

**BY-LAWS**  
**TURKEY HILL GRANGE SOCIETY, #1370**

Revised 6/04/04, 10/12/07, 09/05/08, 10/08/10, 07/13/12, 07/11/14, 6/14/2019, 10/08/2021, 06/10/2022

This community Grange designated as Turkey Hill Grange Society #1370, Patrons of Husbandry, in the County of St. Clair, State of Illinois shall be governed by the Constitution and By-Laws of the National Grange and the Illinois State Grange with the following additional By-Laws, which reflect the changes made when the membership voted to adopt Action Grange status August 9, 2002.

**ARTICLE I**  
**MEETINGS**

**Section 1. Regular Meetings**

Regular meetings shall be held at least once a month.

**Section 2. Special Meetings**

Special Meetings may be called by the president or at the written request of 5% of the members in good standing. The president (or designated representative) shall notify the membership of the date, location, and time at least five (5) business days prior to the scheduled meeting. Notification may be made via electronic communication or the US Postal Service (including newsletters). The call for a special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

**Section 3. Quorum**

Eleven (11) members at least two of which are officers in good standing shall constitute a quorum competent to do business at a regularly scheduled and announced meeting. All questions and business in meetings at which a quorum is present shall be determined by majority vote of members present and voting.

**ARTICLE II**  
**ELECTION OF OFFICERS**

**Section 1. Nominating Team**

A Nominating Team shall consist of the five (5) most recent, available, past presidents with the most recent available past president as convener and chairman.

**Section 2. Election Cycle**

The Nominating Team announces the nominees at the June Grange meeting. Members may make additional nominations at that time or at the July meeting. Election of officers shall be held in July meeting. Offices shall be installed prior to the yearly State Grange Meeting, but no later than 31 August.

<b>Event</b>	<b>When</b>	<b>Who</b>
Nominations Announced	June Grange Meeting	Nominating Team
Election of Officers	July Grange Meeting	Presiding Officer, Grange Members
Install Officers	August Grange Meeting but no later than 31 August	Presiding Officer, Installation Officer, New Grange Officers

## **ARTICLE III EXECUTIVE BOARD**

### **Section 1. Grange Officers**

The Executive Board acts on behalf of the members of Turkey Hill Grange. The Executive Board Members (see Table 3-1-1) are Directors of the Turkey Hill Grange Society 1370 not-for-profit corporation.

<b>Position</b>	<b>Grange Officer</b>	<b>Executive Board</b>	<b>Term Limit (consecutive years)</b> <small>Note 4</small>
President	Yes	Yes	6 years
Vice President	Yes	Yes	6 years
Program Director	Yes	Yes	6 years
Secretary	Yes	Yes	6 years <small>Note 1</small>
Treasurer	Yes	Yes	6 years <small>Note 1</small>
Chaplain	Yes	No	6 years
Steward	Yes	No	6 years
Assistant Steward	Yes	No	6 years
Lady Assistant Steward	Yes	No	6 years
Greeter	Yes	No	6 years
Ceres	Yes	No	6 years
Pomona	Yes	No	6 years
Flora	Yes	No	6 years
Executive Board Member (At Large)(6) <small>Notes 2 &amp; 3</small>	Yes	Yes	6 years
Membership Chairperson	No	Yes	None
Community Service Chairperson	No	Yes	None

#### **Notes**

1. The Executive Board may waive the term limit of the Secretary or Treasurer when continued service is in the best interest of the Grange. That officer then is eligible to be nominated for the same position at the next election.
2. Executive Board Members are encouraged to serve as Committee Chairpersons or Team Leaders
3. Six Executive Board Members are elected at large for 3-year terms. Executive Board Members are divided into three groups such that two Executive Board Member terms expire each year.
4. The time in office of a Grange Member appointed or elected to fill an unexpired term of a Grange Officer or Executive Board Member does not count toward the term limit.

## **Section 2. Duties of the Executive Board**

- Recommend an annual budget with the accounting year closing on December 31.
- Supervise the expenditure of funds that are obligated in the current budget.
- Provide for an audit of the treasurer's records and review of the secretary's minutes prior to officer installation.
- Review all requests for donations and make recommendations unless time constraints dictate otherwise.
- Recommend action for non-payment of dues by members.
- Recommend long-term (more than 3 years) and short-term (up to three years) plans for development.
- Recommend appropriate policies or changes in policies.
- Recommend assigning issues requiring detailed study to a team for investigation and recommendations. The team members are not limited to Executive Board members.
- Review committee recommendations requiring a vote by the entire membership unless time constraints dictate otherwise.
- Appoint replacements to fill officer and Executive Board vacancies which occur between elections.
- Ensure that the Grange newsletter is printed and distributed as scheduled.
- Other duties as may be assigned by the Grange membership and/or president.

## **Section 3. Meetings**

Executive Board meetings are scheduled monthly preceding the regular Grange night as announced by the president. All Turkey Hill Grange members are welcome and encouraged to attend and participate in regular Board meetings; however, only Board members may vote. For special Board meetings with time constraints the president will ensure that all available Board members are notified.

## **Section 4. Quorum**

A quorum will consist of any seven Board members. In cases of emergency/urgency arising between Board or Grange meetings requiring immediate action the President and any two of the Board Members (see Table 3-1-1) may act and report their actions at the next Board and Grange meeting. The urgency must be such that action without a meeting (Section 5) is not practicable.

## **Section 5. Action Without Meeting**

No meeting need be held by the Executive Board to take any action required or permitted to be taken by law except passing an annual budget, nomination of a complete slate of officers, allocation of funds greater than 20% of the total budget, or an amendment to bylaws. Action by electronic mail (email) consent shall have the same force and effect as action by vote of the Executive Board. Action taken shall include a statement that the action was taken by email consent of the Executive Board without a meeting, and that the bylaws authorize the Executive Board to so act. Such a statement shall be prima facie evidence of such authority.

**Voting Procedure.** The President or selected representative (presiding officer) may call for a vote on any question using email. The presiding officer shall email each Executive Board member with the motion and a question to vote in favor of or against the motion. The presiding officer shall set a time limit for Executive Board Members to respond. The Executive Board members shall cast their vote by email back to the presiding officer and Secretary. After the time

for voting has expired, the presiding officer and Secretary shall coordinate counting the votes. A quorum of Executive Board Members must participate for the question to be resolved. If a quorum of Executive Board Members does not participate, the motion is tabled until the next Board Meeting. A majority of the votes determines the pass or fail of the motion. The Secretary shall record the motion, number of voting members, and result of the vote. The presiding officer shall notify the Executive Board members of the results.

## **ARTICLE IV STANDING TEAMS**

### **Section 1. Teams and Committees**

The President appoints standing team leaders or committee chairpersons by September 30. Standing committees must include Community Service and Membership whose chairpersons are Executive Board Members (see Table 3-1-1).

### **Section 2. *Ad Hoc* Teams**

The president shall have authority to establish and appoint any *ad hoc* teams for which the need arises.

## **ARTICLE V RESOLUTIONS OF RESPECT**

### **Section 1. Committee**

Upon the death of a member of Turkey Hill Grange the president shall appoint a committee of three (3) to prepare a Resolution of Respect honoring the deceased member.

### **Section 2. Resolution**

The Secretary shall mail a copy of the Resolution of Respect to the bereaved family of the deceased member and a copy shall be spread upon the minutes. A memorial may be sent to a charity or fund designated by the family of the deceased or selected by the Executive Board.

## **ARTICLE VI DUES AND FEES**

### **Section 1. Annual Dues**

The annual membership dues of this Grange shall be \$5 more than State Grange dues. Dues for a family with multiple members living together as a unit shall not exceed the combined fees of three individuals. The dues of a 20-year (or more) member in good standing who becomes home bound or a resident of a long-term care facility will be remitted by the Grange.

### **Section 2. New Members**

Prospective members who have made application and paid fees become members when paperwork is approved by the Member Processing Team (President, Secretary, Membership Chair). Annual dues are prorated for new members on a quarterly basis. New members pay

25% of annual dues for the quarter in which they become members and for each subsequent quarter of that calendar year, if any.”

### **Section 3. Dues Paying**

All members shall be notified of the amount of dues payable before January 1. Members not paying their dues by the end of January shall be reminded by letter/card no later than February 15th.

### **Section 4. Delinquency**

Any member who is delinquent on March 1 may be suspended for non-payment of dues, but ONLY by vote of the membership. A vote to suspend membership will be taken at the March meeting to be dropped March 31 in the 1st quarterly membership report.

### **Section 5. Demit**

Upon request, a demit will be issued if all dues are paid.

## **ARTICLE VII AMENDMENTS**

These by-laws shall supersede all previously adopted by-laws of this Grange. They may be altered or amended at a regular meeting by a 2/3 vote of the members present, provided the amendment was submitted in writing and read at the previous meeting.

## **Article VIII VIDEO CONFERENCE**

Video conferencing may be used for any meeting of the Grange (see Article I) or the Executive Board (see Article III, Section 3). The president (or designated representative) shall notify the membership of the date and time of the video conference and provide video conference access information at least five (5) business days prior to the scheduled meeting. Notification may be made via electronic communication or the US Postal Service. Such a meeting may take any action required or permitted by law. Video conference meetings may be recorded. The presiding officer will inform participants of the recording. Action by video conference meeting shall have the same force and effect as action at an in-person meeting. The minutes of video conference meetings shall include a statement that these bylaws authorize such meeting. This statement provides prima facie evidence of such authority.