

# **WASHINGTON STATE GRANGE**



## **SECRETARY HANDBOOK**

**with Annual Forms/Templates**

**Revised December 2024**

# TABLE OF CONTENTS

## Secretary Due Dates – Page 3

## Secretary’s Creed – Page 4

## Keeping Records – Page 5

- Audit
- Bonding
- IRS 990E Postcard

## Types of Membership – Page 7

- Regular Individual (Fraternal)
- Teen (Fraternal)
- Family
- Associate
- Affiliate
- Life
- Junior 1+
- Demits

## Member Dues and Fees – Page 9

- New Members
- Suspension
- Membership List
- Dues Notices
- Quarterly Dues Payments

## Reports – Page 11

- Subordinate Granges
- Pomona Granges
- Due Dates
- Individual Recruiter Recognition
- Important Information for Reports

## Membership Recognition – Page 12

- Silver Star Certificates
- Golden Sheaf Certificates
- 50-Year Non-Continuous Membership

## Other Secretary Duties – 13

- Election of Officers
- Annual Convention (credentials)
- Grange Seals
- New and Retiring Secretaries
- Grange Supplies

## Attachments - 15

- A – Dues Information Sheet
- B – Quarterly Invoice
- Life Membership Application
- Second Dues Notice
- Card of Demit
- Membership Recognition – 25, 40, 55, 60, & 70 years
- Membership Recognition – 50 & 75 years
- Bylaws Template
- Annual Session Credentials & Committee Preference
- Annual Session Memorial Service List
- Report of New Fifth Degree Members (Pomona Grange use only)
- Quarterly Secretary Report
- New Member Report
- Meeting Record (Minutes) – template
- Supply List and Order Form
- Monthly Treasurer Report
- Election of Officers Report
- Family Membership Application
- Individual Membership Application

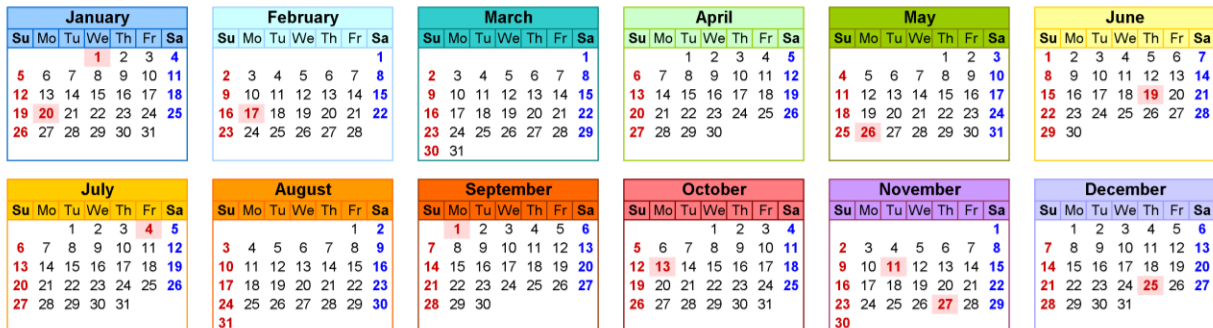


# WASHINGTON STATE GRANGE SECRETARY DUE DATES - 2025

Monthly	New Member Reports due to State Grange Office (send in as soon as you obligate the member)
March 31	First Quarter Dues Payment Due First Quarter Secretary Report (past due on Apr 15)
March 31	Property Tax Exemption Applications (both new and renewal) to the Washington State Department of Revenue
April 15	State Session Credentials Report and Committee Preference Sheet Due
April 15	IRS 990 Reports Due to the IRS for Granges with fiscal year ending December 31
April 25	Resolutions Due to the State Grange Office (for consideration at this year's session)
May 15	Memorial List for State Session Memorial Service Due to State Grange Office
June 25-29	136 <sup>th</sup> Annual Session of the Washington State Grange – Chehalis
June 30	Second Quarter Dues Payment Due Second Quarter Secretary Report (past due on July 15)
August 15	IRS 990 Reports Due to the IRS for Granges with fiscal year ending April 30
September 30	Third Quarter Dues Payment Due Third Quarter Secretary Report (past due on Oct 15)
October 1	Dues Information Sheet Due to the State Grange Office
November 8-16	159 <sup>th</sup> Annual National Grange Session – aboard the Carnival Horizon (Miami-Aruba, Bonair, Curcao)
November 15	Bonding Payment and Application Due to State Grange Office
December 1	Election of Officers Report Due
December 31	Fourth Quarter dues Payment Due Fourth Quarter Secretary Report (past due on Jan 15)

# 2025

Calendarpedia  
Your source for calendars



Jan 1: New Year's Day, Jan 20: Martin Luther King Day, Feb 17: Presidents' Day, May 26: Memorial Day, Jun 19: Juneteenth,  
Jul 4: Independence Day, Sep 1: Labor Day, Oct 13: Columbus Day, Nov 11: Veterans Day, Nov 27: Thanksgiving Day, Dec 25: Christmas Day

Data provided 'as is' without warranty  
© www.calendarpedia.com

# SECRETARY'S CREED

I believe in the importance of my work as Secretary.

Because I believe in the importance of my Grange, I will be:

- FAITHFUL to the task
- COURTEOUS to all with whom I may come in contact
- COOPERATIVE with the officers and members
- PROMPT in my attendance, correspondence, and reports
- NEAT in my work
- ACCURATE in my records

The following is a partial list of important Secretary responsibilities:

- Keep minutes of the meetings as things happen and have them ready to read. Your approved minutes are considered the legal documents of your Grange.
- Make the records so complete that anyone reading them, even fifty years from now, would have a clear idea of what happened at the meeting. Be sure to include first and last names of members.
- Provide your delegates to the Annual State Grange Session, with any action your Grange took on proposed resolutions.
- Keep an accurate record of all dues received.
- The Secretary's records should match those of State Grange. New updated membership lists are provided twice a year (March/September). The State Grange changes records only by reports received by Subordinate Grange Secretaries each quarter.
- Be able to tell the members the amount of the initiation fee for the Junior, Subordinate, and Pomona degrees; also the cost of the Sixth and Seventh Degrees.
- Work closely with the Treasurer in the matter of Grange finances.
- The Secretary is a member of the Executive Committee, unless your Grange Bylaws establish otherwise.
- Keep an accurate and detailed account of all receipts and expenses and keep a copy of the completed Treasurer's report of each meeting. No bills should be paid without an original or photocopy of a receipt from the supplier. All checks must have two signatures.
- Receive and report letters and communications sent to the Grange.
- Answer promptly all communications requiring a reply.
- Keep a file of all communications, circulars, and information of importance.
- Make a prompt report to the State Grange Office (by December 1) of the election of officers and appointment of committee chairpersons in the Grange. The State Grange sends forms, at the beginning of each year, for this purpose.
- An invoice for the quarterly dues will be sent to the Subordinate Grange Secretary the first week of the last month of the quarter. Dues are owed to the State Grange by the last day of the quarter. If not paid 30 days after the deadline, monthly interest charges will accrue. Invoices are not to be modified—full amount shown is due to State Grange. Remember, your Grange must pay dues on a member the quarter in which they are dropped.

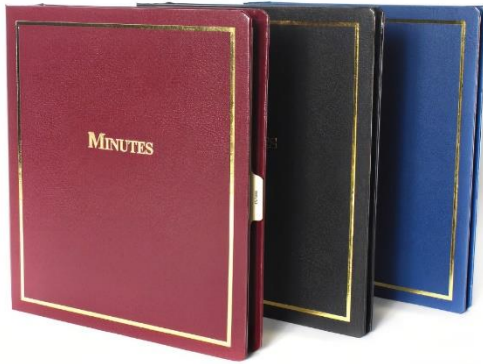
- Members cannot be dropped fourth quarter for non-payment of dues. You can only drop them if you have received a verbal or written request to drop their membership.
- Bring before the Grange, names of members proposed to be suspended for non-payment of dues. Grange Law requires that suspension shall be by a vote of the Grange, but only after two notices have been given, one of which must be in writing and before the first quarter ends.
- As soon as the Secretary is aware, the Secretary should see that the Grange News subscription list is kept up to date by the addition of new families, by dropping those that are no longer members, and sending address changes to State Grange Headquarters. When a head of household member is deceased, the Secretary should notify State Headquarters as to who should receive the Grange News for that household. In case of a divorce or legal separation, when both spouses are members of the Grange, State Headquarters should be notified so each spouse will receive the newspaper. You can call the State Headquarters at 1-800-854-1635.
- Upon obligation, new members should be promptly reported to the State Grange. Use the New Member Report for this purpose.
- Every Subordinate Grange Secretary is required to send a quarterly report to the State Grange, each quarter, whether there are changes or not. Failure to send the report for two or more quarters could result in probation status.
- Have a current State Grange Roster, Journal of Proceedings of the State Sessions, State Grange Legislative Policy Handbook, and a Grange Program Handbook available for reference.
- Keep available your current Grange Bylaws, State Grange Bylaws and a copy of the National Grange Digest of Laws
- The Secretary is the custodian of documents such as deeds, abstracts of title, bonds, and a current inventory of supplies. A safe place for these might be a safe deposit box. Keep a record of all bonds, deeds and other property of the Grange.
- Apply within 90 days of anniversary date for Silver Star Certificates for 25-year members and the Golden Sheaf Certificates for 50-year members and the seals for 40-70 year members. Forms are available in this handbook and on the State Grange website. Apply as early as possible to ensure timely processing but within the 90-day period.
- Keep a small amount of Grange literature on hand and available. This may be acquired from the State Grange Office.
- The Secretary is the custodian of the Grange seal. Seals may be obtained at any store that sells notary seals or may be ordered from the Grange Store at Monroe Classics.
- Be familiar with the various types of memberships in the Subordinate Grange. (Associate, Affiliate, Regular, Teens, Family, Junior 1+, etc.)
- All quarterly reports must be received and all sums (dues payments, etc.) due to the Washington State Grange and must be paid up to date for your Grange to have a delegate at the State Grange Session. Call State Grange if unsure about the status of all dues or reports.
- Teens (age 14 to under 19 years of age) only pay the National Grange portion of the dues, which is currently \$14.00 per year, plus local Grange dues if in your Grange Bylaws.



# KEEPING RECORDS

NEAT - PERMANENT - ACCURATE – COMPLETE

Your records should be neat. Some Secretaries write their “minutes” on loose-leaf paper during the rush of the meeting, then at a more leisurely time, they copy it into the permanent record book taking care to make the copy neat and clear. A Secretary could also consider recording meetings (with the approval of the Grange membership) for reference, when writing the minutes. Other Secretaries take their minutes via laptop computer.



Some Secretaries prefer a plain record book, and others like the type of book that has a printed outline which follows the Order of Business in the Manual. In these, the Secretary fills in the work of the meeting. While the book is no longer available, a template for minutes can be found in this handbook and on the State Grange website.

Your records should be permanent. Occasionally, someone will need to go back over the work of the Grange to see what the Grange did years back. The records you make will provide the answers they need. When a record book/binder is filled, it should be carefully stored away where it will always be available.

The records should be **accurate**. The records should show all receipts, all expenditures, and the total balance of the treasury at the close of each meeting. The Secretary and the Treasurer should work in close coordination, frequently noting and comparing their records and the bank balance. Especially note any **bank charges** on the records so that the books will always balance.

As the Grange Secretary, ask each committee chair to have their report in writing so you can record it properly. Be sure to document all the actions of the Grange. Your records should be **complete**. By this we mean that they should tell the story of the Grange meeting with as much detail as is necessary to make the work of the meeting understandable to someone who was not at the meeting.

**Records should be kept in a book or binder, as they are the legal documents.** The Minute Books are the property of the Grange.

## RECORDS SHOULD BE AUDITED

Grange Law requires that the records of the Grange’s Secretary and Treasurer be audited at least once a year. This is not because anyone expects the Secretary or Treasurer to embezzle money from Grange accounts. Rather, it gives the Executive or Finance Committee an opportunity to study the financial condition of the Grange, and to advise the Grange in future budgets, investments, and expenditures. The audit shall be made at the end of each calendar year.

This annual audit of the books is very important. Any little error (and we all make errors) is then easily found, whereas, if no audit is made for a long period of time, it becomes more difficult. **At no time** should a newly elected Secretary or Treasurer accept the Grange books if they have not been audited.

## **BONDING**

All Grange Secretaries and Treasurers must be bonded in some manner acceptable to the Grange. This is not because you are not a trustworthy, reliable person. It is for your protection.

No Secretary or Treasurer should be willing to handle monies belonging to someone else without being bonded, and no Grange should expect anyone else to handle its money without being willing to give them the protection of a bond.

National Grange offers insurance which includes bonding of those in positions that require a bond. Information on bonding availability will be sent to each Grange and will be posted on the State Grange website. The bonding questionnaire and payment are due to the State Grange Office by November 15. Note: This insurance is not automatically included in your Grange's normal insurance.

## **IRS 990 REPORTS**

Granges are required to annually file IRS 990 REPORTS. For Grange with normally less than \$50,000 of revenue, this may be completed with the 990N postcard. The Washington State Grange will again offer services to file these postcards. Watch for the mailing from the Washington State Grange to each Grange Secretary in January for instructions on completing this task.

# **TYPES OF MEMBERSHIP**

## **REGULAR INDIVIDUAL MEMBER (FRATERNAL)**

A Regular Member is a Fraternal Member who has paid their dues, been voted upon by the Grange membership, and is eligible to attend Grange meetings, and has received the four degrees or the Fourth Degree obligation. This must be done within one year of having been voted into membership. If this is not done, the member may be dropped or request to be made an Associate Member.

## **TEEN MEMBER (FRATERNAL)**

Any member age 14 up to 19 years of age. Teens only pay National dues (\$14.00) and each Subordinate Grange must decide if they will charge them the Subordinate dues or forfeit that amount. Provide State Grange with the teen's birth date.

## **FAMILY MEMBERSHIP (FRATERNAL)**

The delegates at the 2022 State Grange Session adopted the Family Membership for all Granges in our state. Per the National Grange Digest of Laws and the State Grange Bylaws, a family shall consist of a couple and their dependents, or a single person and their dependents. Dependents are defined as children, grandchildren, or great-grandchildren, foster, adopted or stepchildren under the age of 23, who live as a member of the same household or in absence due to illness, education or military service. Legal dependents of any age shall be considered part of their legal guardians' family.



Dues for a family membership shall be two times the dues of an individual membership in the same Grange.

## **ASSOCIATE MEMBER**

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 pay dues prescribed below and be entitled to receive State Grange information, publications, and participate in State Grange services. Associate Members shall not be entitled to attend regular Grange meetings, hold office in a Grange, be counted in a meeting quorum, vote on matters of Grange policy, or participate in National or State Grange sponsored contests that are designed for Regular Grange members only. An application and fee for Associate Membership is received and voted upon the same as a Regular Member. The application for Associate Membership shall be accompanied by dues to the end of the current year, **said dues being the full amount if prior to July 1st, and pro-rated to one-half the full amount from July 1st to the end of the year.** The Associate Member will not be required to receive the four degrees or the Fourth Degree obligation. The Associate Member will not be eligible to take the Pomona, State or National degrees or attend meetings. The Associate Member, however, is subject to all laws, rules, and regulations as provided in the Constitution and Bylaws of the State and National Grange and may lose membership by suspension or expulsion. Dues for Associate Members are currently \$68.00.

The Associate Member may request to be received as a Regular Member in the Subordinate Grange and to receive the four degrees or the Fourth Degree Obligation. Upon receiving either, the member will then be a Regular Member, having all privileges and rights of a Regular Member and will pay regular dues starting January 1st of the next year after taking the degrees or obligations. The change in status from an Associate Member to a Regular Member must be reported on the Secretary Quarterly Report.

## **AFFILIATE MEMBER (FRATERNAL)**

Any Regular (Fraternal) Member in good standing can become an Affiliate Member of one other Grange, with the provision that the member cannot hold the Master position in both Granges. Annual dues are paid to the Affiliate Grange by all Affiliate Members.

## **LIFE MEMBER (FRATERNAL)**

Any member in good standing of a Subordinate Grange may purchase a Life Membership therein through the State Grange sponsored Life Membership Plan (the "Plan") and thereby be relieved from further payment of dues, but not assessments. Provisions of the Plan are explained in the Brochure. (attachment is in this handbook)

The fee for a life membership shall be not less than \$500, regardless of age of the member. A Subordinate Grange may adopt a higher fee, at its option. For more information refer to Washington State Grange Bylaws, Article IX, Sec.7.

## **JUNIOR 1+ MEMBERSHIP**

WHAT IS THE 1+ JUNIOR GRANGE PROGRAM? At the 147<sup>th</sup> Annual Session of the National Grange, in Manchester, NH, the delegates adopted changes to requirements for Junior Grange membership, which allows for individual Junior Grange membership in any Subordinate/Community Grange. This means any Subordinate/Community Grange can have a Junior Grange Program with as few as one child, ages 5 to 14 years. That is the "1" part of the program. The "+" part of the program is that you don't have to stop at 1, it is just the starting point.





By using the Junior Grange 1+ Program, any Subordinate/Community Grange, anywhere in the nation, can start with a single Junior Grange-age child and build a Junior Grange program from there. The process to start a Junior Grange 1+ Program is easy.

The Junior Granger completes an application, submits it to a Community/Subordinate Grange, and receives the Junior Grange Obligation from the Subordinate President. At that point, the Junior member may participate in all age-appropriate contests and activities open to them. As your Junior Grange membership grows, you make plans to charter a full Junior Grange in the future. All Junior Grange 1+ members will automatically become members in the newly chartered Junior Grange. Upon reaching 14 years of age, the 1+ Junior member should apply for regular Grange membership.

SO, HOW DO WE PROCEED? The Washington State Grange has a section on the new member report just for the Junior 1+ Program. You'll need to give us the Junior's name, address, date of birth, and parent information on the form so we can put them in the database. A sample new member report form is in the attachments.

### **DEMIT**

A demit simply severs connections with the particular Grange to which the member belonged. A demit is good for the period of time in which the member's dues are paid in full. If not demitted into a new Grange by the time dues are expired, they are automatically suspended and must make application for reinstatement and pay the dues owed to the new Grange.

A demit must be granted as a matter of right if the member making the application for a demit is in good standing and has his/her dues paid to the end of the current year. Applications for demit must be made in writing at a regular meeting of the Grange, and if the fees and dues are paid, as required, and no charges preferred against the applicant, the Grange may not refuse to grant the demit. A member holding an expired demit becomes a former member.

A demitted member cannot receive the Annual Word. While holding a demit, he/she cannot receive any degree instructions, or be elected to an office in any Grange. Members who make application by presentation of the demit held by him, under the form prescribed by National Grange law, shall have all the rights and privileges of Grange membership. The method of election shall be by paper ballot, majority elects or rejects. Demitting members do not pay an initiation fee or take the obligation. The receiving Grange may make requisition on the issuing Grange for any unearned dues from the beginning of the quarter following the acceptance of the demit (a sample is attached).

## **MEMBERS DUES AND FEES**



### **NEW MEMBERS**

Applications and money for new members received during the year should be kept by the Grange, voted upon for membership, and the money deposited into your Grange account. Add those new members immediately on a new member report. Dues received during the year should be pro-rated by the quarter. Therefore, if they join during the 1st Quarter (January through March) they shall pay three-quarters of the yearly dues. If they join the 2nd Quarter (April through June) they shall pay one-half of the yearly dues. If they join the 3rd Quarter (July through September) they shall pay one-quarter of the yearly dues, and if they join the 4th Quarter (October through December) they shall pay the yearly dues for next calendar year. All new members pay a fee, and this fee is not to be pro-rated. This fee is

determined by each individual Grange and should be stated in their Bylaws. This fee is for Regular, Teen and Affiliate Members. (Refer to Washington State Grange Bylaws Section 19, paragraph (e).) Members being reinstated who have been suspended over a year pay a \$2.00 reinstatement fee. \$1.00 is sent with the quarterly report in which they are added, and your Grange keeps the other \$1.00.

## SUSPENSION

Dues are delinquent January 1st. The only method of suspension for non-payment of dues is by the vote of the Grange. A member shall not be suspended until they have received 2 notices, one of which needs to be in writing. At no time does a secretary have the right to remove a name from the rolls without a vote of the Grange. If the Grange votes to suspend a member (see Suspension of Members, National Digest for procedure, the secretary must immediately notify the suspended member by letter or by sending a suspension notice. **Remember, your Grange must pay dues on a member the quarter in which they are suspended.**

## MEMBERSHIP LIST

Printouts of your membership are sent to the Grange Secretary twice a year (with 1st quarter invoice and 3rd quarter invoice) for them to keep for their records. It is very important the secretary completely review the printout and make the necessary corrections on the next quarterly report. **DO NOT RETURN THE PRINTOUT!** A Subordinate Secretary is responsible for supplying copies within their Subordinate Grange. Mailing labels for your membership are also available. The charge is \$.10 per label and will be done as workload allows.

## YEARLY DUES NOTICES

The National Grange Digest (Refer to 6.11.6) and the Washington State Grange Bylaws (Article IX, Section 19) requires that each member shall be notified of the amount of dues 30 days prior to January 1 of each year. Each secretary is responsible for sending out their Grange's dues. The Washington State Grange Office will send out the initial dues notice for you if and when you send in the Dues Info Sheet (Attachment B). Again, this form is very important to return to the State Office if you want your dues to go out in a timely manner. The Dues Information Sheet is due back to the State Office by October 1. If the state does not receive the information, it is assumed that you will take care of sending dues notices yourself. A template for 2nd Dues notices is included in this handbook.



*American Values.  
Hometown Roots.*

## QUARTERLY DUES PAYMENT TO STATE GRANGE

Washington State Grange will bill you by invoice for each quarter (See Attachment A). You should receive an invoice based on the membership numbers in the computer from your last report. This invoiced total is not to be changed. Adjustments, if needed, will be made to the following quarter's invoice.

Quarterly Dues are due the last day of the quarter. It is important that you understand that the National Grange requires that the Washington State Grange pay dues by the end of each quarter or pay a penalty. Washington State Grange is required to pay dues to National Grange, on every Grange member, even if money has not been received from the Subordinate Grange. Dues invoices that are 30 days or more past due will be subject to an interest charge.

Remember: You will continue to pay dues on Golden Sheaf members until you have completed the Golden Sheaf application and submitted it to the State Grange Office with the fee for the Golden Sheaf Certificate. Money for anything other than dues or new member fees (such as donations), are not to be included with your dues check.

# REPORTS

Accuracy and promptness are the top priorities regarding reports. The entire structure of the Grange depends on the Grange Secretary reports. The membership count, the finances from dues, the mailing lists, the honoring of members, the degree certificates, the officer lists all depend on the accurate and prompt reporting of each Grange Secretary.

**SUBORDINATE GRANGES:** Every Subordinate Grange Secretary is required to make a quarterly report to the State Grange whether there are changes or not. These reports are for the quarters which end March 31, June 30, September 30, and December 31. The original quarterly report should be sent to State Grange Office, one copy to your Pomona Secretary and one copy for your records. The State Grange will send a set of quarterly report forms with the dues invoice. Don't forget to send in your quarterly reports!

The New Member Report should be completed and sent into the State Grange Office each time you receive a new member. This will allow the State Grange Office to get the new member into the database, thus receiving Grange information and the Grange News in a timely manner. A copy of the new member report is included in the attachments. Be sure to complete the "Recommended By" section for each new member. If this section is incomplete, the person recommending the new member loses the opportunity for prizes.

**POMONA GRANGES:** The Pomona Grange Secretary must complete the New Fifth Degree Member report upon obligating new Pomona Grange members. A sample of the report is included in the attachments.

**DUE DATES** - Quarterly reports with changes or no changes (marked as such) are due no later than the 15th of the month, following the end of each quarter. The new member report (if you have new members) is due immediately after the member joins your Grange. The quarters end on March 31, June 30, September 30, and December 31. The check for dues should already have been sent to State Grange Headquarters which is due by the end of the quarter. Quarterly reports may accompany the dues invoice if received at the State Grange Office by the end of quarter.

Name changes, address changes, deaths, changes in who should receive Grange News, cases where there is a divorce or separation, and both should now receive Grange News.... should be reported to State Grange Office in the appropriate space on the quarterly report. If any of these changes need to be made immediately, please contact State Grange Office in writing.

It is important to remember that if a head of household is deceased you must notify State Grange Office immediately as to who should receive the Grange News for the household. Members lost and address changes, must be noted in the appropriate section of the quarterly report form. This information is vital for the State Grange to keep accurate membership records.

**PLEASE INCLUDE EMAIL ADDRESS FOR SECRETARY AND/OR MASTER  
OF YOUR GRANGE ON YOUR QUARTERLY REPORT.**

# MEMBERSHIP RECOGNITION

## INDIVIDUAL GRANGE RECRUITER RECOGNITION

Beginning January 1 and ending on December 31, we have again implemented the new member recruiting program. Recognition will be given to each Grange member who recruits new members during the calendar year. The recognition will be cumulative through the year. Awards for recruiting new members may be earned by Grange members as follows:

- 5 members – a State Grange T-Shirt
- 10 members – a \$25 Grange Gear Bucks
- Each additional 5 members – a \$25 Amazon Gift Card

Family memberships count as two new members for this contest. Information will be taken from the New Member Report. You may also order a new member packet for each new member. The State Grange Office will send the packet out and include the \$1.00 charge on your next dues invoice. Be sure to complete the “Recommended By” section for each new member. If this section is incomplete, the person recommending the new member loses the opportunity for prizes.

**IMPORTANT:** After preparing and before mailing your New Member Report, please check to be sure:

1. All names have been included and spelled correctly. (PLEASE PRINT!!!!)
2. Complete addresses, zip code, phone number with area code, must be provided for all new members. Birthdates must be included for all members under 23 years of age (teens), dependents in family memberships, and Junior 1+ members.
3. Provide appropriate membership information, (i.e. Regular, Affiliate, Associate, reinstatement or demit.) Please note if more than one applies, the information is needed to update the records. If members are gained by demit, please include the previous Grange number and if out of state, we need which state and their original join date. (A copy of demit card can be sent with the report.)
4. All blanks on both side of report are completed or marked “no changes”.
5. The report is signed by you and the Master.



## SILVER STAR CERTIFICATES

Silver Star Certificates honoring members with twenty-five years of continuous Grange membership may be obtained when the Subordinate Secretary fills out the proper Silver Star application and sends it to the State Grange Office. Applications are included in this handbook. Membership accumulation does not need to be in only one Grange, but it must be continuous. Where the membership has not all been in one Grange, the Secretary should make sure that the membership has been continuous. Instructions are found on the back of each Silver Star application. Application can only be processed within 90 days of the members’ anniversary date. The application for Membership Recognition has been designed so that one form is used for the 25-year Silver Star Certificate as well as for the 40, 55, 60, 65, and 70 year seals. There is a fee of \$8.00 for each Silver Star Certificate and all “year” seals. Silver Star buttons, pins, and charms are also available for purchase from the State Grange Office by filling out an order form (available in the back of this book).

## GOLDEN SHEAF CERTIFICATES AND SEALS

Golden Sheaf Certificates are designed to honor members with fifty years of continuous membership. The membership must be continuous but does not need to be in only one Grange. The application blank for Membership Recognition has been designed so that one form is used for the 50 Year Golden Sheaf Certificate as well as for the 75-year Diamond Certificate, 80-year and 85-year accomplishments.

For a Grange to honor a fifty-year member, the Secretary must fill out the application carefully, making sure the name is legible and correct. Send the application and a check for \$12.00 + the S&H fee (Fees will be on the back of the application) PAYABLE to the National Grange and mail to the State Grange Office. The S&H fee is to cover the cost of the certificate and postage. Do not send the application more than ninety (90) days prior to the completion of the fifty years. Upon receipt of the application, the State Grange Office will code the member as Golden Sheaf, make a record of the application, and the State Secretary will sign the application. Upon receipt of the application by National Grange, they will record it, give it a number, fill out the Certificate, and mail it to the Secretary of the Subordinate Grange, unless otherwise instructed. This takes approximately two months, which should be taken into consideration when planning any presentation program.

Golden Sheaf members shall be relieved of all dues local, state and national and shall have the right to vote, hold office and any other privileges of membership. Golden Sheaf pins and buttons are available for purchase from the State Grange Office. An order form is included in this handbook.

### **50-YEAR NON-CONTINUOUS RECOGNITION**

50-year Non-Continuous certificates are designed for honoring members with fifty or more year of non-continuous membership. The membership need not be in one Grange, but all years of Grange membership must total at least 50 years. These certificates are available by writing National Grange, 1616 H St NW, Washington DC 20006. Order directly from the National Grange, not State Grange Headquarters. There is no pin for this recognition.

## **OTHER SECRETARY DUTIES**

### **ELECTION OF OFFICERS**

Election of Officers shall take place at a regular meeting during October or November, either annually or biennially. Election of officers must be by ballot, but nominations may be made from the floor if the Grange so desires. No nomination speeches may be made, and the nominations shall not be closed. Any member may vote for anyone he/she desires whether nominated or not. Once election of officers is completed, the Secretary is to report the names of officers elected along with their full address and phone number with area code. A form is provided in this handbook for your use in reporting this information. You can also print the forms from our website, [www.wa-grange.org](http://www.wa-grange.org). Officer lists are due by December 1 to the State Grange Office. It is important that this information be received by December 1 to be included in our State Roster. Masters and Secretaries receive a copy of the State Grange Roster at the beginning of each year. Please make this available to the members of your Grange. Remember, the Roster is the property of the Grange and is for Grange use only.



### **ANNUAL STATE SESSION/CONVENTION**

The credential sheet is included in this handbook. The committee preference form is on the back of the credential sheet. This sheet must be filled out with the name/names of your delegate and alternates. Mail one copy to the State Grange Office by April 15, give one copy to your alternate delegates, and keep one copy for your records. Remember to use your seal in the indicated space on the sheet. The delegates of your Grange are the Master and spouse. If the Master cannot attend, the Grange can elect two alternate delegates. Every Grange is entitled to two votes. If the Master attends, he/she does not need to bring the credential sheet

unless it hasn't been sent previously. The alternate delegate will need to bring his/her copy if he/she will be representing your Grange.

A convention registration fee of \$20.00 per Grange shall be collected prior to the registration of your delegate. This fee should be sent in with the credential sheet prior to convention.

The Secretary should provide, to the delegates attending convention, copies of all action taken on resolutions the Grange has received. All quarterly reports must be received and all sums (dues payment, etc.) due to the Washington State Grange must be paid up to date for your Grange to have delegates at convention.

The Secretary should fill out the State Grange Convention Memorial Service form with the names of any past Masters or past Masters' spouses, past State Officers and their spouses, past Deputies or spouses, past Directors or spouses, and past District Directors or spouses who have deceased during the year. This form is to be sent to State Grange Headquarters by May 15.

### **GRANGE SEAL**

The Secretary is the custodian of the seal of the Grange and is responsible for its use and safekeeping. The seal is to be used only to authenticate the action of the Grange or its Officers and should never be used unless accompanied by the signature of the Secretary. It should never be used for private or individual purposes. All Granges shall obtain a seal. Seals may be ordered from most stationary stores or wherever Notary Seals are sold. If the Grange closes or consolidates with another Grange, the seal shall be returned to the State Grange.

### **NEW AND RETIRING SECRETARIES**

The change-over in the office of Secretary is the smallest of any office in the Grange as a whole. Granges are inclined to keep a Secretary for several years. A retiring Secretary usually has acquired a lot of information by experience. It is generally a good thing, if the incoming Secretary seeks help from the retiring Secretary, and a fine thing if the retiring Secretary will give such help. If the Secretary is indisposed to help the new Secretary, ask for help from your Master, Deputy, or call the State Grange Office.

### **GRANGE MEETING SUPPLIES**

The State Grange Office has a supply of gavels, manuals, stave tops, briefcases, implement boxes, etc. from Granges that have closed across the state. Contact the State Grange Office if you need these items. There is no charge, however, you will need to pay shipping costs, if applicable.

### **GRANGE SUPPLIES/JEWELRY/ETC.**

Monroe Classic offers Grange merchandise as well as fast and reliable delivery of custom printed promotional items, wearables, signs, and banners. Monroe operates with no commissioned sales representatives. Call directly to place an order 760-798-9429 or email to [sales@monroeclassic.com](mailto:sales@monroeclassic.com) Visit their online store at <https://promoplace.com/grange>

The National Grange has a limited supply of books, membership recognition pins, awards, and promotional materials available for purchase. Visit the Grange Store at <https://www.grangestore.org>

The Washington State Grange has state produced membership applications, brochures, and a few items, including silver star and golden sheaf pins, available for purchase. An order form is included in this handbook. We also have "Grange Gear" (clothing items) on hand and can be ordered by calling the State Grange Office.

The following forms are now in a pdf fillable format on the Secretary page of the State Grange website, [www.wa-grange.com/Secretary.aspx](http://www.wa-grange.com/Secretary.aspx)

- Secretary Quarterly Report
- New Member Report
- Supplies Order Form
- Meeting Minute Sheet
- Silver Star Application
- Golden Sheaf Application
- Life Membership Application
- Election of Officers Report
- Credentials State Session Form
- Memorial Report



# WASHINGTON STATE GRANGE

WSG President:

Tom Gwin

[tagwin@wa-grange.org](mailto:tagwin@wa-grange.org)

WSG Staff:

Sophia Keller, Executive Assistant

[skeller@wa-grange.org](mailto:skeller@wa-grange.org)

Nancy Drake, Membership Records

[ndrake@wa-grange.org](mailto:ndrake@wa-grange.org)

Ferol Max, Office Assistant

[fmax@wa-grange.org](mailto:fmax@wa-grange.org)

Susie Kingsolver, Receptionist

[skingsolver@grange.org](mailto:skingsolver@grange.org)

924 Capitol Way South #300

PO Box 1186

Olympia, WA 98507

360-943-9911

800-854-1635

Fax: 360-357-3548

[www.wa-grange.com](http://www.wa-grange.com)

[grange@wa-grange.org](mailto:grange@wa-grange.org)

In Essentials, Unity;  
In Non-Essentials, Liberty;  
In All Things, Charity