

## SECRETARY'S GUIDE



### Mission Statement:

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

### Vision Statement:

To be fun-Loving, Dynamic, Dedicated Volunteers;  
helping Children and our Communities.

Canadian Royal Purple Society

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**DUTIES AND RESPONSIBILITIES:**

1. Member of the Lodge Executive Committee.
2. Serve on such Committees as determined by the President.
3. Advise the President if you are unable to attend a meeting.
4. Upon receipt of any bills and/or money associated with the Lodge, pass bills and money to the Treasurer.
5. Keep current Membership Book by recording all additions or deletions as they occur.
6. Keep correct minutes of all meetings and purchase necessary office and administrative supplies, as directed by the Lodge.
7. Attend to correspondence as approved by the Lodge.
8. Receive and properly present all communications; those that relate to officers or committees will be discussed with the President and referred to the proper Committee chairman or Officer. Receive and properly distribute and present **all** electronic communication, especially from the CRPS Administration National Directors and Provincial Associations, as well as other forms of communications.
9. Be responsible for distribution of all Class A and Class E membership applications as requested and to ensure that all applications are properly and accurately completed as outlined.
10. Submit Lodge Report on Member Changes Form to the CRPS Administration only when changes occur. (All forms are available from the CRPS Administration and on the Webpage).
11. Submit a list of Lodge Officers to the CRPS Administration **right after Elections/Installations**, for inclusion in the National Directory.
12. When initiations occur, submit Class A forms and appropriate fees to the CRPS Administration as soon as possible.
13. Notify all members no later than October 1<sup>st</sup>, that Membership Fees are due November 30<sup>th</sup>.
14. Keep all minutes, membership applications and pages from the Membership Ledger indefinitely.
15. File reports. Letters, cards and correspondence are not entered into the Minutes. Letters, cards, and other correspondence may be disposed of at the end of the Lodge year provided that any items deemed important will be kept indefinitely. Financial reports and bills will be kept for a 7 year period. Directives from National Board of Directors will be disposed of when replaced or otherwise advised

by the CRPS Administration.

16. Will ensure the proper pins are ordered and received according to Lodge By- Laws.

17.

18. Ensure the Lodge has:

Cheque Book	Members Register
Lodge Bylaws	Class A Membership Records
Procedures & Floorwork Book (website)	FOIP Release
Minute Book	Visitors Guest Book
National Constitution	

**A. MEETINGS:**

**a. Prior to the Meeting:**

1. Advise the President of all correspondence as soon as it is received and decide on the disposition of each item.
2. Notify the President as soon as you receive a letter advising of an Official Visit from the National or Provincial President.
3. Set out the Members' Register and Guest Book and be available to complete any business required.

**b. During the Meeting:**

1. Keep an accurate record of the proceedings, stating what was done by the assembly and not what was said by the members. The use of tape recorder is permissible. The records or tapes of the proceedings are kept until the written minutes are approved.
2. **All** correspondence received must be read. Read correspondence in the following order: CRPS, Provincial Association, other Lodges, Miscellaneous, (end with "thank you notes"). Reports and communications from National Committee Chairs or Officers should be referred to the Lodge counterpart.
3. Ensure you receive a copy of all reports presented. On your copy of the report, note the date the report was presented and the action taken. Re: filed, tabled, adopted, amended, etc. In the minutes, make a brief summary of the report.
4. On Initiation Night, have available a copy of the National Constitution, Lodge Bylaws, Membership Card and other Lodge requirements for Prospective member(s). At the close of the meeting, attend to all other details – ensure the Class A Application is completed and applicable fees are paid.

5. On Election Night, have suitable ballots and suitable containers for the collection of ballots, a notepad for the Teller and envelopes for the ballots. Follow the procedure for Nomination and Election of Officers found in the Procedures and Floor Work Book.
6. On Installation Night, prepare a list of the Officers Elect, with a copy provided for each of the following people:

Installing Officer  
Assistant Installing Officer  
Installing Secretary

**c. After the Meeting:**

1. Transcribe the minutes into the Lodge Minute Book.
2. Attend to the necessary correspondence required by the Lodge, ensuring a paper copy is kept for your records. When extending invitations to National Board of Directors to attend special events, be sure to indicate if the Lodge is prepared to assume the cost (or any portion) of travel and accommodation.

**d. Special Lodge Meetings:**

1. If the President calls a special meeting of the Lodge, the secretary shall record the minutes and read same at the next Regular Meeting. A special meeting may deal only with the business that made the meeting necessary.

**e. Cancel/Postponing a Meeting:**

1. A Regular Meeting may be postponed if necessary. All members should be notified.

**B. GUIDELINES FOR PREPARING MINUTES:**

“Minutes of a Society should contain mainly a record of what was done at the meeting, not what was said by the members. The minutes should never reflect the Secretary’s opinion, favourable or otherwise, on anything said or done.”

- Robert’s Rules of Order, Newly Revised

**a. Content of Minutes:**

1. The kind of meeting (regular or special) the name and Lodge Number, the date, time and

place the meeting was held.

2. The name and title of President OR Presiding Officer.
3. Visiting Members or guests.
4. Number of members present, Officer(s) absent and name(s) of pro-tem Officer(s)
5. The approval of the minutes of the previous meeting and they were approved as read, or as corrected.
6. The total amount of receipts and expenditures and the bank balance are to be recorded in the minutes.
7. Correspondence should be listed – who from, the subject matter and the disposition, e.g. National Board of Directors, CRPS Administration/ National Registration/Affiliation fee acknowledgment filed.
8. The Sunshine Report and the amount of the Sunshine March should be recorded in the minutes.
9. All motions made shall be recorded in the minutes.
10. Record full name of an Officer or member the first time mentioned in the minutes.

The body of the minutes should contain a separate paragraph for each subject and for easy reference purposes. It is desirable to give each paragraph a heading in accordance with our Order of Business, providing they are relevant to the Agenda. It would not be necessary to show Applications for membership if there were no applications.

Committee reports are not embodied in the minutes unless requested by the Chair, President or the Lodge. The reports should be identified in the minutes

– name of Committee, subject matter and if it is a progress or final report.

If there are any recommendations appended to the report, they should be recorded in the minutes and the action taken – approved, rejected, tabled, amended, etc. All reports not entered upon the minutes should be filed.

### **C. MOTIONS:**

The name of the mover and the name of the seconder, the actual motion, and any amendments, along with the results are recorded in the Minutes.

1. Example of a motion:

Motion: Member Jones/Member White

That the Lodge participates in the Remembrance Day Parade. Carried

2. Example of an amended motion:

Original Motion: Member Gray/Member Long

That the Lodge establish a Scholarship fund, open to sons and daughters of Lodge members only, a recipient to be chosen annually by the Member Services committee.

Amendment to the Original Motion: Member Short/ Member Black

That the motion be amended by striking out the words “open to sons and daughters of Lodge members only”.

The amendment is voted on first. If defeated, go back to the Original Motion and take a vote. If the amendment is carried, then vote on the Original Motion as Amended. The amended motion shall then read: “That the Lodge establish a Scholarship Fund, a recipient to be chosen annually by the Member Services committee.”

3. Other:

Motions that were withdrawn are not written into the minutes. Motions that have no seconder are invalid and are not recorded in the minutes.

**D. UNFINISHED/NEW BUSINESS:**

The President and the Secretary should prepare in advance, items that are to be dealt with under Unfinished Business.

The subject matter of new Business and important details, in brief, as well as the disposition should be recorded. Example:

New Business

Special Needs Children’s Christmas Party – President ) Jones appointed a Special Committee to contact the schools as to the possibility of such party. The Committee, Members Short, Bland and Long to report at the next Regular Meeting.

**E. GOOD OF THE ORDER:**

Record briefly appreciation extended. If there are visitors, record the highlights of the remarks, the highlights of the introduction and the name of the Member who introduced the speaker.

The Lodge should avoid introducing new subject matter under Good of the Order. Any member wishing to present a subject for consideration should advise the President in advance so it may be included on the Agenda and call upon the Member at the appropriate time.

**F. ADJOURNMENT:**

The last paragraph of the minutes should state the hour of adjournment or the hour the meeting closed.

**G. SIGNATURES:**

The minutes should be signed by the Secretary and the President. It is recommended that space is provided for the date below the President signature.

#### Names and Titles

The President or Presiding Officer's full title and name should be used throughout the content of the Minutes.

#### **H. DECEASED MEMBERS:**

1. The CRPS National Office and the Provincial Chaplain should be advised as quickly as possible of the death of a Member. The following information is required typed or printed clearly on the Deceased Member form:
2. Name – should be typed or printed clearly on deceased member form.
3. Name and number of Lodge to which the deceased member currently belonged
4. Date and year of death of the member
5. Advise if the member was a National Life member
6. Include a short resume of the Member's Lodge activities
7. A public proof of death must be provided to acknowledge the deceased at National or Provincial Draping of the Charter Ceremonies

The National Office should also be advised of the illness or death of a National Director, Past National President or Life Member or when they are bereaved by the loss of a loved one within the immediate family.

#### **I. DONATIONS:**

Memorial donations received by the Secretary are sent to the CRPS Administration.

Memorial donations that total \$100.00 or more are recognized by having the name of the deceased recorded in the Purple Book of Memories. Public information confirming the death must be provided to publish names in the Purple Book of Memories.

#### **J. LODGE REPORT OF MEMBER CHANGES FORM:**

1. To be used when there are changes in Lodge membership. Send this information to the CRPS Administration only when there is a change.
2. This information is used by the National Board of Directors to ensure the database is up to date as well as preparing statistical information on Membership for use by the CRPS Administration.

#### **K. LODGE BYLAWS:**



**All Lodges are required to update and revise their Bylaws to conform to the revised Constitution.**  
Procedure for amending Lodge Bylaws is detailed in the Constitution.

**L. MEMBERS ATTENDING NATIONAL CONVENTION/AGM:**

Qualifications for National Convention are specified in the Constitution.

Remind the Membership that a form of identification may be required at the time of registration.

**M. SERVICE PINS:**

1. Years of Service Pins should be ordered in **January**.
2. Please be sure to use the CRPS Order Form provided on the website and complete ALL necessary information.
3. **Service Pins:** Presentation of same will be provided for in the Lodge Bylaws.
4. **Five, Ten, Twenty-Five and Forty year Service Pins:** Members with the required service will be entitled to receive the applicable pin. This pin may be a gift from the Lodge, if provided for in the bylaws, or Members may purchase same. The bylaws will indicate if the years of service will be cumulative or continuous.
5. Members who rejoin a Lodge will be given credit for those years prior to the inactivity of the Lodge when considering service pins.
6. A 50 year, 60 year and 70 year pin will be a gift from the National Membership.
7. Pins will be shipped upon receipt of payment.

**N. ROYAL PURPLE ORDERS:**

1. Use the order form on the website and order items as listed on the Price List.
2. **DO NOT SEND PAYMENT WITH ORDER UNLESS SPECIFICALLY REQUESTED.** You will receive an invoice from the CRPS Administration. This invoice to be paid upon receipt of order.
3. All unsatisfactory or defective merchandise must be returned to the CRPS Administration within 45 days of purchase for credit or replacement.

**O. MONTHLY TO DO'S:**

1. Contact the President (re: correspondence for meeting agenda).
2. Remind President of any unfinished or new business.
3. Check Website and Face Book for updates.

**P. FORMS:**

*List of Forms to be filled by Secretary are all on website as fillable forms*

1. CRPS Deceased Member Form - Send necessary information for deceased members(s) to the National Chaplain, Provincial Chaplain and CRPS Administration
2. Class A membership Application - Following initiation of new Member(s), forward Class A forms and applicable fees to the CRPS Administration.
3. National Membership Report – to be completed and submitted with annual Membership dues.
4. Lodge Officer Report – to be completed and submitted to CRPS Administrator promptly after elections.
5. Lodge Report of Member Changes – to be completed for any changes to a specific member – ie address, email



## MEMBERSHIP FEE SCHEDULE FOR “NEW” MEMBERS

When a “NEW” Member joins the Canadian Royal Purple the Lodge “IMMEDIATELY” submits a Membership Fee to the National Office along with the Member’s Class A application Form. The Annual Membership Fee is based on a person becoming a Member during any time of the month. This fee also includes the Class C (Provincial) Membership Fee.

The Lodge will submit the appropriate amount determined by the month a “New” Member joins:

MONTH	MEMBERSHIP FEE
January	\$60.00
February	\$55.60
March	\$51.00
April	\$46.40
May	\$41.80
June	\$37.20
July	\$32.60
August	\$28.00
September	\$23.40
October	\$18.80
November	\$14.20
December	\$9.60



## CLASS (E) MEMBERSHIP APPLICATION FORM

Date: \_\_\_\_\_ Lodge Name: \_\_\_\_\_ Lodge #: \_\_\_\_\_ Prov: \_\_\_\_\_

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.

Applicants Name: \_\_\_\_\_ Age: \_\_\_\_\_ Initiated Date: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# CRPS Lodge Officer Report

Completing this form will ensure National Office has your current Lodge Officer Information on file. Please return along with the other required documents in this package.

Date: \_\_\_\_\_

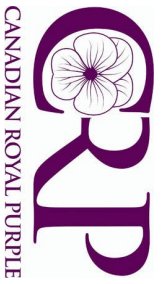
TITLE	NAME	PHONE NUMBER	EMAIL ADDRESS	YEARS OF SERVICE
President				
Immediate Past President				
1st Vice				
2nd Vice				
3rd Vice				
Secretary				
Treasurer				
Chaplain				
Conductress				

Signed by:

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**THANK YOU FOR BEING ROYAL PURPLE!**



# National Membership Report

DUE: January 15<sup>th</sup>

Please mail this form to the National Office, along with all other required forms. Please print clearly & write down in Alphabetical Order. **THANK YOU!**

Date: \_\_\_\_\_

Total # of Members: \_\_\_\_\_

Submission of Lodge Membership List:  This Form

Attached List

Lodge Name: \_\_\_\_\_

Lodge#: \_\_\_\_\_

Province: \_\_\_\_\_

Please use the following membership codes: **A:** Regular Member, **NLM:** National Life Member (before August 1992), **MM:** Multi Member (must list home Lodge), **E:** Honorary Life Member (One time only fee), **PNP:** Past National President (PSHRL)

#	Code	First & Last Name	Mailing Address	Phone Number	Email Address	MM Home Lodge	Amount Paid
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
TOTAL MEMBERSHIPS PAID ON THIS PAGE:							

LIST IS COMPLETE

MEMBERSHIP LIST CONTINUED ON NEXT PAGE



## Membership (Class A) Application Form

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

Date: \_\_\_\_\_ Lodge Name: \_\_\_\_\_ Lodge #: \_\_\_\_\_ Prov: \_\_\_\_\_

First & Last Name: (Print) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ PC: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**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.

**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: \_\_\_\_\_

**In the case of a New member to be filled in by the Lodge Secretary:** Date Initiated: \_\_\_\_\_

Lodge Name: \_\_\_\_\_ Sponsored by: \_\_\_\_\_

**Approved by the National Board of Directors:**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_