

Subordinate Grange By-Laws

ARTICLE I**Name**

Section 1. This Grange shall be known and designated as Crescent Grange No. 136.

ARTICLE II**Meetings**

Section 1. There will be one regular meeting each month. Meetings are held at a time agreeable to as many Grange members as possible to maximize participation. Meetings may be held by Zoom, in-person, or email for the convenience of our membership.

Section 2. Five members of the respected chartered Grange shall constitute a quorum for the transaction of business.

ARTICLE III**Membership**

Section 1. Any person desiring membership at the Crescent Grange, interested in agriculture, and interested in the betterment of the human conditions in rural or urban America, may at the age of thirteen (13) years or older, sign up for membership to the Crescent Grange.

Section 2. Levels and costs of membership are subject to change, as we adapt with the times. All changes to membership and their associated fees will be voted on at any general meeting where a quorum is present.

ARTICLE IV**Officers**

Section 1. The titles of officers of the Crescent Grange shall be as follows: President, Co-President, Property Manager, Treasurer, and Secretary.

Section 2. The officers of the Crescent Grange shall be elected at the general August meeting every two years or as otherwise required. Elections are held on even years.

Section 3. The officers shall be installed within one (1) month following the election.

Article V**Right to Vote**

Section 1. Any active member who is current on membership dues, may vote at our general meetings. The voting member may be present, on Zoom, or on speaker Phone during the time of the vote.

Section 2. Voting will be done by raising your hand, or verbally if on the phone, and tallied by the Secretary.

ARTICLE VI**Duties of Officers**

Section 1. It shall be the duty of all officers to see that the ByLaws of the Crescent Grange shall be carried out.

Section 2. It shall be the duty of the President to carry forth the visions and goals of the Crescent Grange. To preserve and rebuild the Grange's standing in the community. To assist in creating, planning, and delegating duties to carry out the plans of the Grange. To represent the Crescent Grange at gatherings, meetings, public events, and in meetings with the City and County of Broomfield. The President will create the monthly meeting agenda and lead the monthly general meetings.

Section 3. It shall be the duty of the Co-President to assist the President and work in tandem to create the visions and goals of the Crescent Grange. The Co-President will represent the leadership of the Grange at gatherings, meetings, public events, and in meetings with the City and County of Broomfield. In meetings where the President is unavailable, the Co-President will represent the Crescent Grange. The Co-President will lead the monthly general meeting when the President is unable to attend.

Section 4. It shall be the duty of the Property Manager to be aware of and work towards the preservation of the property, the gardens, and the building. The Property Manager will be responsible for answering calls and emails pertaining to rental inquiries and current renters. The Property Manager will negotiate all rental and event contracts, and be purposed with submitting copies of all contracts to the Treasurer.

Section 5. It shall be the duty of the Treasurer to maintain the Quickbooks Online and bank accounts for the Crescent Grange. The Treasurer will hold the Crescent Grange checkbook and credit card. The Treasurer will create online invoices for renters.

Section 6. It shall be the duty of the Secretary to take notes of the general meetings, transcribe the notes within five business days, and email the transcribed notes to all the Grange members on our current email list. Should the Secretary be unable to be at the general meeting, the present members of the meeting may delegate someone to take notes.

ARTICLE VII Committees

Section 1. The President and Co-President will work directly with the head of each committee. Each committee head will report to the Board at the general meetings or as necessary, to inform the Board of plans and to get approval of expenditures.

Section 2. The Crescent Grange membership may form committees to serve the Crescent Grange and the community as the membership identifies the need for such committees.

Section 3. The Crescent Grange will have the following Committees: Garden, Building and Maintenance, Historical, Events, Membership, Fundraising, and Media.

Section 4. It shall be the duty of the Garden Committee to plan out and map the yearly gardens. To create a schedule for watering, maintenance, planting, and harvest of the gardens and fruit trees.

Section 5. It shall be the duty of the Building and Maintenance Committee to continuously assess the condition of the property, land, and building of the Crescent Grange. To plan for repairs and renovations.

Section 6. It shall be the duty of the Historical Committee to oversee the safety, digital archiving, and preservation of the existing documents, pictures, and historical artifacts of the Crescent Grange.

Section 7. It shall be the duty of the Events Committee to create public events that promote the Grange.

Section 8. It shall be the duty of the Membership Committee to greet new members, educate members of their benefits, inform membership of events, and have an annual membership drive every January through March.

Section 9. It shall be the duty of the Fundraising Committee to create events, activities, seek grants, and partnerships with the specific intention of raising funds to sustain and fund improvements to the Crescent Grange.

Section 10. It shall be the duty of the Media Committee to create original content to promote the Crescent Grange and coordinate social media and website content.

ARTICLE VIII Fees and Dues

Section 1. The fees and dues of the Crescent Grange shall be adequate to cover National and State dues with an additional amount to be determined by the membership annually.

ARTICLE IX Distribution of Assets Upon Dissolution

Upon the dissolution of this Grange, the members of the Crescent Grange Board shall, after paying or making provision for the payment of all liabilities of this Grange, shall remit to the Colorado State Grange all remaining funds, including real and personal property of this Grange. Said funds to be held in trust in accordance with

the By-Laws of the National Grange for a period of up to seven (7) years pending the reorganization of this Grange. Any title to any real property of this Grange shall be transferred to the Colorado State Grange, to be disposed of in accordance with the provisions of the By-Laws of the National Grange.

ARTICLE X Amendments

Section 1. All propositions for amending or repealing these By-Laws, or any part of them, shall be presented in writing before the regular general meeting, and shall lie over until the next regular meeting, when they may be adopted by a two-thirds (2/3rd) vote of all membership present. There must be a quorum present to vote on and review any changes.

ARTICLE XI Policies & Procedures

Section 1. Policies and Procedures required to maintain the orderly conduct of the Crescent Grange business are written in the Policies and Procedures document. All Crescent Grange members agree to follow said Policies and Procedures. Any Crescent Grange member in good standing may propose additions or modifications to Policies & Procedures. Proposed additions or modifications shall be presented in writing to the Crescent Grange at a regular general meeting for a vote by the membership where a simple majority vote will suffice to add or modify. There must be a quorum present to vote on and review any changes.

Article XII Vacancies

Section 1. In case of a vacancy in office in the Crescent Grange from any cause whatsoever, such vacancy may be filled by special election for the unexpired term at the next regular meeting of the Grange, or it may be filled by appointment from the President or Co-President for the unexpired term.