



LODGE PRESIDENT'S GUIDE

Canadian Royal Purple Society Mission Statement:

*To provide like-minded people
a forum-to come together to make a difference
in their community*

Canadian Royal Purple Society Vision Statement:

*To be fun-Loving, Dynamic,
Dedicated Volunteers
Helping Children and our Communities*

Canadian Royal Purple Society
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PRESIDENT

Duties and Responsibilities:

- **Supervision:** Will have general supervision over all business pertaining to the Lodge as outlined in the approved guidelines and duties provided by the National Constitution and Lodge Bylaws.
- **Agenda:** Will prepare an agenda for each meeting in consultation with the Secretary.
- **Appointments:** Will, after election and at the next Regular Meeting, name all committees, with the first person being named as Chairman.
- **Receive and properly distribute and present all electronic communication, especially from CRPS Administration, National Directors and Provincial Associations as well as other forms of communications**
- **Vote :** Has a vote on every item. In the case of a tie, has the right to cast the deciding vote. (Elections excluded as she has already cast a ballot.)
- **By and with the majority consent of the Lodge, may postpone or reschedule a Regular Lodge Meeting.**

Planning is the most important step in becoming an effective leader. GOOD THINGS DON'T JUST HAPPEN - THEY ARE PLANNED!

Following your election, you should meet with your Executive to lay out plans for the forthcoming year.

Lodge Executive Committee:

May include: Immediate Past President, President, Vice Presidents, Secretary and Treasurer. Other officers may be added (Chaplain, Conductress).

Committees:

The President is an Ex Officio Officer of all Committees. An Ex Officio Officer may attend meetings and may express opinions; however, the President should not make motions or vote at Committee Meetings.

- a) Your necessary Committees as outlined in the Constitution are your **STANDING COMMITTEES.**

b) If a project arises that requires a Chairman in order to complete the task, choose whom you feel will do the job. This Committee is then called a Special or Ad Hoc Committee and is in effect only until the project is completed.

Conducting a Good Meeting:

Prior to the Meeting:

1. Prior to the meeting, check with the Secretary for correspondence to be dealt with at the meeting. In consultation, decide on the disposition of each piece of correspondence (i.e. refer to a Committee or a specific Order of Business).
2. Try to provide each member with an Agenda.
3. If you are unable to conduct the meeting, ask the 1st Vice President to be the presiding officer.
4. Arrive early. Check with the Secretary for any applications for membership and the names of the Prospective Members so you can address them by name.
5. Appoint your pro- tem Officers.
6. Upon learning of the illness of a Member, instruct the Chaplain to offer a prayer for the sick prior to the Lord's Prayer.

Meeting:

1. Start meeting on time and have a well-planned agenda.
2. The GAVEL is your emblem of authority. DO NOT BE AFRAID TO USE IT!
3. Recognize and welcome all visitors. Remember, a Prospective Member is a visitor until initiated, so recognize as such.
4. Follow the Order of Business.

B. General Information:

1. You should receive a copy of all reports.
2. When the Lodge receives changes to the Constitution or Manuals, make the changes and ensure other Members do the same.

3. Your signature will be required on minutes, membership card, cheques, National Office reporting forms and various other forms. READ all material before affixing your signature.
4. SPECIAL MEETINGS may be called by any Member of Executive Committee. Only the business relating to the Special Meeting will be discussed.

C. President's Planning Book:

A good suggestion is to keep a planning book to note the business or other events you know need to be discussed at a particular meeting. Your Planning Book should include a month by month list of events and responsibilities.

AGENDA FOR REGULAR BUSINESS MEETING

1. OPENING OF LODGE

- ❖ Meeting is called to order
- ❖ Obligation

2. INTRODUCTION OF VISITORS AND GUESTS

3. CHARTER DRAPING/MEMORIAL SERVICE

4. READING OF MINUTES

5. TREASURER'S REPORT

6. COMMUNICATIONS

7. READING OF BILLS

8. REPORTS

9. SUNSHINE

- ❖ Report of sunshine

10. UNFINISHED BUSINESS

11. NEW BUSINESS

12. GOOD OF THE ORDER

- ❖ Presentations
- ❖ Thank you's. Birthdays

13. CLOSING CEREMONIES

- ❖ Mispah benediction
- ❖ Closing Ode

AGENDA - REGULAR MEETING

1. REGULAR OPENING

Call to Order with one rap.

Appoint necessary pro tem Officers and Drill Team Members. (optional)

Announce to the Membership if you are having a short form business or regular opening.

Begin seating of Officers

Open Bible

Sing O Canada

Obligation

2. INTRODUCTIONS (List in order)

a) National President

b) Provincial President

c) Prospective Member - a guest until initiated.

d) Visitors

3. ROLL CALL (Optional)

4. CHARTER DRAPING - first Order of Business after Roll Call

5. MEMORIAL SERVICE (When Applicable)

6. READING OF MINUTES

Regular and special meeting

7. TREASURER'S REPORT (Bank Balance is _____)

8. READING OF COMMUNICATIONS (List in order) Example

- National Letter
- Provincial Association
- Other Lodges
- Miscellaneous (end with "thank you" notes) (Letters asking for donation, etc.)

NOTE: The President will refer all correspondence to the proper Order of Business or it may be dealt with immediately upon being read.

9. READING OF BILLS - by Treasurer

10. APPLICATION FOR MEMBERSHIP

11. INITIATION

12. REPORTS

- a) Standing Committees. You will ask (for example):

Vice President, Chairman of Finance, you will give your budget report.

- b) Special Committees. (for example):
you will give the monthly bingo report.

13. REPORT OF SUNSHINE COMMITTEE

After the report has been presented, the President should ask if anyone knows of any other illness or distress among the Membership.

14. SUNSHINE MARCH (Optional)

15. UNFINISHED BUSINESS

- a. eg. next month's garage sale.)

16. NEW BUSINESS

- i. deal with correspondence items.
- ii. Election of Officers

17. GOOD OF THE ORDER

- a. Invite guests to speak
- b. Will report on a lodge visit
- c. Thank you's
- d. Presentation of pins

18. CLOSING CEREMONIES

- a. Form the Diamond (optional)
- b. Mispah Benediction
- c. Closing Ode (optional)

EXECUTIVE COMMITTEE will create the Lodge Calendar

EXAMPLE ONLY for Lodge Presidents, Secretaries and Treasurers

JANUARY:

Forward to CRPS Administration a complete membership List accompanied by Class D (Lodge) fee and Class A fees and insurance.

Members who have not paid their dues are removed.

Order Lodge Pins

Check website for Updates canadianroyalpurplesociety.org

FEBRUARY:

- Plan for Royal Purple Week
- Pay Lodge insurance
- Proclaim Proclamations

MARCH:

Read Provincial Annual General Meeting Minutes.

- Remind members of National and Provincial Meetings
- Register for Provincial Annual General Meeting

APRIL:

- Elections - Prepare blank ballots for election of Officers(optional).
- Remind President about Royal Purple Week.
- Following elections, submit a list of Lodge Officers for inclusion in the National Directory.
- Installation - Prepare required lists of elected Officers for the Installing Officer. (May/June for some Lodges).
- Register for Provincial Annual General Meeting.

MAY:

- Royal Purple Week festivities.
- Attend to any necessary changes with respect of bank signing officers. Minutes of the meeting of the election of Officers are required by the bank in order to change signing authority.

JUNE:

- Review resolutions for National Convention/AGM.
- Remind Committees of budget deadlines

JULY:

- Attend National Convention.
- If you have been prompt in the fulfillment of your duties, you can relax, hopefully, attend the National Convention/AGM and have a good summer!!

AUGUST:

- Check for necessary forms and other supplies and place an order.
 - . All items available on website. Check for AGM/Convention update.

SEPTEMBER:

- Budget and Financial Review and Inventory (October as applicable).
- Members report on National Convention and Provincial Association meetings, changes to the Constitution and all relevant decisions.

OCTOBER:

- Wreath for Remembrance Day Services.
- Membership fees are payable to the Lodge next month.

NOVEMBER:

- Finish Financial Review and budget (as applicable).
- November 30th membership fees are due to Lodge.

DECEMBER:

- Christmas festivities.
- If you do all the things that are required, you can relax and have a Merry Christmas.

....link to website.....

An Overview of Parliamentary Procedure:

Advantages of Parliamentary Law:

1. The right of every Member to be heard, is respected.
2. Matters that affect the common good of all can be discussed in a courteous, dignified and competent manner.
3. Discussion is limited to one issue at a time.
4. Group decisions can be reached in a reasonable period of time.
5. The will of the majority prevails, however, the minority has ample opportunity to voice its viewpoint.

Order of Business:

An Order of Business/Agenda is important for productive meetings.

The Chair is responsible for preserving order, which includes advising a Member when their conduct, proposal or method of debate is Out of Order. A Member should take care not to interrupt the meeting.

Constitution, Bylaws and Regulations:

The Constitution/Bylaws/Rules of Order of an organization are its highest authority and take precedence over Robert's Rules of Order whenever there is a conflict. An organization may put anything it wishes in its Bylaws that does not conflict with the Constitution. All Members should have a copy and be familiar with the contents of their Constitution, their Lodge Bylaws and Rules of Order.

Duties of the Chair:

The duty of the Chair is to facilitate the handling of business by an organized group and to ensure all Members are treated equally. The Chair should have a thorough knowledge of parliamentary procedures, which should be enforced within the group. Formal rules, however, should not be allowed to slow progress or discourage debate.

The Chair should:

- Acquire a working knowledge of parliamentary procedure and an understanding of the Constitution, Lodge Bylaws, and Rules of the organization.
- Arrive to allow adequate time prior to the meeting to be fully prepared.
- Have a committee list handy as a guide when calling for reports or making appointments.
- Announce all business, unless otherwise stated in the organization's Bylaws.
- Be informed on communications.
- Entertain only one main motion at a time and state all motions properly.
- Permit no one to debate motions before they are seconded. Discussion to follow.

- Encourage debate and recognize each speaker in turn.
- Put all motions to vote and give the result to the members.
- Be absolutely fair and impartial.
- Extend every courtesy to both the supporters and opponents of a motion.
- Sign all items that are necessary as required by the organization.
- Perform such other duties as are prescribed in the bylaws.

Points to Remember:

- Start the meeting on time (a quorum being present). The Membership will note that meetings start on time and will respond accordingly.
- While you are in the Chair, be sure to listen to the opinions of others.
- **Duties and Rights of Members:**
- Arrive at the meeting on time. You may be needed to complete a quorum.
- When making a motion, say, "I move that " and state your motion clearly.
- When seconding a motion, wait to be recognized.
- Take part in the debate if you have a viewpoint to express, or to request information or ask for parliamentary assistance.
- Allow others to speak a first time before claiming the floor for a second time. Express your views during the meeting and accept the decisions made during this democratic process.
- Pay your fees on time. Payable to your treasurer November annually.
- Accept an Office only if you are willing to assume the responsibilities of that Office.

Making a Motion

There are eight steps required for the presentation and consideration of a motion:

1. Address the Chair.
2. Be recognized by the Chair.
3. Make the motion.
4. Another person seconds the motion.
5. The Chair states the motion to the Assembly.*
6. The Assembly discusses or "debates" the motion.
7. The Chair takes a vote.
8. The Chair announces the results of the vote.

*A motion is only debatable after the Chair has stated it to the Assembly.

1. Make a motion:

When the Presiding Officer requires a motion, rise and address the Chair. After being recognized say: "I move that_____". Do not give a preamble before making a motion. You will be given the first opportunity to speak to your motion after it has been seconded.

2. To change a motion, amend it:

Friendly amendments may be made when the mover/seconded/assembly all agree.

A motion may only be changed providing the amendment is closely related to the main motion and only two amendments may be made to any one motion. New subject material may not be introduced under the pretext of being an amendment. There are three basic processes to amend a motion, each having two (2) forms:

To insert or add either

- a) words
- b) paragraphs

To strike out

- a) words
- b) paragraphs

A combination of processes 1 and 2 as follows:

- a) To strike out and insert (applies to words only).
- b) To substitute (to strike out a paragraph or the entire text of a resolution or main motion and insert another)

3. To Defer Action:

When you feel the assembly needs more information before they vote, say: "I move that this question be referred to a Committee (specify which one, either a Standing Committee or a Committee appointed by the Presiding Officer), and that the Committee investigate and report at the next meeting."

4. To reopen discussion on a question already adopted:

When a motion has passed which you feel should not have passed or needs more discussion, if you voted on the prevailing (winning) side, you may say: "I move that we reconsider the vote on the question of changing our meeting day." This motion can only be made on the day the other motion was adopted. If the motion "to reconsider" is carried, you can discuss the entire question again just as if it had never been voted on. After discussion, another vote is taken. You cannot then again move to reconsider a second time - the assembly has decided.

5. Required Vote:

Any motion that restricts the privileges of the Members requires a 2/3 vote. All other motions require a majority vote (50% + 1). This applies to those Members present and voting.

Members should not decline to vote without good cause. When a vote is called, the decision to carry or defeat a motion is based on the number of Members present and voting - for example 20 Members present for the vote, 10 Members abstain, 6 Members vote in favor of the motion and 4 against the motion. The motion has been carried by a majority of the Members voting. Only 30% of those in attendance have made the decision.

6. Negative Motions:

While negative motions may be acceptable, when made they cause much confusion as to what has been decided. If we vote to NOT do an action, and the motion is defeated, does that mean we DO the action? For clarity purposes, it is more sensible and wise to make a positive motion and have the motion either Carried or Defeated. This tells us very clearly the wishes of the assembly.

7. Elections:

Elections (and nominations) must conform to the procedure outlined in the Constitution. Nominations do not require a seconder.

8. General Consent:

General Consent is a method of voting without taking the steps of stating the question and putting the motion to a formal vote. It is recommended only in those cases where there seems to be no opposition in approving routine business or those questions of minor importance (see Robert's Rules of Order If anyone calls "I object", the Chair then states the question, asks for debate and takes the vote.)

Summary:

Group Leadership is an art that ANYONE CAN LEARN, first by learning Parliamentary Procedure, and second by practicing the art of leadership.

HISTORY OF THE CANADIAN ROYAL PURPLE

The Royal Purple has moved from a modest beginning to a forward-thinking progressive organization.

The organization was established as a Federally Incorporated not for profit society in 2014. Retaining many of the rich traditions of the Royal Purple of Canada the membership of the newly formed Canadian Royal Purple Society has embarked on a bold path of modern volunteerism.

Incorporating Nationally and in five Canadian provinces, the men and women who form the membership carried on a brisk growth, adding one new provincial association and three new lodges in its first full year of existence. We are excited this growth continues.

Concentrating on being a forum through which a community can organize and meet its needs, the Canadian Royal Purple Society has adopted the tagline, "Your Cause is Our Cause". The volunteer work being done serves each lodge and provincial needs with great enthusiasm and renewed success.

The purple pansy was chosen as the national emblem for two reasons: first, because the pansy grows all across Canada and, second, because it means 'pleasant thoughts' which fits in very well with the Principles of the Royal Purple which are Justice, Charity, Love and Service.

Since inception, National AGM has been held at:

2015 – Kenora, Ontario

2016 - Saskatoon, Saskatchewan

2017 – Sault Ste. Marie, Ontario

2018 – Winnipeg, Manitoba

2019 – Prince George, British Columbia

2020 - Regina, Saskatchewan

Canadian Royal Purple
Lodge President Report Form
DUE ANNUALLY * JANUARY 15

Lodge _____ No. _____ Province _____

Present Membership _____ Membership Increase Goal for this year _____

How does your Lodge plan to reach this goal? _____

What projects are used to raise funds for charities? _____

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

Date when Internal Review or Audit was done on the Lodge Financial Documents. _____

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

If no, please explain why not _____

Does your Lodge send members to the National AGM? Yes No

If no, please explain why not _____

Does your Lodge make memorial donations to the Purple Book of Memories? Yes No

If no, please explain why not _____

Do your Lodge Members use the website for: National Constitution ____ Bylaws ____

Fillable Forms ____ Calendar of Events ____ Lodge Guides ____ Directory ____

COMMENTS

Name: _____ Signature: _____

Date _____ Email _____

Please send this completed report to the National Office by January 15th. Thank you.

It may be filled on the website and emailed or mailed:

Canadian Royal Purple Society, Box 32021, #3-402 Ludlow St., S7S 1M7

Email - canadianroyalpurple@gmail.com

05/2020