



*American Values.
Hometown Roots.*

WASHINGTON STATE GRANGE MASTER/PRESIDENT HANDBOOK

These materials are the property of the Grange

Original Edit and Revisions by Joseph Stefenoni
Director of Membership & Leadership Development
National Grange of the Order of Patrons of Husbandry

Adapted to meet Requirement and Procedures of the
Washington State Grange
2020

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 provide assistance to 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.

TABLE OF CONTENTS

Grange Meetings

- ❖ Floor Work and Ritual
- ❖ Pledge of Allegiance
- ❖ Balloting for Membership
- ❖ Demits
- ❖ Contacts

Master/President Tools and Tasks

- ❖ Tools
 - Rules and Laws of the Order
 - Publications
- ❖ Tasks
 - Public Relations

Legal Matters

- ❖ Defining the Grange
- ❖ Who We Are
- ❖ IRS Tax Status
- ❖ TX id Number
- ❖ Articles of Incorporation
- ❖ Authorities of Each Level and the Master
- ❖ Digest, State Grange By-Laws, Subordinate Grange By-Laws and Rulings

Hall and Property

- ❖ Use of Hall
- ❖ Hall Use Policy
- ❖ Rental Income
- ❖ Property Tax Exemption
- ❖ Hall Use Agreement
- ❖ Insurance and Value
- ❖ Acquiring or Upgrading Property
- ❖ Selling, Encumbering (Mortgaging, Leasing) or Disposing of Grange Property
- ❖ Reversion Clauses

Finances

- ❖ Reporting
- ❖ Cash, Checking, and Savings Accounts
- ❖ Investments
- ❖ IRS Tax Filing
- ❖ Budgeting

Protection

- ❖ Incorporation
- ❖ Insurance – Liability
- ❖ Insurance – Property
- ❖ Insurance – Fidelity Bonding

Supplemental Information for Granges

- ❖ Grange Hall Rental and Hold Harmless Agreement
- ❖ Audit Report
- ❖ Annual Grange Budget Template
- ❖ Bonding
- ❖ Procedures for Accessing Subordinate Grange Property Funds
- ❖ Washington State Grange Youth Protection Policy

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

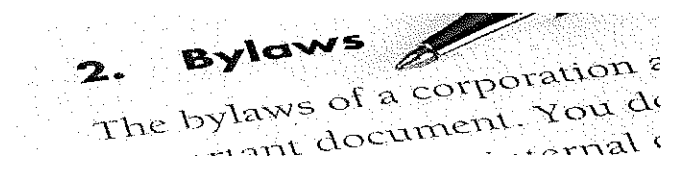
When you have a question or need to order supplies, contact your State Grange Office. You may telephone 360-943-9911 or email grangew@wa-grange.org. You may find additional information on the WA State Grange website: www.wa-grange.org or the National Grange website: www.nationalgrange.org.

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

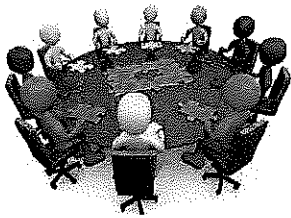
- A. Every member should know what your Grange program and activities are.
- B. Every member (household) should receive State and National publications.
- C. Every member should have confidence that they are an important part of your Grange.

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



This Photo by Unknown

- A. Have a 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 and the National Grange Website 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:
Working to Enrich Lives, Strengthen Families, and Enhance Communities
across our State Since 1889.”**

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(c)(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 located 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.

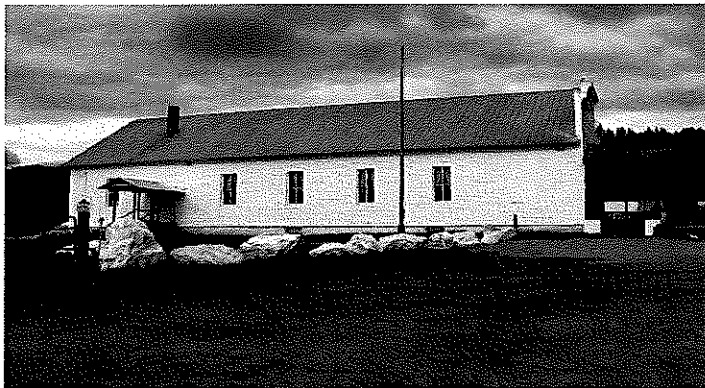
The only member who can make rulings on the By-Laws is the Master of that Grange or the Master of the next level (State Master, National Master). The Pomona Master does not have authority to rule on Subordinate By-Laws.

Each member and officer is 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 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:

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?

ANNUAL GRANGE BUDGET TEMPLATE

Grange # _____ Year _____

REVENUES:		
	Membership Dues and Fees	\$
	Events (may list by event)	\$
	Grants	\$
	Donations	\$
	Other Revenue (list)	\$
		\$
		\$
		\$
		\$
TOTAL REVENUE		\$

EXPENSES:		
	State/National Dues fees due to the State Grange	\$
	Rent	\$
	Utilities	\$
	Insurance	\$
	Taxes	\$
	Events (may list individually)	\$
	Other Expenses (please list)	\$
		\$
		\$
TOTAL EXPENSES		\$

SURPLUS (if revenues are higher than expenses)	\$
DEFICIT (if expenses are higher than revenues)	\$

Bonding

Each Grange is required by the National Grange Digest of Laws 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 premium costs with what the agent can provide.

The table below details the amount of coverage and the annual premium for bonding offered through the National Grange.

NATIONAL GRANGE BOND PROGRAM 2020 COVERAGE RATES

Pomona Coverage Level	Total Premium
Basic \$ 2,500 coverage = \$42 premium	
\$ 2,500	\$ 42
\$ 5,000	\$ 50
\$ 7,500	\$ 59
\$ 10,000	\$ 67
\$ 12,500	\$ 72
\$ 15,000	\$ 77
\$ 25,000	\$ 99

Community Grange Coverage Level	Total Premium
Basic \$ 5,000 coverage = \$50 premium	
\$ 5,000	\$ 50
\$ 7,500	\$ 59
\$ 10,000	\$ 67
\$ 12,500	\$ 72
\$ 15,000	\$ 77
\$ 25,000	\$ 99
\$ 30,000	\$ 106
\$ 40,000	\$ 121
\$ 50,000	\$ 136
\$ 75,000	\$ 168
\$ 100,000	\$ 189

* For Granges requesting coverage of \$200,000 or greater, additional information will be needed to complete your enrollment. Please contact your State Grange office for details.

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:

Financing the purchase of real property for use as a Grange Hall.

- ✦ Financing the purchase of real property on which to construct a Grange Hall.
- ✦ Financing the construction of a Grange Hall.
- ✦ 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.

WASHINGTON STATE GRANGE YOUTH PROTECTION POLICY

(effective 2/1/2019)

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. 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.
2. 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.
3. 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.

4. JG Camp Counselors, under 18 years of age, must complete the Washington State Patrol Background Check at least two weeks prior to attending camp.
5. All approved JG leaders will be 18 years of age or older.
6. 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 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 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 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 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.
7. 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.
8. 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.
9. Payment for Background Checks
 - a. With the approval of the State Master and through the adopted budget of the WSG, all background checks will be paid for by the WSG.
10. 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.

11. 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.

12. 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 should be notified immediately of any criminal activity.