

Subordinate Grange Policies & Procedures

Policy 1: Executive Committee

1.1 Ongoing Committee

The Executive Committee of the Crescent Grange shall be an ongoing committee and shall consist of three or more members at all times.

1.2 Membership

Members of the Committee shall consist of Master, Overseer and Treasurer. Additional members may be elected to the committee by majority vote at a regular meeting and may be any member in good standing without regard to office. Under no circumstances will any two Executive Committee members be related to one another or living together as partners. In other words, members should represent unbiased views.

1.3 Vacancies

In the event of an unforeseen vacancy on the Executive Committee, by death or otherwise, then the next available member shall immediately fill that vacancy in this order: Secretary, Lecturer, Steward, Lady Assistant Steward, Assistant Steward, Gatekeeper, any member in good standing.

1.4 Authority

The Executive Committee exists to handle any emergency business that may arise with respect to the Crescent Grange. Executive Committee members are authorized to make immediate decisions when circumstances require. Any one Executive Committee member may make an immediate decision given that they have made all reasonable effort to contact each other member of the Committee about such a decision before being finalized.

Policy 2 Handling of Funds:

2.1 Funds in General

All funds shall be handled by at least two (2) members in good standing. There is no acceptable exception to this rule. The Secretary shall handle all transactions for logging purposes, but shall, at no time, have access to or signature authority on the Grange account. The Treasurer and the Master shall have access to and signature authority on the Grange account, but must channel every transaction through the Secretary for logging purposes. The Secretary shall receive and reconcile the Grange account statement monthly. Any discrepancy between the logs and the statement shall immediately be brought to the attention of all Executive Committee Members, that being, Master, Overseer and Treasurer at a minimum.

2.2 Incoming Funds

All incoming funds shall be in the form of check or money order written to Crescent Grange, or alternatively, Crescent Grange 136. The checks shall be delivered by mail or personally to the Secretary who will promptly record the dates and amounts in the income log. The Secretary shall then deliver the checks to the Treasurer or Master for deposit into the account.

2.3 Spent Funds

2.3.1 Signature Authority

The Master and the Treasurer shall be signature authorities on the Crescent Grange bank account. As these roles change, the names on the account shall be changed. Under no circumstances is there to be any other signature authority on the account. All spent

funds transactions shall be conducted by the treasurer. The master will generally not have a checkbook or debit card for the account. The master is only on the account to handle emergency situations such as the death of the Treasurer.

2.3.2 Spending Funds

All funds, under any circumstance what so ever, must be spent only by a majority vote of the membership present at a regular meeting. All expenses under any circumstance what so ever shall be substantiated by a receipt given to the Secretary who will promptly record the dates and amounts in the expense log. This creates 2 cases, the first is easy and straight forward, the second is potentially messy.

First case: When a majority vote passes in advance for an expense, then reimbursement to a member for said expense or direct payment by the Treasurer or Master is a given.

Second case: However, should a member take it upon themselves to bear an expense for the sake of the Grange without prior approval by majority vote, that member may or may not be reimbursed pending a vote by the membership at a regular meeting. The member is taking a risk at their own initiative.

2.4 Income and Expense Logs

Income and Expense logs maintained by the Secretary may be viewed by any Crescent Grange member upon request. The Secretary shall have a reasonable time to provide the log for viewing based on work schedules of the members involved.

Policy 3 Review of Notes

3.1 Annual Review

As of July, 2011, Crescent Grange owns Notes of Debt for loans made to Crescent Grange Members. It is our intent to review these notes annually (August) and to consider debt forgiveness. Ideally, this review would be conducted by the Good of the Order Committee. However, if, for any reason, the Good of the Order Committee is not active, then the review shall be conducted by the Executive Committee.

Policy 4 Meeting Conduct both in-person and on-line

4.1 Modified Roberts Rules

As of September, 2013, Crescent Grange shall conduct business using rules as follows.

The fundamental right of our membership requires all issues to be thoroughly discussed before taking action.

The participating assembly rules - they have the final say on everything!

That said, there are two cases that may use the short form of this procedure found in 4.6 below.

1. Routine decisions that require no discussion, for example, we need to purchase paper products for the bathrooms.
2. We appoint a person or a committee to look into what is best and have them make a recommendation.

4.2 Meeting Chair

The chair shall be the Master or the Overseer. The chair is responsible for conducting an orderly meeting in which all members in good standing are invited to participate. The chair has no vote unless a tie must be broken. Further, the chair may not make a motion.

4.3 Quorum

For a face-to-face meeting, a quorum must be present to conduct business.

For an on-line meeting, all members in good standing must be included in the email chain to conduct business. In this case, all members are assumed to be participating because they are included in the email thread. Therefore, email business, conducted properly, always meets the quorum requirement until membership dwindles below seven. Silence, given a reasonable time to respond (at least one week), means abstain.

4.4 Face-to-face Meetings

4.4.1 Call to Order

The chair shall call a face-to-face meeting to order. Side conversations cease at that moment. The chair controls the floor and recognizes a member wishing to speak. A member wishing to speak shall say, "Madam/Mister Chair." The chair gives the floor to the first member to request it.

4.4.2 Making a Motion

A motion is made stating a specific goal, for example, "I move that we allow honeybees to be kept on the Grange property." The Secretary shall note the person and their motion.

4.4.3 Second Requirement

A motion must have a second or it fails immediately and no time is spent discussing it. The Secretary shall note the person making the second.

4.4.4 Discussion

Given a motion and a second, discussion among the members may proceed. No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once. Questions can be answered and modifications to the motion may be proposed during this time. Depending on the modifications, a motion may be withdrawn during this time. A second may also be withdrawn during this time. All discussion must be courteous and respectful. This rule is enforced at the sole discretion of the chair.

4.4.5 Secret Ballot Option

Any member may, at any time, request a secret ballot which requires a pair of tally counters.

4.4.6 The Vote

Having completed discussion, the chair will ask the Secretary to read aloud the exact motion being considered. The chair then calls for a vote. At that point a vote is in progress. The motion may not be modified and questions are no longer allowed. The motion either succeeds or fails as written. Failing motions shall not be discussed further.

4.4.7 Assigned Responsibility

Tasks associated with successful motions shall be completed by the person making the motion unless otherwise specifically stated as part of the motion.

4.5 E-mail Meetings

4.5.1 Single Subject Requirement

E-mail requests will have a single subject in the subject line, for example, "Honeybees on Grange Property" specifically naming the goal. This subject text will be maintained throughout the process so as to preserve the thread. Multiple subjects in a single email will be immediately rejected, but multiple motions as separate threads may be conducted in parallel. If too many email threads get running, the chair may postpone later threads.

4.5.2 Documentation Capture

Members wishing to accomplish a specific goal must state the goal as a motion, for

example, "I move that we allow honeybees to be kept on the Grange property." This written e-mail thread captures the member making the motion, the person making the second, the discussion and the vote.

4.5.3 Reasonable Time

Each step of the process may require a reasonable waiting period to allow members to read and consider the email. A reasonable waiting period is considered one week (or more, if specifically requested). A motion need not take a full waiting period. If all the steps happen and the majority of the membership vote "yes" or "no," the entire process may be completed in a very short period of time. Although the total time may be indefinite, any one question or any one modification shall not be allowed to take more than reasonable response time.

4.5.4 E-mail Second

Second is required as usual. If no second is given within the waiting period, the motion fails. Failing motions shall not be discussed further.

4.5.5 E-mail Discussion

Given a motion and a second, discussion among the members may proceed. Questions can be answered and modifications to the motion may be proposed during this time. Depending on the modifications, a motion may be withdrawn during this time. A second may also be withdrawn during this time. All discussion must be courteous and respectful. This rule is enforced at the sole discretion of the chair.

4.5.6 Secret Ballot Vote

Any member may, at any time, request a secret ballot which requires a face-to-face meeting. At that point, the email meeting is terminated.

4.5.7 Assigned Responsibility

Tasks associated with successful motions shall be completed by the person making the motion unless otherwise specifically stated as part of the motion.

4.6 Short Procedure

There are two cases that may use the short form of this procedure.

1. Routine decisions that require no discussion, for example, we need to purchase paper products for the bathrooms.
2. We appoint a person or a committee to look into what is best and have them make a recommendation.

A motion is made and a majority of the responses within a week are in favor, no one demands a more thorough discussion, and no one demands a face to face meeting. In those circumstances, the chair is authorized to declare the motion adopted. This procedure actually requires at least a week to allow for any discussion or face-to-face request to be made. An email from any member in good standing (other than the member making the motion), which voices support for the motion, (like "sounds great to me!") automatically counts as a second. Voting commences from that point, and barring any demand for a face to face meeting or further discussion, members have one week to place their vote.