can the National Grange help with this required bonding?**

**A:** Yes. The National Grange has a fidelity policy (also referred to as employee dishonesty insurance or crime coverage) available at a discounted group rate. The policy is issued through Main Street America Insurance. Granges are eligible to participate by enrolling through their State Grange. Coverage is not available in Alaska, California, and Hawaii.

### **Q: What does bonding cover?**

**A:** The fidelity bonding policy available through the National Grange provides coverage for all officers and member positions, not just the Secretary and Treasurer who are required to be bonded by the Digest of Laws. The bonding coverage is for one calendar year beginning January 1.

### **Q: How much coverage does our Grange need?**

**A:** The basic minimum coverage is the lowest amount of coverage offered. Basic minimum coverage is \$5,000 for a Community Grange, or for a Pomona Grange, and \$25,000 for a State Grange. Higher coverage limits are available and subject to underwriting. In some cases, the basic minimum is enough for a Grange. In many cases, the basic minimum amount is too low. An easy way to determine how much coverage you need would be to assess the maximum amount of money your Grange handles, including your bank accounts, financial assets, and cash you handle at Grange activities, and compare the limit with the internal controls you have over these funds. Fidelity policies are typically not designed to provide coverage for every dollar that comes into an organization's control.

### **Q: How do we apply for bonding?**

**A:** Every Grange that would like to purchase discounted coverage enrolls through their State Grange. Each year the National Grange sends a letter, rate schedule, FAQ sheet, and fillable questionnaire to each State Grange. Each State Grange then offers this opportunity to their Pomona and Community Granges, collects their premiums, and forwards the lump sum with a list of participating Granges and the amount of their coverage to the National Grange office NO LATER THAN DECEMBER 1. Coverage limits of \$50,000 or higher need to include the simple coverage questionnaire for underwriting review. Choosing your level of coverage and forwarding the annual premium and questionnaire, if applicable, to your State Grange by the specified date adds you to the group policy. Coverage limits of \$250,000 or \$500,000 require additional underwriting (including the questionnaire, an independent audited financial statement, and a copy of the written internal control procedures). Granges who elect not to renew coverage will be removed from the policy. Once removed, coverage cannot be provided for three years.

### **Q: How does a Grange file a claim?**

**A:** Should a loss occur, please contact the National Grange office at (202) 628-3507 for instructions and claim forms. Also, please call or email [information@nationalgrange.org](mailto:information@nationalgrange.org) if you have further questions about bonding.

# WASHINGTON STATE GRANGE

## PROCEDURES FOR ACCESSING SUBORDINATE GRANGE PROPERTY FUNDS

Many Granges across the state have acquired property funds through consolidation of Granges, sales of property, and/or other means. Allowable uses of property funds/custodial accounts are addressed in the National Grange Digest of Laws, 4.11.1 (I) and are stated as follows:

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.
4. For use in accordance with the general purposes of the Order (this item is where we may allow the use of property funds for improvements to Grange Halls).

Use of property funds/custodial accounts must be approved by the Executive Committee of the State Grange. Interest earned on property funds/custodial accounts is paid out annually to the individual Granges following the adoption of the audit committee report at the Annual State Grange Session.

For Granges with property funds currently held in custodial accounts by the Washington State Grange, the following procedures will be used for obtaining those funds:

1. The Subordinate Grange (owner) of the property fund decides upon the appropriate use of the funds for an improvement project in accordance with the Digest of Laws.
2. The Subordinate Grange will entertain a minimum of three bids/proposals/price quotes for the improvement project. This must be done in advance of the project.
3. The Subordinate Grange will write a letter to the WA State Grange Executive Committee requesting the use of the property funds. The letter will be accompanied by the three bids/proposals/price quotes with the Subordinate Grange designating their choice. Again, this must be completed in advance of the project. The Executive Committee recognizes there are instances when obtaining three bids is not possible for one reason or another (i.e. – emergency situation, location, etc.)
4. The State Grange Master will verify the available amount in the Subordinate Grange's property fund with the Accountant. The State Grange Master will then place the item on the agenda of the next quarterly meeting of the State Executive Committee or electronically provide the information to the committee where a decision may be made via online means.
5. Upon approval by the State Grange Executive Committee, the Accountant will write a check payable to the vendor. The check is then sent to the Subordinate Grange, who can then pay the vendor upon completion of the work.
6. All approvals for the expenditure of funds are to be completed before the actual project occurs.
7. The State Grange will provide to the Subordinate Grange an annual statement of remaining balance in the property fund, along with a copy of these procedures.

Custodial Account Access

Revised by the WSG Executive Committee 12/18/2024

# WASHINGTON STATE GRANGE YOUTH PROTECTION POLICY (effective immediately)

**POLICY:** The Washington State Grange (WSG) is herewith establishing a policy to effectively eliminate opportunities for abuse within the Youth and Junior Grange (JG) programs. This policy will focus on placing barriers to abuse within these programs.

The quality of our youth and junior programs and the safety of these young members are directly linked to the high-quality youth and junior leadership we have in place. Leaders should always remember that leading these programs is a privilege, not a right. We as leaders within the WSG need to recruit and train the best possible leaders we can on the state level.

WSG needs to conduct a background check on individuals who will have a supervisory or any other leadership role within these programs. While there is no fool-proof screening process that will identify a possible child abuser, we need to learn as much as possible about a potential leader through an application process. This will, at a minimum, reduce the risk of accepting a child abuser. Some simple questions about why they want to be a Youth or JG leader and what discipline techniques they would utilize should be included on the application.

It is also important that current Youth and Junior Grange leaders realize the importance of conducting these background checks, even on present leaders. These checks will serve as a form of protection to our leaders from false accusations.

**PROCEDURES:** The following are procedures that will be followed by all Junior and Youth Granges within the WSG. If these are not followed, it could be cause for the Charter of said youth or Junior Grange to be suspended.

## Background Checks

1. Background checks will be completed annually.
2. All current members of the WSG Youth and Junior Committees will have a background check performed within three months. This applies even if the individual has had a background check performed for their present or previous position.
3. All future WSG Youth and Junior committee members will have a background check performed prior to being appointed to the committee. This applies even if the individual has had a background check performed for their present or previous position.
4. All JG and youth program leaders for all Granges in the State of Washington shall be Grange members and will have a background check performed. This will include all JG Camp board members and staff 18 years of age and older. If this is not followed, it could be cause for the Charter of said youth or junior Grange to be suspended.

5. Elected State Grange Officers must complete the Washington State Patrol Background Check within 30 days of their election.
6. JG Camp Counselors, under 18 years of age, must complete the Washington State Patrol Background Check at least two weeks prior to attending camp.
7. All approved JG leaders will be 18 years of age or older.
8. The Junior Grange Leader/Youth Fairs Program Leader/Camp Director will submit a list of names to the State Grange Office of all individuals who are required to complete a background check. This list will be used to monitor who has or has not completed the annual check.
9. Actions to be taken on all background check forms returned from the agency performing the check:
  - a. The forms will be maintained on file by the Master/President of the Washington State Grange, or other properly designated person, in a well-marked, secure file.
  - b. If a background check reveals a possible area of concern, the State Master/President shall send appropriate notification to the individual.
  - c. The individual in question will then have an opportunity to remove their name (in writing) from consideration or explain (in writing) the basis of the finding of the background check.
  - d. Explanations received (paragraph 6.c) will be reviewed by the Master/President of the WSG possibly in conjunction with the Executive Committee and Legal Counsel of the same, to determine any or all actions to be taken by the WSG on the explanation. The Master/President of the WSG will provide the results of this review in writing to the individual. Failure to receive a positive review will result in immediate termination of consideration, with the individual in question notified of the same in writing.
10. Junior and Youth Events (WSG function)
  - a. Any Individual who will have a supervisory or leadership position will have a background check conducted if a member of the State Committee is not physically present 100% of the time.
  - b. At each event, there will be a minimum of two individuals present, with at least one of them having a completed background check.
11. Junior and Youth Events (non-WSG function)
  - a. All Junior Granges in this state will have a minimum of two individuals present, with at least one having a completed background check.
12. Payment for Background Checks
  - a. With the approval of the State Master/President and through the adopted budget of the WSG, all background checks will be paid for by the WSG.



### 13. Abuse Prevention Standards

- a. Two Deep Leadership: A minimum of two approved adult leaders or one registered leader and a parent or legal guardian of a participant, are required on all trips and outings.
- b. No One-on-One Contact: One-on-One contact between adults and junior/youth members is not permitted. In situations that require personal counseling, the meeting is to be conducted in view of other adults and youth/juniors.
- c. Respect of Privacy: Adult leaders must respect the privacy of junior/youth members in situations such as changing clothes and taking showers and intrude ONLY to the extent that health and safety require. Adults must protect their own privacy in similar situations.
- d. Separate Accommodations for Camp: Separate sleeping, shower and toilet facilities are optimal for males and females. If separate shower and toilet facilities are not accessible, then separate times for use shall be prominently posted.
- e. Accommodations for Other Events: There are occasions when adults and youth will be sharing hotel rooms for various reasons. The adult shall have a completed background check. The parents/guardians of the youth member will be required to sign a written permission form allowing the sharing of a hotel room between their child and a non-family member adult.
- f. Appropriate Attire: Proper clothing for activities is required. For example, skinny-dipping is never appropriate as part of a Grange event.

### 14. Other Prevention Standards (Camping Programs)

- a. Closed Camp: except for emergencies, campers are not permitted to leave camp, except for camp approved events. By no means is an individual counselor (under 18 years of age) to leave camp with an individual camper. A parent can, however, pick up a child and later return them to the camp, provided the camp leader is aware of this situation in advance.
- b. Camp Security: ALL VISITORS (including parents/guardians) are required to check in at pre-designated locations.
- c. Releasing Campers: Campers who are minors will only be released to their parent or guardian or someone authorized by them, as indicated in writing.

### 15. Reporting

- a. It is important that any reported case of abuse, whether they occurred at camp or not, be reported to the proper authorities. It will be the responsibility of the WSG Junior and Youth Committees or other person in charge of the activity to determine whether the action was inappropriate behavior or abuse.
- b. Law enforcement shall be notified immediately of any criminal activity.

**WASHINGTON STATE GRANGE  
POLICY FOR VIRTUAL/ELECTRONIC PARTICIPATION  
IN SUBORDINATE/COMMUNITY AND GRANGE MEETINGS**

This policy applies to all Subordinate/Community AND Pomona Granges in the State of Washington.

Today's Grange members are much more mobile than ever before. There are many programs and systems such as Teams, Zoom, and free conference call lines that allow members to participate in Grange meetings without being physically present at the meeting. Technology will also allow members to communicate and discuss matters of importance if they are unable to be present at a meeting.

Members should make every effort to attend their regular Grange meetings, but the National Grange and the Executive Committee of the Washington State Grange understand and recognizes that this is not always possible and views this policy as a way to increase participation at Grange meetings as well as allow members who do not live in close physical proximity to their Grange (military personnel, away at college, south for the winter, etc.) to be a part of their Grange's meeting.

The following rules must be closely followed for participation in the Washington State Grange Virtual/Electronic Meeting Program:

1. The Grange meeting must be held on that Grange's regular meeting night, at the appointed time and location. Members who are going to participate virtually or electronically shall notify the Grange Master in advance of the meeting. Only as a last resort, should regular Subordinate/Community and/or Pomona Grange meeting be held 100% virtually (i.e. in times of inclement weather, or other circumstances that prohibit in-person meetings).
2. Every effort must be made to utilize speaker phones or audio enhancement equipment to insure all members physically present can hear all discussion at the meeting. Likewise, it is the responsibility of those attending virtually/electronically to have the necessary audio equipment to hear the discussion taking place at the meeting.
3. All meetings must be held in accordance with the Manual of the Subordinate Grange and the Digest of Laws of the National Grange.
4. The order of business shall follow the list found in the Subordinate Grange Manual.
5. Quorum: A quorum as defined in the Washington State Grange Constitution and By Laws (eight members) must be present, either physically, electronically, or virtually.

6. Record of Proceedings: The Grange Secretary or other member appointed by the Grange Master or presiding officer must record who is in attendance physically at the meeting and who is in attendance virtually/electronically at the meeting. An accurate record of the actions taken at the meeting must be recorded.
7. Voting: All votes must be taken as a roll call vote. Members attending virtually/electronically will not be able to vote on matters that would normally require a paper ballot, including but not limited to applications for membership, election of officers, etc.
8. Matters that would be considered acceptable for discussion and virtual/electronic voting would be community service projects, repairs to the Grange hall, financial donations, and other matters for the good of the order.
9. Virtual/electronic voting will not be allowed on motions or resolutions affecting the future of the Grange. This includes, but is not limited to, consideration to sell Grange property, merge with another Grange, or dissolve the Grange completely.
10. Limits on Spending: Virtual/electronic voting can be used to approve expenditures, up to a maximum of \$1,000 at a Grange meeting. Any expenditures above this limit must be voted on only by those physically present at the meeting.
11. The President/Master of the Washington State Grange has the authority to remove a Grange from participation in or deny a Grange future participation in Virtual/Electronic Meetings if they have reason to believe that the rules as set by the Washington State Grange Executive Committee are not being followed.

Virtual Electronic Meeting Policy  
Approved by State Grange Executive Committee  
6/21/17  
Revised 12/18/24

# WASHINGTON STATE GRANGE



*American Values.  
Hometown Roots.*

## SINCE 1889