

TURKEY HILL GRANGE #1370

BY-LAWS

ARTICLE I GENERAL

Section 1. Name

The National Grange of the Order of Patrons of Husbandry chartered Turkey Hill Grange #1370 on April 17, 1874. The Illinois Secretary of State approved incorporation of the Turkey Hill Grange Society on December 5, 1875. In 1979, the Internal Revenue Service assigned the name “Illinois State Grange 1370 Turkey Hill”. The organization is referred to as “Turkey Hill Grange” in these By-Laws.

Section 2. Purpose

Turkey Hill Grange ascribes to the purposes and objectives of the National Grange and Illinois State Grange. Specifically, Turkey Hill Grange provides community service, fellowship, education, and recreational programs and activities for adults and children to improve their lives, families, and communities. The Grange Hall is open to the public for events consistent with the purposes and objectives of Turkey Hill Grange.

Section 3. Authority

The Digest of Laws of the Order of the Patrons of Husbandry (known as “National Grange Law”) and the Illinois State Grange By-Laws (known as “State By-Laws”) govern Turkey Hill Grange. Turkey Hill Grange By-Laws are the primary governance of the operations and programs of Turkey Hill Grange. They are authoritative and directive¹. Information from the National Grange Law and State By-Laws is repeated only as necessary to improve clarity of these By-Laws. These By-Laws reflect the changes made when the membership voted to adopt Action Grange status on August 9, 2002, and subsequent modifications through June 10, 2022.

Section 4. Amendment and Suspension

Turkey Hill Grange By-Laws may be amended or suspended only as specified in ARTICLE VII. Changes to laws, or National or State Grange governance may require expeditious amendment to these By-Laws. The President shall require regular review to ensure they accurately include best practices of operations and programs.

ARTICLE II MEETINGS

Section 1. Regular Meetings

Regular meetings are held at least once a month.

Section 2. Special Meetings

The President, or 5% of the members in good standing, by written request, may call a special meeting. The President (or designated representative) notifies the membership of the special meeting date, location, and time at least five (5) business days prior to the meeting. Notifications may be made via phone, electronic mail (email), other electronic media, or the US Postal Service. The call for a special meeting specifies the meeting purpose, and no other business can be transacted at that meeting.

¹ To improve clarity and minimize passive voice, the words shall, will, and must are implied when an active verb is used.

Section 3. Quorum

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

Section 4. Electronic Meeting

Electronic meeting technology can be used for any meeting of Turkey Hill Grange, the Executive Committee, or Standing or Special Committees. The president (or designated representative) notifies the membership of the date and time of the electronic meeting and provides access information at least five (5) business days prior to the meeting. Notification may be made via phone, email, other electronic media, or the US Postal Service. Such a meeting may take any action required or permitted by law. Electronic meetings shall be recorded. The presiding officer informs participants of the recording. Action by electronic meetings shall have the same force and effect as action at in-person meetings. The minutes of electronic meetings shall include a statement that these By-Laws authorize such meetings. This statement provides evidence of such authority.

ARTICLE III MEMBERSHIP

Section 1. Membership Application

Membership Candidates complete a membership application and submit it to the Membership Committee Chairperson or Secretary. Two Grange members in good standing must sign the application. Membership dues must accompany the application (see ARTICLE VI, Section 4). At the next regular meeting where the Candidates are present, the Membership Committee Chairperson introduces the Candidates. Afterward, the Greeter/Gate Keeper escorts the Candidates from the meeting, and their membership is voted on by secret ballot according to the National Grange Law. After the vote is tallied, the Candidates are escorted back to the meeting and informed of the decision.

Section 2. Welcoming Ceremony

The Welcoming Ceremony should be held for approved Candidates at the earliest opportunity. The presiding officer leads the ceremony. Voting on membership and Welcoming Ceremony may be held at the same meeting.

Section 3. Membership Categories

- A. Turkey Hill Grange uses the membership categories defined in the National Grange Law with the addition of Turkey Hill Grange Honored Member and Life Member.
- B. Members are in good standing when they have completed the Welcoming Ceremony, and their annual dues are paid.
- C. Honored Members are those who have been Turkey Hill Grange members in good standing for at least 20 years, are at least 65 years of age, and who due to illness or infirmity become homebound or reside in a long-term care facility. The Executive Committee confers Honored Membership status by majority vote.
- D. Turkey Hill Grange Members may choose to become Life Members. The Executive Committee sets the cost of a Life Membership. Once the Life Membership is paid, the Turkey Hill Grange Member is not required to pay annual dues again after paying for the year in which the Life Membership was purchased. Life Members are always in good standing. See Annex A for details.

Section 4. Demit

Upon request, a demit is issued if annual dues are paid.²

Section 5. Resolution of Respect

Upon the death of a member of Turkey Hill Grange the secretary prepares a Resolution of Respect honoring the deceased member. The Secretary provides the Resolution of Respect to the bereaved family. A memorial may be sent to a charity or fund designated by the family of the deceased or selected by the Executive Committee.

ARTICLE IV OFFICERS

Section 1. Grange Officers

Table 4-1-1 shows order and rank of Turkey Hill Grange Officers. Grange officers are elected annually. The term of office is one year except for the three Executive Committee Members (at large) who serve two-year terms. Grange members may hold only one elected office at a time; however, this does not preclude the President appointing an elected officer to temporarily serve in an additional officer position to ensure the success of meetings or ceremonies. Officers are encouraged to take leadership of committees and projects.

Table 4-1-1. Turkey Hill Grange Officer Positions

Grange Officer	Executive Committee Voting Members	Corporate Officer Position
President	President	President
Vice President	Vice President	Vice President
Program Director	Program Director	Program Director
Steward		
Assistant Steward		
Lady Assistant Steward		
Chaplain		
Treasurer	Treasurer	Financial Officer
Secretary	Secretary	Secretary
Greeter		
Ceres		
Pomona		
Flora		
Three Executive Committee Members	Three Executive Committee Members	Three Directors

² A demit is a certificate signed by the Secretary and President disconnecting the member from Turkey Hill Grange, but the member remains a member of the Order. It allows the member to transfer to another Grange.

Section 2. Executive Committee

The Executive Committee is composed of voting members shown in Table 4-1-1.

Section 3. Duties of the Executive Committee

The Executive Committee acts on behalf of the members of Turkey Hill Grange providing general oversight of operations, programs, and projects. Executive Committee duties include:

- Recommend to Turkey Hill Grange membership an annual budget for the next fiscal year
- Supervise the allocation and expenditure of funds based on the current budget
- Ensure an audit of the treasurer's records and review of the secretary's minutes are completed yearly prior to officer installation
- Ensure required reports are filed with Federal and State Governments by required dates
- Review all requests for donations and make recommendations
- Recommend suspension of members for non-payment of dues
- Recommend long-term (more than 3 years) and short-term (up to three years) plans for development
- Develop, approve, maintain, and publish policies and procedures for the implementation of these By-Laws and the operations and programs of Turkey Hill Grange
- Recommend assigning issues requiring detailed study to a committee for investigation and recommendations
- Review committee recommendations requiring a vote by the entire membership unless time constraints dictate otherwise
- Ensure the actions and decisions of the Executive Committee and Grange Membership are effectively communicated to all Turkey Hill Grange members
- Other duties as may be assigned by Turkey Hill Grange membership or President.

Section 4. Meetings

The Executive Committee meets monthly preceding the regular Grange meeting. Chairpersons of Standing and Special Committees and Project Leaders are expected to attend Executive Committee meetings providing information on the work of their committee, program, or project. All Turkey Hill Grange members are welcome and encouraged to attend Executive Committee meetings. The President or any three of the Executive Committee Members may call a special meeting of the Executive Committee. The Secretary notifies Executive Committee members of the Special Meeting as early as possible, but no later than five calendar days before the meeting by email or phone.

Section 5. Quorum

A quorum of the Executive Committee consists of a majority of its voting members. In cases of emergency arising between Executive Committee or Grange meetings requiring immediate action the President and any two of the voting members (see Table 4-1-1) may act and report their actions at the next Executive Committee and Grange meetings. The urgency must be such that action without a meeting (see Section 6) is not practicable.

Section 6. Action Without Meeting

The Executive Committee need not hold an in-person meeting to take any action required or permitted by law except recommending an annual budget, allocation of funds greater than 20% of the total budget, or an amendment to By-Laws. Action by email consent has the same force and effect as action by in-person vote of the Executive Committee. The record of actions taken includes a statement that the action was taken by email consent of the Executive Committee without an in-person meeting, and that the By-Laws authorize the Executive Committee to act. The Executive Committee may act using electronic meeting technology (see ARTICLE II, Section 4).

Section 7. Election of Officers

A. Election Cycle

Election of officers is held no later than the August regular meeting. Officers are normally installed at the September regular meeting. The presiding officer opens nominations no later than the August regular meeting. If a Nominating Committee is appointed, they report their nominations for Grange officers after nominations are opened. After nominations are opened, any member in good standing may nominate any other member in good standing for any Grange Office until voting begins. The Secretary records all nominations. Nominations remain open until the voting for each office is complete. All Grange Officers shall have attained at least Fourth Degree.

B. Nominating Committee

The President with advice of the Executive Committee may appoint a Grange Officer Nominating Committee to facilitate filling Grange Officer positions. The President cannot serve as a member of the Nominating Committee. The Nominating Committee selects its Chair. The Nominating Committee reports their nominations before officer elections start.

C. Election

Officer elections are conducted by secret, paper ballots. Each Grange Member in good standing has one vote. Each officer position is voted on individually in the order shown in Table 4-1-1. Grange members may vote for any Grange member in good standing for any office by printing their name on the ballot. Alternatively, members may write the word "blank" on the ballot indicating they do not wish to vote for any nominee or any other Grange member, or they may leave the ballot completely blank so it will not be counted. To the practical extent, Executive Committee Member terms should be staggered so two are elected in one year and one is elected the following year.

D. Installation

The President normally arranges for installation of officers at the September regular meeting of Turkey Hill Grange. Officers simultaneously vacate any previous office and assume their new duties upon installation.

E. Reporting

The Secretary reports the new officers to the Secretary of the Illinois State Grange promptly after installation. The Secretary ensures the list of officers is updated in electronic and social media.

Section 8. Replacement of Grange Officers

Grange Officer vacancies are filled by election at the next regular meeting after the vacancy is identified, but no later than the second regular meeting. Election to fill a vacancy is for the unexpired term only. A Grange Officer may be removed and the office declared vacant if the installed Grange Officer fails to fulfill their duties at four consecutive meetings without good reason or excuse. The Office is vacated by vote of a majority of the members present at a regular or special meeting.

ARTICLE V COMMITTEES

Section 1. Committees and Teams

The President with advice of the Vice President appoints standing committees by September 30; Special Committees are appointed as needed.

Section 2. Standing Committees

Standing Committees plan, execute, and evaluate the continuing operations and programs of Turkey Hill Grange. Standing Committees include:

- Programs (Program Director is normally Chair)
- Community Service
- Buildings and Property
- Communications
- Membership
- Family Activities

Section 3. Special Committees

Special Committees plan, execute, and evaluate short to mid-term operations and programs of Turkey Hill Grange. Special Committees normally are dissolved when their mission and purpose are complete.

Potential Special Committees may include but are not limited to:

- Officer Nominating
- By-Laws and Policies
- Agriculture
- Legislative
- Health and Welfare
- Youth and Young Adult

Section 4. Project Teams

Project Teams are tightly focused Special Committees. The President appoints Project Leaders to identify, plan, execute, evaluate, and close specific time-limited events producing tangible results for Turkey Hill Grange. Project Teams may report directly to the President or Vice President or operate under management of a Standing or Special Committee. Examples of Project Teams:

- Fund raising project (e.g., Ham and Peach Dinner, Yard Sale)
- Selection or change of services provider (e.g., property insurance, banking services)
- Support to State or National Grange Session

ARTICLE VI FINANCES

Section 1. General

The Turkey Hill Grange Treasurer manages Turkey Hill Grange finances with Executive Committee oversight. The Treasurer drafts financial management policies and procedures for Executive Committee approval.

Section 2. Fiscal Year

Turkey Hill Grange fiscal year is 1 January through 31 December.

Section 3. Funds

A. General Fund

The General Fund is used for ongoing business, operations, and programs. The General Fund normally is held in a checking account. Income from fundraising, donations, product sales, returns on investment, dues, and other sources is deposited in the General Fund. The Treasurer pays for goods, services, and donations from the General Fund. A General Fund savings account may be established.

B. Building Contingency Fund

The Building Contingency Fund is for unforeseen or emergency maintenance of the building. It normally is held in a savings account. To the extent practicable, a portion of the net outcome of fundraising and donations will be budgeted for deposits to the Building Contingency Fund.

C. Life Membership Fund

The Life Membership Fund fully supports the Life Membership Program. The Executive Committee develops detailed policy and procedures for Life Memberships (see Annex A). To the extent practicable, the Life Membership fund earns interest or dividends sufficient to pay the annual dues of each Life Member.

D. Perpetual Memorial Fund

The Perpetual Memorial Fund supports the Perpetual Memorial Program. The Executive Committee develops detailed policy and procedures for Perpetual Memorials (See Annex B). The purpose of the Perpetual Memorial Fund is to provide a growing repository for Grange members and non-Grange members to purchase an ever-lasting tribute to a deceased Turkey Hill Grange Member. To the extent practicable, the Perpetual Memorial Fund earns interest and dividends sufficient to support Turkey Hill Grange's memorial program and continuing legacy.

E. Sustainable Grange Fund

The Sustainable Grange Fund is administered by the Executive Committee as a repository for funds dedicated to the continuance of Turkey Hill Grange (see Annex C). It is expected that principal and earnings from donations to the Sustainable Grange Fund will be allowed to compound for the long-term viability of Turkey Hill Grange. Withdrawals of the principal from this account should occur only under emergency circumstances as decided by the Executive Committee.

F. Designated Funds

The Treasurer, with approval of the Executive Committee, sets up accounts for designated purposes outside of the General Fund. The Treasurer keeps a list of Designated Funds. Income to a designated fund is deposited in its account. With approval of the member responsible, the Treasurer may transfer funds from a designated fund to the General Fund checking account to pay for goods, services, and donations within the scope of the designated fund. The Treasurer, with the approval of the Executive Committee, may close a designated fund when the purposes of the designated fund are fulfilled. The remaining funds, if any, will be transferred to the General Fund.

Section 4. Dues

The Executive Committee determines the annual membership dues. Turkey Hill Grange annual membership dues shall be at least \$5 more than State Grange annual dues. Dues for a family with multiple members living as a family unit shall not exceed the combined dues for three individuals. The Grange pays State Grange dues for Honored Members and Life Members.

A. New Members

Annual dues are prorated for new members on a quarterly basis. New members will pay annual dues for their first year, prorated at 25% per quarter.

B. Dues Paying

All members are notified of the amount of dues payable before January 1. Members who do not pay their dues by the end of January are reminded by letter/card no later than February 15th.

C. Delinquency

Any member who is delinquent on March 1 may be suspended for non-payment of dues by 2/3 majority vote of the Members voting at a regular or special meeting. A vote to suspend membership will be taken at the March meeting effective March 31 and so recorded in the 1st quarterly membership report.

ARTICLE VII AMENDMENT AND SUSPENSION

As the primary governance for Turkey Hill Grange, the By-Laws may be amended or suspended only by 2/3 majority vote of the membership present at the meeting during which amendment or suspension is considered. Motion to suspend defines the exact Article and Section to be suspended and the exact period for which it is suspended. Amendments to these bylaws are submitted in writing to the Secretary. The Executive Committee develops and follows a procedure for handling amendment resolutions. The Secretary sends a copy of the proposed amendment(s) to the membership by email or regular mail no later than 14 days before the meeting at which the amendment resolution will be considered. An approved suspension or amendment to the By-Laws is effective upon approval unless otherwise specified in the resolution.

ANNEX A. LIFE MEMBERSHIP PROGRAM

Section 1. Purpose

The Life Membership program provides any Turkey Hill Grange member in good standing the opportunity to pay a one-time fee covering all future annual dues payments for the life of the member. The program also gives Life Members the peace of mind that their membership fee will continue to support Turkey Hill Grange even after their death.

Section 2. Description

The Life Membership program is strictly optional; the regular annual dues payment schedule always remains available to members. Accumulated funds that exceed the needs of the program will be managed by the Executive Committee. These excess funds may be used to support the facilities, operations, and programs of Turkey Hill Grange in perpetuity.

Section 3. Administration

Only members in good standing may choose to purchase a Life Membership. Life Membership applicants must have no outstanding debts to Turkey Hill Grange.

The Executive Committee or a Special Committee sets the price of Life Membership. The price will be reviewed at least annually and adjusted as necessary to meet program objectives. The purchase is payable to Turkey Hill Grange and nonrefundable.

At the request of Turkey Hill Grange member, the Life Membership purchase may be divided into payments lasting up to one calendar year. If, after one year, the sum of the payments is less than the Life Membership price, then the sum of the completed payments will be returned to the member minus any past dues owed.

If a member is issued a demit or otherwise leaves Turkey Hill Grange and later wants to return, the original life membership will be reinstated without charge upon written request by the former member.

Upon the death of a Life Member, their name is automatically added to the Perpetual Memorial Program at no additional cost.

Funds from the Life Membership program will be placed in a separate interest-bearing account administered by the Turkey Hill Grange Treasurer and overseen by the Executive Committee.

Section 4. Termination

Life Membership is terminated upon death of the purchasing member. A member who purchased a Life Membership may request in writing that their Life Membership be cancelled. In this case, no refund or right of return will be issued.

ANNEX B. PERPETUAL MEMORIAL PROGRAM

Section 1. Purpose

The Perpetual Memorial Program allows anyone wishing to memorialize a deceased Turkey Hill Grange Member a means to purchase a memorial.

Section 2. Description

A permanent display inside the Turkey Hill Grange Hall lists those members who have been memorialized.

Section 3. Administration

The Turkey Hill Grange Treasurer, with oversight from the Executive Committee or a Special Committee, administers the Perpetual Memorial Program.

The minimum price is \$300; however, there is no limit to the total donations in the name of a deceased member that may be made to the Fund. The nonrefundable payment is made to Turkey Hill Grange.

The name of the individual or group making the purchase (the donor) and the amount of donations will not be listed on the permanent display. The Treasurer will send a thank you letter to the purchaser acknowledging their donation.

Funds collected from the Perpetual Memorial Program will be administered by the Turkey Hill Grange Treasurer and overseen by the Executive Committee. Funds from the Perpetual Memorial program will be placed in a separate interest-bearing account.

Upon the death of a Life Member their name is added to the Perpetual Memorial at no cost to the family or heirs. The Perpetual Memorial Fund will absorb the cost of adding their name.

Section 4. Partnership with Charitable Foundation

Turkey Hill Grange Charitable Foundation may establish a Perpetual Memorial fund under their management allowing donors to contribute to an Internal Revenue Code 501(c)(3) corporation. The Charitable Foundation notifies Turkey Hill Grange when donations in the name of a deceased member equal the price of a Perpetual Memorial. The Grange will then add the member's name to the Perpetual Memorial plaque in Turkey Hill Grange Hall.

ANNEX C. SUSTAINABLE GRANGE PROGRAM

Section 1. Purpose

The Sustainable Grange Program provides a vehicle for those who wish to contribute to ensuring the long-term future of Turkey Hill Grange.

Section 2. Description

The Sustainable Grange Program provides management guidelines to establish and manage voluntary contributions to a separate account called the Sustainable Grange Fund. This fund is intended to continue in perpetuity as an endowment-like plan for Turkey Hill Grange.

Section 3. Administration

The Turkey Hill Grange Treasurer, with oversight from the Executive Committee, will administer The Sustainable Grange Program. The program's funds will be managed to allow the principal and earnings to compound for the long-term viability of Turkey Hill Grange. Partial withdrawals of year-to-date earnings generated by the program may be authorized by the Executive Committee. Withdrawals of the principal from this account should occur only under emergency circumstances as decided by the Executive Committee.