



**Welcome to CRPS
Secretary's Zoominar**

CANADIAN ROYAL PURPLE

Your Lodge is a Class D Member of the Canadian Royal Purple Not for Profit Society

- **Your LODGE - A Group of like-minded people who came together to carry out shared aims and objectives by forming a lodge and joining the CRPS as a Class D member**
 - **Your Lodge is a member of a Federally incorporated**
- **Not For Profit Society and a Provincially incorporated Not For Profit**

YOU ARE THE SECRETARY!

What does this mean?

- ▶ Your Lodge has all the rights and privileges of a Not For Profit
 - ▶ Tax breaks
 - ▶ Gaming privileges
 - ▶ Governance model
 - ▶ Liability coverage for executive decisions
 - ▶ Operating under an umbrella of Not-For-Profit Legislation

- ▶ AND....

AND

- ▶ Our National Board, Constitution and our CRPS governance saves your lodge from having to deal with three levels of government reporting.
- ▶ CRPS collects your reports as its promise and responsibility to the Federal and Provincial Not For Profit legislation requirements.
 - ▶ To ensure you are operating according to their requirements, the following information is required:
 - ▶ Holding an annual AGM
 - ▶ Maintaining audited (reviewed) financial records
 - ▶ Maintaining membership lists, approved minutes
 - ▶ Developing an annual budget
 - ▶ Operating under the Gaming legislation
 - ▶ Meeting regularly, following formal governance

Membership

You may have three levels of members (shareholders) in your not-for-profit lodge:

- ▶ Class A – this is the base membership – voting
- ▶ Class B – a Past National President - voting
- ▶ Class E – a non-voting lifetime member
- ▶ There is an application form for each of these classes.

Class A Membership Form

Canadian Royal Purple Society

Membership (Class A) Application Form

To be filled in by Each member:

Name: (Print) _____

Address: _____

City: _____ Province _____ Postal Code _____

Phone: _____ e-Mail: _____

I, the undersigned, hereby make application for membership in the Canadian Royal Purple Society:

I, as a member, agree to receive notices and official communication electronically. Yes _____ No _____

_____ (Signature)

Qualifications: A resident of Canada who has attained the age of 14 years, paid the membership fee and who supports democratic and lawful government and the purposes and objectives of the Canadian Royal Purple Society.

In the case of a New member to be filled in by the Lodge Secretary:

Sponsored by: _____

Lodge Name: _____ Date Initiated: _____

Approved by the National Board of Directors:

Date: _____

Signed: _____

Original copy to be sent to the National Office. A copy will be returned to the Lodge/Member.

30/11/15

Class B Membership Form

Canadian Royal Purple Society

Membership (Class B) Application Form

To be filled in by a Past Supreme Honoured Royal Lady or
Past National President.

Name: (Print) _____

Address: _____

City: _____ Province _____ Postal Code _____

Phone: _____ e-Mail: _____

I, the undersigned, hereby make application for membership in the Canadian Royal Purple Society:

I, as a member, agree to receive notices and official communication electronically. Yes _____ No _____

_____ (Signature)

Qualifications: Has served as a Supreme Honoured Royal Lady or National President and who supports democratic and lawful government and the purposes and objectives of the Canadian Royal Purple Society.

Approved by the National Board of Directors:

Date: _____

Signed: _____

Original copy to be sent to the National Office. A copy will be returned to the Lodge/Member.

o8/12/15



CLASS E
MEMBER APPLICATION FORM

Article 2 e. Class E Members - Honorary Members: One-time Fee \$100.

i. Class E non-voting membership will be available to individuals who are least 14 years old, who are residents of Canada or Canadian citizens, who have made special contributions to the Corporation as determined by the Board of Directors, who the Board of Directors nominate by a special resolution of the directors and who accept the membership.

ii. **A class E Honorary Membership may be purchased by a member and/or their Lodge recognizing the member's years of service and their wish to retire from active membership within the organization. They may retire and a Class E Honorary membership may be purchased after reaching the age of 80 years and 50 years or more of service.**

iii. Subject to the Act and the articles, a Class E non-voting member shall be entitled to receive notice of and attend but not vote at meetings of the members of the Corporation.

Lodge _____

Applicants Name _____ Age _____ Initiated Date _____

Applicants Signature _____ Date _____

Class E Membership Form

In Your Secretary's Binder

- ▶ 1. Membership Forms
- ▶ 2. Minutes
- ▶ 3. Years of Service Record
- ▶ 4. Secretary's Guide
- ▶ 5. Copies of Filed Forms (may be maintained in your computer as well)

1. Membership Application Completed Forms

- ▶ In your secretary's binder:
- ▶ Save the original copy of each member's application

Since 2014 – We no longer use the member's register and numbering system

2. Minutes

- ▶ A record of:
 - ▶ Date of meeting
 - ▶ Those in attendance - members and visitors
 - ▶ Correspondence
 - ▶ Treasurer's report
 - ▶ Approval of previous meeting(s) minutes
 - ▶ All motions made or consensus reached at each meeting – mover and seconder
 - ▶ Copy of or summary of all reports presented
 - ▶ Signed by the President once approved at the next meeting
Should be kept for seven years

3. Years of Service Record

- ▶ Keep a record of the years of service so service pins are awarded when earned:
- ▶ 5year, 10, 25, 40-year pins are available at a cost from the National Office
 - ▶ 50 year and 60 year will be gifted by CRPS when you request them
 - ▶ A 70-year certificate will also be gifted by CRPS upon request

4. Copies of Completed Forms

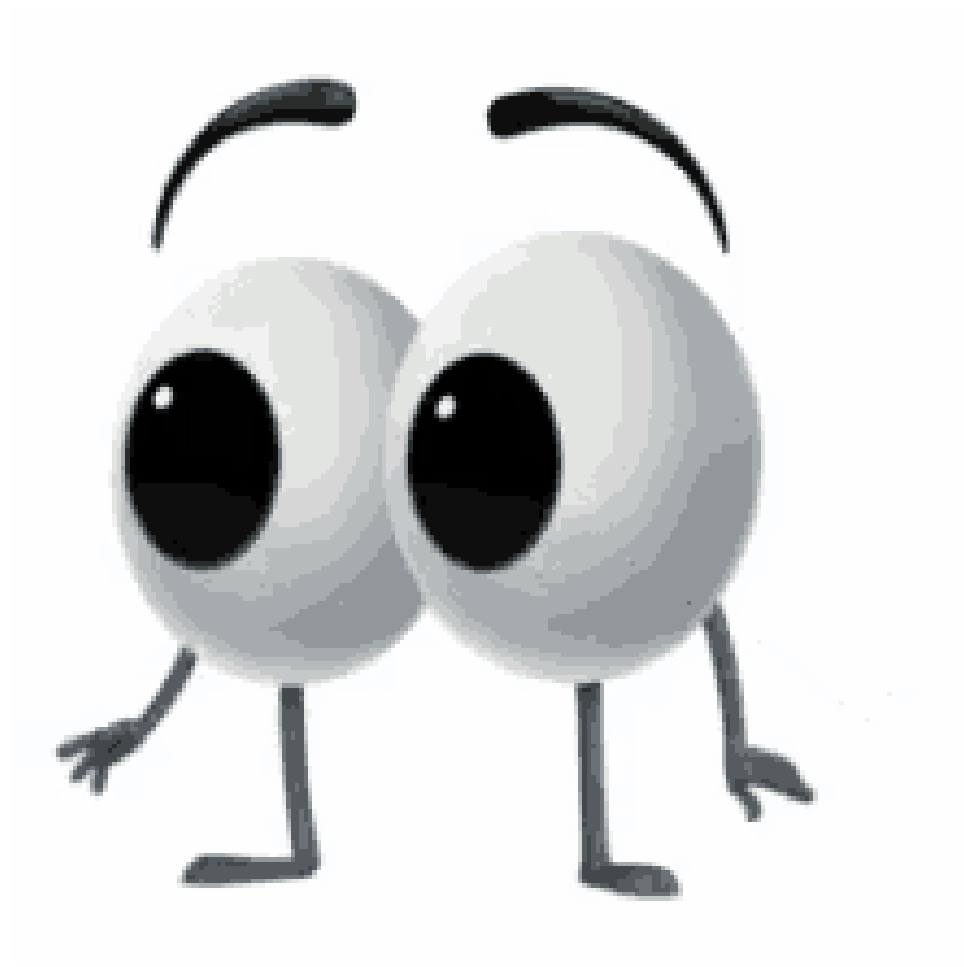
ANNUAL

- ▶ President's Annual Report Form
- ▶ National Membership Report Form
- ▶ Lodge Officer Report Form (Directory)

AS REQUIRED

- ▶ Membership Change report Form
- ▶ Deceased Member Form
- ▶ Class A,B, and E membership Forms

Let's Look at the Forms



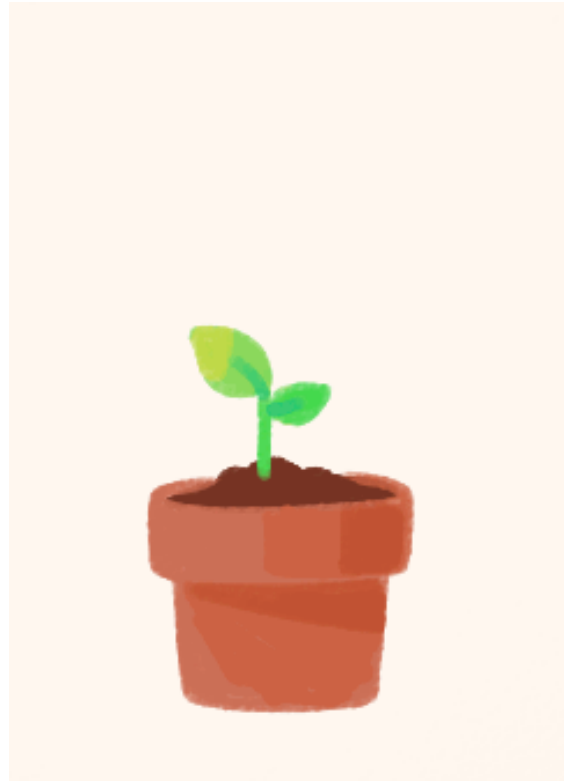
In the Secretary's Guide

1. National Membership Report Form

- ▶ Due to National Office by Jan 15 – Each year
- ▶ Name, class, address, email address, phone number
- ▶ If they are Multi member- which is their home lodge
- ▶ Amount submitted
- ▶ Can be done in an Excel sheet or use the website fillable form or the paper form in your guide

2. Lodge Officer Report Form

- ▶ File as soon as your election/AGM has been held – preferably in the spring



3. Directory Form

- ▶ Available as a fillable form on the website and provides contact information for your lodge
- ▶ Due May 15
- ▶ Lodge President and secretary
 - ▶ Phone numbers and email
- ▶ Meeting Date, Time and Place
- ▶ Lodge mailing and emailing address

4. Membership Changes Report Form

- ▶ A fillable form on the website
- ▶ To be filed right after the change occurs – initiation, member transfers or leaves, death
- ▶ Also, for change of address, phone number, email change

5. Deceased Member's Form

- ▶ Is available on the website as a fillable form
- ▶ A funeral card, obituary or permission to list the member in our Memorial Book (FOIP) should accompany this form
- ▶ Note: Refer to the Purple Book of Memories Form to further recognize the member.

CANADIAN ROYAL PURPLE
2019 / 2020 Deceased Member Report
Notice of the Death of a Lodge Member
PLEASE PRINT CLEARLY

Name of Deceased: _____
Member of _____ Lodge # _____
Date of Death: _____
Copy of Obituary, Funeral Card or signed permission of family to print and announce member's passing: _____
Charter Member: ___ Yes ___ No Life Member: ___ Yes ___ No
Number of years of Service: _____
Highest Office Held: _____
Next of Kin: _____
Address: _____

Relation to Deceased: _____
Is the Next of Kin a Member of the Canadian Royal Purple? ___ Yes ___ No
Mailing Address of Lodge: _____
City: _____
Postal Code: _____
Secretary: _____

PLEASE SEND IMMEDIATELY by Mail or Email to:
Lorraine Pezutto
207 Spruce Street, Sault Ste. Marie, ON P6B 2H1 Email: lorpezutto@gmail.com

2019 2020 CRPS Deceased Member Report Form August 2019

Lodge President's Report Form In the President's Guide or Website:

- ▶ Filling in this report may require your assistance.
- ▶ A copy of the lodge budget and annual financial statement should be attached



LODGE PRESIDENT: REPORT FORM CANADIAN ROYAL PURPLE

DUE ANNUALLY • JANUARY 15th

Lodge _____ No. _____ Province _____

MEMBERSHIP:

Present Membership _____ Membership Increase Goal for this year _____

How does your Lodge plan to reach this goal?

CHARITABLE INVOLVEMENT :

Financial contributions for last fiscal year:

Provincial Royal Purple Charities \$ _____

Community Donations \$ _____

Other Registered Charities Please specify \$ _____

Other (please specify) \$ _____

What projects are used to raise funds?

Does the Lodge prepare an annual budget? Yes No Date _____

If no, what steps are being taken to correct this?

Date when Internal Audit was done on the Lodge books Financial Documents. Date: _____

If not done, what steps are being taken to correct this?

Does your Lodge send members to the Provincial Association AGM? Yes No _____

If no, please explain why not

COMMENTS:

Signature _____ Date _____ Email _____

Please send this completed report to the National Office by January 15th. Thank you.
It may be mailed, emailed or faxed to: Canadian Royal Purple Society Box 32021 #3-402 Ludlow St S7S 1M7
Email: canadianroyalpurple@gmail.com

Lodge President's Report Form

Missed a lane e us

You do not need to keep attendance records

Use the Member's attendance book or a sign in sheet for attendance if needed

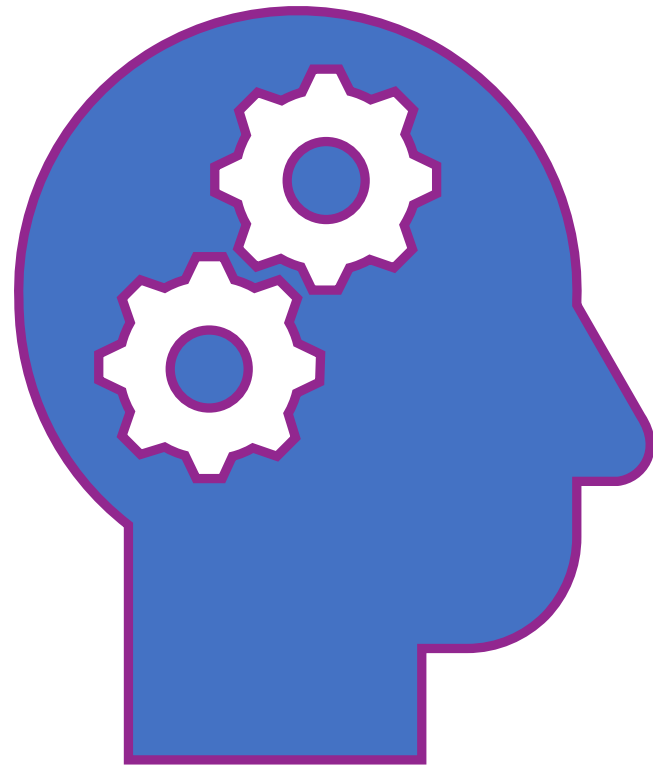
It's tough to keep adapting to new ways



Not the wrong way –
the old, comfortable way

"IMPLEMENTING THESE CHANGES WON'T BE EASY.
WE'RE PRETTY SET IN DOING THINGS THE WRONG WAY."

QUIZ TIME



Question 1: Your Royal Purple Lodge a
Class _____ Member.

▶ D

▶ C

▶ A

▶ B

Question 2: When is the National Membership Report form due to National Office?

- ▶ A) April 30th
- ▶ B) July 1st
- ▶ C) December 31st
- ▶ D) January 15th

Question 3: How long should Secretary's minutes be kept for?

- ▶ A) 10 years
- ▶ B) 7 years
- ▶ C) Forever
- ▶ D) 5 years

Question 4: Member Service Pins are awarded at....

- ▶ A) 5, 15, 20, 25, 45 years
- ▶ B) 5, 10, 20, 25, 40 years
- ▶ C) 5, 10, 25, 40, 50 years
- ▶ D) 5, 15, 20, 25, 45 years

Question 5: What should be included with the President's Report to National Office?

- ▶ A) List of Charities
- ▶ B) Copy of the lodge budget
- ▶ C) Annual financial statement
- ▶ D) A copy of the lodge budget and annual financial statement
- ▶ E) All of the above

Question 6: True or False? You need to keep Attendance Records.

▶ A) TRUE

▶ B) FALSE

Question 7: A changes in Membership Form must be completed when?

- ▶ A) Initiation
- ▶ B) Member transfers or leaves, a death
- ▶ C) Change of address, phone number, email change
- ▶ D) A and B
- ▶ E) All of the Above

Question 8: Lodge Directory Form includes everything except_____.

- ▶ A) Lodge President and secretary names, and their phone numbers and email
- ▶ B) Meeting Date, Time and Place
- ▶ C) Members information
- ▶ D) Lodge mailing and emailing address
- ▶ E) All of the above is included

➤ Question 9: Your lodge is a member of a _____ incorporated Not For Profit Society and a _____ incorporated Not For Profit

Answer: Your Lodge is a member of a Federally incorporated Not For Profit Society and a Provincially incorporated Not For Profit .

Question 10: What needs to accompany a Deceased Member Form to list a member in the Memory Book?

- ▶ A) A funeral card
- ▶ B) Obituary
- ▶ C) Permission
- ▶ D) Any of the above
- ▶ E) Nothing, just the form is needed

Any comments, questions?



CANADIAN ROYAL PURPLE