

**Instructions to complete Subordinate Secretary's Quarterly Report**  
**Report is due on March 31, June 30, September 30 and December 31 of each year**

**Step by step instructions:**

At the top of the report fill in the Grange name and number and the quarter the report is for.

**The next section of the form is to report the number of members in your Grange and to report all of the changes in membership that have occurred during the quarter.**

Each row and column should be filled out completely in order to accurately record your Grange's membership.

Each row represents a different type of member you could have in your Grange.

**PLEASE NOTE: All the membership types below are allowed in Massachusetts however your Grange must have voted to accept them in your Grange and they should be included in your Grange's By-Laws.**

**Individual Membership**

1. No. of Non Golden Sheaf Individual Members

This line is to report regular members who are not part of a family membership, are not affiliate or associate members and who have not reached Golden Sheaf status.

2. No. of Golden Sheaf Individual Members (before 1/1/2001)

This line is to report regular members who have 50 or more years of continuous membership in the Grange and reached Golden Sheaf status before January 1, 2001. These members do not owe dues to the National or State Granges.

3. No. of Golden Sheaf Individual Members (after 12/31/2000)

This line is to report regular members who have 50 or more years of continuous membership in the Grange and reached Golden Sheaf status after December 31, 2000. These members owe dues to the National and State Granges.

**Family Membership**

4. No. of Family Memberships

This line is to report family memberships. Family membership is defined as a husband and wife and their dependents or a single person and their dependents, all persons must live in the same household. Dependents are children, foster children, adopted children, step children, grandchildren or great grandchildren under the age of 23. The dues for family membership is double that of a individual member.

NOTE: Report the number of families on this line. A family of 4 would be counted as 1 on line 4.

5. No. of Individuals in Family Memberships

This line is to report the number of individuals who are in the family memberships reported on line 4.

NOTE: A family of 4 would be counted as 4 on line 5.

**Affiliate Membership**

6. No. of Non Golden Sheaf Affiliate Members

This line is to report affiliate members who have not reached Golden Sheaf status.

7. No. of Golden Sheaf Affiliate Members (before 1/1/2001)

This line is to report affiliate members who have 50 or more years of continuous membership in the Grange and reached Golden Sheaf status before January 1, 2001. These members do not owe dues to the National or State Granges.

8. No. of Golden Sheaf Affiliate Members (after 12/31/2000)

This line is to report affiliate members who have 50 or more years of continuous membership in the Grange and reached Golden Sheaf status after December 31, 2000. These members owe dues to the National and State Granges.

**Associate Membership**

9. No. of Associate Members

This line is to report associate members. An associate member is a member who wishes to be associated with the Grange but does not wish to be a fraternal member of the Grange. An associate member does not receive the degrees, cannot vote and cannot participate in events or contests that are designated for Grange members only.

Each column represents a change that can occur in membership.

A. Total at the Beginning of the quarter

This column is to report the membership for your Grange as it existed at the beginning of the quarter. Do not include any changes that occurred during the quarter.

B. Gain by Demit

This column is to report any members taken in by demit during the quarter. Note: this column is not valid for associate or affiliate members, these members can not be issued demits.

C. Gain by Reinstatement

This column is to report any members taken in by reinstatement during the quarter.

D. Gain by Initiation/Application

This column is to report individual and family members who were taken in by initiation or obligation during the quarter. It is also to report affiliate or associate members who were taken in by application during the quarter.

E. Sub Total (Columns A + B + C + D)

Add columns A, B, C and D and enter the amount in column E.

F. Lost by Demit

This column is to report any member who left by demit during the quarter. Note: this column is not valid for associate or affiliate members, these members can not be issued demits.

G. Lost by Suspension

This column is to report any member who was suspended during the quarter.

H. Lost by Death.

This column is to report any member who died during the quarter.

I. Lost by Withdrawal

This column is to report any member who withdrew from membership during the quarter.

J. Sub Total (Columns E - F - G - H - I)

Take column E and subtract columns F, G, H and I and enter the amount in column J.

K. Change in Type for a Member

This column is not to report losses and gains. This column is to report changes within current membership.

Example #1: If a regular member obtained Golden Sheaf status during the quarter you would need to move from row 1 to row 3. Use column K to show a -1 in row 1 and a +1 in row 3.

Example #2: A husband and wife are already members and included in row 1. Their daughter turns 14 and joins the Grange. This now qualifies these 3 members for family membership.

The initiation of the daughter would be shown as a +1 in row 1 column D.

Then use column K to show a -3 in row 1 and a +3 on line 5 for the 3 people in the family.

Also show a +1 in column K row 4 to increase the family memberships count.

The above are just examples any change in the type of member for an existing member should be reported using + and - in column K.

L. Total at End of quarter (Columns J + K)

Add columns J and K and enter the amount in column L.

Column L will be column A on your next quarterly report.

**The next section of the report is the calculation of the dues payment.**

10. Add Column A, Rows 1, 3 and 9, then multiply the total by \$6.25

This represents the dues for your individual members, Golden Sheaf members who are required to pay dues and associate members.

11. Take the number in Column A Row 4 then multiply the total by \$12.50

This represents the dues for your family memberships.

12. Add Column A, Rows 6 and 8, then multiply the total by \$3.00

This represents the dues for your affiliate members and Golden Sheaf affiliates who are required to pay dues.

13. Add Column D, Rows 1 and 4, then multiply the total by \$1.00

This represents the application fee for individuals or family memberships gained by initiation or obligation.

14. Add the total dollars calculated on lines 10, 11, 12 and 13 and enter here.

This is the total dues owed to the State Grange. Send this report along with a check for this amount to the State Secretary. Make the check payable to the Massachusetts State Grange.

**The next section of the report is to report all the changes during the quarter.**

**There are four columns:**

The first column is to indicate the type of change. Use the following key:

- enter **GI** if gained by initiation, application or obligation
- enter **GD** if gained by demit
- enter **GR** if gained by reinstatement
- enter **ADC** if you are simply changing the address for a member
- enter **LD** if lost by demit
- enter **LS** if lost by suspension
- enter **LDTH** if lost by death
- enter **LW** if lost by withdrawal

The second column is to enter the name and address of the member gained or lost or to report an address change. Please enter a full name and mailing address (including zip code). This will update the State Grange News mailing list as well as the State Secretary's master membership list.

The third column is to indicate the member type. Use the following key:

- enter **AF** if person is an affiliate member
- enter **AS** if person is an associate member
- enter **FAM** if a family membership
- enter **I** if person is an individual member who has not reached golden sheaf status
- enter **GSA** if person is a Golden Sheaf member who reached 50 continuous years after December 31, 2000
- enter **GSB** if person is a Golden Sheaf member who reached 50 continuous years before January 1, 2001

The fourth column is to enter the date of the change.

If additional space is need for more members please attach a list to the report. Also you can report address changes for existing members by attaching it to this report. Any address changes provided with the quarterly reports will automatically be changed with the State Grange News mailing list.

**After the entire report is completed:**

The Master and Secretary must sign the report.

If the Secretary has changed or moved, please indicate the new address.

Enter the date the report was completed and affix the Grange seal to the report.

Send the white copy of the report to the State Secretary along with a check for dues owed.

File the yellow copy with the Subordinate Grange Secretary.