

CANADIAN ROYAL PURPLE SOCIETY

RESTORATION & REJUVENATION MANUAL

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SECTION 1:

NATIONAL COMMITTEE CHAIRMAN'S DUTIES

TERMS OF REFERENCE

NATIONAL COMMITTEE CHAIRMAN'S DUTIES

- At the meeting, assign a member of the Committee to take minutes, and upon the approval of the committee, the chairman will forward the minutes to the National Board of Directors.
- For any proposed projects, a budget (income and expenses) must accompany the proposals.
- From the Committee meeting, prepare a written report (including the minutes of the meeting) and recommendations for presentation at the National Board of Director Meetings.
- Have copies for the National Board of Directors, all National Committee members in attendance and two copies for the National Office.
- If presenting to the National Board of Directors meeting, give a verbal report on what the Committee worked on and read any/all recommendations. (*The Vice President will report back to you the Board's decisions on the Committee's recommendations*).
- Chairman report to Members on items referred to the Committee for information or action, assign specific tasks to the members, encourage all members to respond, giving them an opportunity to give suggestions and opinions regarding programs.
- When Committee's are communicating directly, the National Office must receive a copy of any decisions.
- A written report to the Board of Directors for their Fall and Spring meeting and a year end report to be included in the AGM Booklet.
- Submit one (1) report for the Vice President prior to the spring meeting that includes how each committee member is functioning.

Terms of Reference

Meetings/Agendas/Minutes/Reports

1. Notice of meetings and meetings will be at the call of the Chair or any member of that committee.

Duties and Responsibilities:

1. Perform all duties as outlined in the National Committees Terms of Reference (please review).
2. Will support the restoration, rehabilitation and rejuvenation of a Class D (Lodge) or Class C (Association) member.
3. Will have supervision over; Lodge closures, Lodge membership issues and Conflict Management programs.
4. Will support establishing new Class D (Lodge) Members. This will be carried out in co-operation with the Class C (Provincial Associations).
5. Receive and reply to all correspondence relevant to the National R & R Committee as referred by the National Office or Board of Directors.
6. Will provide Provincial Associations with information on Lodges requiring assistance. Provide Provincial Presidents with Membership Awareness Campaign (MAC) possibilities.
7. Prepare a budget.
8. In the Conflict Management Program, the committee will assess the situation. A facilitator may be named and will report back to the Committee when the work is completed.
9. The National R&R Manual will be sent to Provincial Presidents and one other Provincial director. Updates will be sent as necessary.
10. May make user-friendly changes to the National R&R Development Manual as long as they are not against Constitution. Proposed additions to the Manual must be brought to the National Board of Directors for approval.

Process/Communication:

1. All Committee Members will receive copies of communications, updates, progress reports and final reports except in the Conflict Management Program.
2. Provide the National Board of Directors with a copy of all Committee meeting minutes.
3. Perform duties as outlined in the National R&R Man

SECTION 2:

NEW LODGE GUIDELINES

NEW LODGE MENTOR'S DUTIES

INSTITUTING A ROYAL PURPLE CLASS D MEMBER (LODGE)

There are four separate activities that are needed to prepare to Institute a new lodge:

- A. Researching the Community
- B. Organizing a Meeting
- C. Planning for the Institution of the lodge
- D. Mentorship

A. RESEARCHING THE COMMUNITY

1. A Provincial contact and team will be appointed by the Provincial President.
2. The National R&R Committee will be advised that research is taking place.
3. The Provincial team will promote the Canadian Royal Purple as much as possible – by talking with city or town councillors, local business owners, leader of service clubs, sports organizations and staff of schools or other groups and individuals. They will endeavor to make these groups and individuals aware of how the Royal Purple can be of assistance to the community. Place ads in the local newspaper and community bulletins to advertise what Royal Purple does and invite interested persons to an information session. Distribute brochures and posters around the community.
4. Acquire a list of potential members.

B. ORGANIZING A MEETING

1. As one to five persons become interested, arrange to have a meeting. Set a date and time and book a location. Advertise the meeting. Send letters of invitation to the names already collected, local businesses, staffs of organizations and schools, day care facilities, and any other groups or individuals that could be interested. Ask everyone to bring a friend.
2. Set up a display of Canadian Royal Purple information. Have name tags and a sign in sheet for everyone to fill out with name, address, email and telephone number. The contact may act as the MC for the meeting and make introductions and relate personal experiences as a Royal Purple member. Have application forms available to be filled out.
3. At the meeting, be prepared to speak about the Canadian Royal Purple at different levels. Invite two or three members to relate their personal experiences as Royal Purple members. Discuss how Royal Purple can be an asset to the community. Find a cause that is local.
4. More than one meeting will be needed. Set up a time and place for another meeting. Have application forms and brochures available for potential members to take to their friends. Continue until a group of eight to ten potential members have applied.
5. At the next meeting have the name tags and sign-in sheets available. Have everyone sign in. The meeting will include qualifications for membership, an explanation of Canadian Royal Purple's Mission and Vision Statements, organizational structure, meeting style options and minimum requirements for institution and process for receiving a Charter. Fees will have to be addressed.
6. The National R&R Committee should be advised of the progress being made.

C. INSTITUTION

1. Once it is determined that there is enough interest in forming a lodge, send the signed "Request for Institution Application" to the National Office. The \$25 Annual Class D (Lodge) Fee will not be required during the first year of operation. At a meeting of the prospective members, the contact person will explain the meeting options available to the Lodge. Elections for Officers will have to take place and the annual lodge fee (if applicable) needs to be set. National fees (\$50 annual –prorated) and Liability Insurance must be addressed. Liability Insurance is covered by the National Board for the first year, but must be paid by the lodge in the following years. The Lodge will receive, at the time of Institution, an assortment of supplies (New Lodge Kit) from the National Office via the Instituting Officer.
2. At the meeting, a tentative date for Institution will be decided on. The National Office will be informed of the results of the meeting.
3. If the National President is not able to institute the Lodge, it falls back to the Provincial Association to find a suitable representative to act on her behalf. The Instituting Officer will be in charge of the Institution, Initiation of Members, ratification of Election of Officers and Installation of Officers. She will appoint a Secretary to record the proceedings.
4. Invitations will be sent to Royal Purple Lodges, National Board Members, National Committee Members, Provincial Association Board members.
5. The contact person should ensure that the new Lodge has received its supplies from the National Office and that all forms and records with regard to the Institution are completed and sent to the National Office.

D. MENTORSHIP

1. The National R&R Committee, in co-operation with the Provincial Association President, will appoint a mentor to serve the Lodge for at least 12 months.
2. The mentor will guide the Lodge through the completion of forms, and provide any other assistance required. The mentor will stay in close contact with the lodge by email or telephone, and report to the National R&R Committee, the Provincial Association and the National Office. During the next six months, the Lodge will develop its Bylaws and Rules of Order and develop a budget.
3. If it is necessary to travel to the Lodge, the mentor will advise the National R&R Committee and submit an expense form for costs incurred (accompanied by applicable receipts). A report on the visit should accompany the expense form.

approved by the National Board of Directors May 2017

CANADIAN ROYAL PURPLE SOCIETY

Provincial Application for Funds to Form a New Lodge

Provincial Association: _____

For Potential New Lodge: _____

Contact name: _____

Phone number(s): () _____ (home) () _____ (bus)

Fax number: () _____ E-Mail address _____

Tentative date(s) of Membership Awareness Campaign (MAC): _____

Details of the MAC:

1. Accommodation: may be billeted by lodge or
 _____ # of people x _____ # of days x \$ _____ cost per day _____

2. Travel: from: _____ to _____
 _____ # of kilometers x \$0.25 or fuel expense with receipts. _____

3. Printing: (i.e. brochures, flyers)
 _____ # of pages x _____ # of copies x \$ _____ cost per page _____

4. Advertising: _____
If requesting funds, please specify type of ad (radio, television, newspaper) and cost per day.

5. Additional: _____
If requesting funds, please provide supporting information including the cost of each item.

Total: _____

Provincial Contribution: _____

National Contribution Requested: _____

Total: _____

Please apply through the Royal Purple National Office.

For more information contact the Restoration & Rejuvenation Committee Chairman through the National Office at:

Phone: 1-236-421-2203 Fax: 1-236-421-2100

Email: canadianroyalpurple@gmail.com

September, 2018

REQUEST FOR INSTITUTION APPLICATION

We, the undersigned do hereby make application for Institution of a Class D Member
(Lodge) in the Canadian Royal Purple Society in the city/town/village of

_____ in the Province of
_____.

Dated at _____ this _____ day of _____

Print name and Sign

Print name and Sign



NEW LODGE MENTORS – DUTIES

In co-operation with the Provincial President's recommendation, the National R&R Committee will appoint an individual to serve as a mentor to a new Lodge for one year following the date of Institution. This period may be extended if requested by the Lodge and approved by the National Board of Directors.

Duties of the Mentor will be as follows:

1. To review the list of New Lodge Supplies to be sent from the National Office and ensure that the new Lodge has received them.
2. To ensure that the Lodge has received its Charter.
3. To ensure that Class A forms and fees for newly initiated members have been submitted to the National Office according to the graduated Fee Schedule.
4. To guide the Lodge in preparing Lodge Bylaws and Rules of Order which are to be sent to the National Office or the National Judiciary Chair for approval within the first year of lodge operation.
5. To assist the Lodge in preparing a Budget within the first six months.
6. To ensure that the Lodge sets up a Bank Account in the LODGE NAME - not CRPS.
7. To advise the Lodge President/Honoured Royal Lady of all forms available on the National Website for Lodge use.
8. To be in monthly contact by email or telephone with the President/HRL to see how the Lodge is progressing.
9. If requested by the Lodge President/HRL, to visit the Lodge to assist as needed. The Mentor will let the National R&R chairperson know that this has been requested. Upon completion of the visit, the Mentor will submit to the National Office and the National R&R Committee, a report on the purpose and outcome of the visit, and an expense form for costs incurred. Copies of these documents will be sent to the National R&R Committee for its records.
10. To remind the President/HRL of deadlines for submission of necessary information to the National Office – for example – list of Members and Class A fees are to be sent in January, along with the Class D (Lodge) Fee.
11. To ensure that the Lodge receives a copy of the Provincial Association Bylaws. The Mentor is encouraged to listen attentively when speaking with the Lodge President/Honoured Royal Lady. If communicating by email, every effort should be made to acknowledge and respond as soon as possible.

Communications should be kept confidential. The Lodge should be encouraged to set goals and a timeline for achieving them. Accomplishments should be acknowledged.

The Mentor is encouraged to keep the Provincial Association and the National R&R Committee informed of any problems encountered by the Lodge and also any great progress.

NEW LODGE KIT

The National Office will forward a New Lodge Kit to the Instituting Officer for presentation to the New Lodge.

The New Lodge Kit will contain:

A Royal Purple Master Membership List sample page to record all Members when initiated.

Membership receipt book (membership card attached).

*Schedule of Membership Fees for New members.

Receipts of Sessions Book

A Roll Call Book –to record attendance at meetings (optional).

Treasurer Sheets – to record all income and expenses of the Lodge

The New Lodge's Charter and a Drape for the Charter

A copy of the National Constitution.

A Lodge Resource Manual – which contains all up-to-date forms.

Minute Binder and History Binder – if requested.

*Template for Lodge Bylaws and Rules of Order.

Relevant up-to-date material – Ode/Grace cards, membership pamphlets, Member Orientation Pamphlet, * Class A application forms, etc...

Procedures and Floorwork Book.

Copy of Convention Minutes

One Gavel

Items marked * are included in the Lodge Resource Manual.

The New Lodge is expected to record Minutes of all Meetings as well as all financial receipts and expenses.

The Lodge is encouraged to initiate a History of the Lodge and maintain it as the Lodge grows. The Lodge may purchase from the National Office, a published History of the Royal Purple.

For a full listing of items available from the National Office please go to:

www.canadianroyalpurplesociety.org

approved by the National Board of Directors May 2017

September, 2018

SECTION 3:

MEMBERSHIP AWARENESS CAMPAIGN INFORMATION

RESPONSIBILITIES OF THE PROVINCIAL ASSOCIATION

The primary role of the Provincial Association is to increase membership. Information can be obtained from the Provincial Executive or the Provincial Membership Chairman.

The lodge will apply to the Provincial Association for assistance in conducting a MAC (**Membership Awareness Campaign**). Should the Provincial Association require additional funding, it may apply to the National Board of Directors.

When funds are granted a final accounting must be made to the National Board of Directors within 30 days of the MAC with receipts attached.

The reports / requests should be sent to:

Canadian Royal Purple, # 203 – 1139 12th St.
Kamloops, BC V2B 7Z2 or Fax: 1-236-421-2100
Email: canadianroyalpurple@gmail.com

For more information: contact the Canadian Royal Purple Office at:

Phone: 1-236-421-2203

CANADIAN ROYAL PURPLE SOCIETY
Provincial Application for Membership Awareness Campaign
Funds

Provincial Association: _____

For Lodge: _____ No. _____.

Contact name: _____

Phone number(s): () _____ (home) () _____ (bus)

Fax number: () _____ E-Mail address _____

Tentative date(s) of Membership Awareness Campaign (MAC): _____

Details of the MAC: _____

1. Accommodation: may be billeted by lodge or
 _____ # of people x _____ # of days x \$ _____ cost per day _____

2. Travel: from: _____ to _____
 _____ # of kilometers x \$0.25 or fuel expense with receipts. _____

3. Printing: (i.e. brochures, flyers)
 _____ # of pages x _____ # of copies x \$ _____ cost per page _____

4. Advertising: _____
If requesting funds, please specify type of ad (radio, television, newspaper) and cost per day.

5. Additional: _____
If requesting funds, please provide supporting information including the cost of each item.

Total: _____

Provincial Contribution: _____

National Contribution: _____

Total: _____

Please apply through the Royal Purple National Office.

**For more information contact the Restoration & Rejuvenation Committee
 Chairman through the National Office at:
 Phone: 1-236-421-2203 Fax: 1-236-421-2100
 Email: canadianroyalpurple@gmail.com**

September, 2018

CANADIAN ROYAL PURPLE
MEMBERSHIP AWARENESS CAMPAIGN (MAC) FOLLOW UP

The Restoration & Rejuvenation Committee asks that all Lodges complete this follow up report and return it to the National Office **60 DAYS following your Campaign**. This will help track the effectiveness of the campaign.

Lodge _____ No. _____ Prov. _____

Date of MAC: _____

How did you conduct your Membership Awareness Campaign (MAC)?

How many prospective member names did you acquire? _____

How many new Members did you gain? _____

How did the Campaign increase awareness of Royal Purple in your community?

If you were to hold another Membership Awareness Campaign (MAC), what would you do differently?

How have you contacted prospective Members?

PLEASE COMPLETE AND RETURN TO:
Canadian Royal Purple
203, 1139 - 12th St., Kamloops, BC V2B 7Z2
 September, 2018

SECTION 4:

“CONJOINED” ROYAL PURPLE LODGES

Should two Royal Purple Lodges wish to work together as a Conjoined Lodge, it should be encouraged. The arrangement may be formal or informal.

CONJOINED LODGE

Conjoined Lodge:

Two Royal Purple Lodges joining together for the good of the Order, but each keeping their own identity.

Requirements:

A request is forwarded to the National President to form a “Conjoined” Lodge. All members of both Lodges are to be notified of the Conjoined Lodge status.

Reasons for forming a Conjoined Lodge:

- Low membership in 1 or both Lodges.
- Unable to fill the Officers chairs in 1 or both Lodges. ▪ Help is required for activities in 1 or both Lodges.

Goal:

- To increase membership once the Conjoined Lodge is in order and working well.
- Upon approval of both Lodges, the Lodges may revert back to Regular Lodge status.

Election of Officers:

To be held immediately after the National President has approved a Conjoined Lodge. Nominations for Officers will come from both Lodges.

Rules of Order agreeable to both Lodges:

At the earliest possible date, Bylaws and Rules of Order shall be prepared for the Conjoined Lodge.

1. Name of Lodge: The Lodge will be known as _____/_____, No's _____/____
2. Date of Meetings
3. A bank account opened with each Lodge contributing equal amounts of \$_____, or specify amount.
4. Signing Officers
5. Each Lodge may retain a “personal” bank account to cover projects and events particular to their Lodge (i.e. Casino account).
6. Each Lodge may continue to maintain and have authority over any investments that they may have or will acquire.
7. A budget shall be prepared for the Conjoined Lodge.
8. The Lodge shall abide by the CRPS Statues & Bylaws.

Section 5:

Lodge Rebuild

WHEN DOES A LODGE CEASE TO EXIST?

A lodge will continue to exist when at least two (2) members are willing to pay all National fees.

WHAT CAN A LODGE DO WHEN IT IS APPROACHING THAT SITUATION?

The Lodge can apply for REBUILD assistance by filling out the “Request for Rebuild” form and sending it to the National Office.

WHAT HAPPENS NEXT?

The National Office will notify the National Restoration and Rejuvenation Committee and the Provincial Association to which the Lodge belongs.

The Provincial Association will contact the Lodge and make arrangements for an information session with the members who are willing to remain Royal Purple. This may be done by telephone or in person. Plans will be made for a team to assist the Lodge with a rebuild to get new members. The Lodge should prepare a list of charitable donations it has made in the community as information to be used in the effort to educate the public on the impact it has had, and what will be missed if it is forced to close.

Arrangements will be made to have a Membership Awareness Campaign in the community. This may be held at a community event, trade fair or similar occurrence.

HOW DO WE PAY FOR THAT?

If the Lodge does not have funds of its own to undertake a MAC, application can be made to the Provincial Association for assistance. If the Provincial Association does not have funds available to cover all costs involved, the Provincial association may apply to the National Board for assistance. Application forms for National assistance are available on line at: www.canadianroyalpurplesociety.org

A complete financial report of projected costs is required and receipts submitted following the event.

approved by the National Board of Directors on May 2017

REQUEST FOR REBUILD

Lodge requesting Rebuild

Province _____

Lodge contact name _____

Contact Phone #s – Home _____
 Cell _____

Contact email address _____

Fax Number _____

Number of members presently in Lodge _____

Number of members willing to assist _____

Is the Lodge able to contribute funds to assist in the rebuild?

Yes___ No___ Amount \$_____

Please send your application to your Provincial Association or through the Canadian Royal Purple National Office to the National Restoration and Rejuvenation Committee (R&R). This form will be forwarded to the Provincial Association for follow-up.

National Office email address - canadianroyalpurple@gmail.com

National Office Fax # - 236-421-2100

National Office Address – #203 – 1139 12th St., Kamloops, BC V2B 7Z2

approved by the National Board of Directors on June 15, 2017

September, 2018

CANADIAN ROYAL PURPLE SOCIETY Provincial Application for Lodge Rebuild Funds

Provincial Association: _____

For Lodge: _____ No. _____.

Contact name: _____

Phone number(s): () _____ (home) () _____ (bus)

Fax number: () _____ E-Mail address _____

Tentative date(s) of Membership Awareness Campaign (MAC): _____

Details of the MAC: _____

1. Accommodation: may be billeted by lodge or
_____ # of people x _____ # of days x \$ _____ cost per day _____

2. Travel: from: _____ to _____
_____ # of kilometers x \$0.25 or fuel expense with receipts. _____

3. Printing: (i.e. brochures, flyers)
_____ # of pages x _____ # of copies x \$ _____ cost per page _____

4. Advertising: _____
If requesting funds, please specify type of ad (radio, television, newspaper) and cost per day.

5. Additional: _____
If requesting funds, please provide supporting information including the cost of each item.

Total: _____

Provincial Contribution: _____

National Contribution Requested: _____

Total: _____

Please apply through the Royal Purple National Office.

For more information contact the Restoration & Rejuvenation Committee Chairman through the National Office at:

Phone: 1-236-421-2203 Fax: 1-236-421-2100

Email: canadianroyalpurple@gmail.com

SECTION 6:

• Policy for Closure of a Lodge

Policy for Closure of Lodge

When a lodge begins to discuss closure, there are a number of legal steps which are required. Each lodge is a Class D share member of the Canadian Royal Purple Society, which is a Nationally Incorporated Organization. Both the lodge and its Class A voting share members have certain legal obligations to be fulfilled.

Please record (X) each step as you have it completed. This process may require more than one reporting time to the National office. Please ensure each step is completed. A member will be appointed by the National R and R Committee to help you through the process.

_____ 1. **Contact the National Office** to receive your forms and instructions.

Date: _____ Comment: _____

_____ 2. Send the National Office a **copy of the minutes** containing the motion to begin the closure process.

Date: _____ Comment: _____

_____ 3. A **supervisor will be appointed** by the R and R committee to assist you through this legal process. Date: _____

Comment: _____

_____ 4. Prepare a list of those members **who wish to surrender their Class A memberships** as of _____ (date).

Remember that **if two members remain in the Lodge**, closure does not need to take place. The two members would be assigned signing authority and would work with the supervisor, R and R committee and Provincial Association to rejuvenate the Lodge.

_____ 5. **Begin the dispersal of general funds according to Lodge By Laws.**

Remember that if there are two members left dispersal **does not** have to occur.

_____ 6. Provide the National Office with a statement of the general funds dispersal. Date: _____

Signed: HRL _____ Supervisor _____

_____ **7. Dispersal of Gaming Funds:**

If the Lodge has a Gaming account, these funds **MUST** be disbursed in accordance with the license under which they were raised.

a) Provide the National Office a detailed report regarding the Disbursal of these funds. (including Recipients and Amounts from all Accounts.

Date: _____ Comment: _____

b) Each member must sign a confirmation that monies were disbursed as stated. (List attached)

Date: _____ Comment: _____

c) The Lodge should notify Gaming of Lodge Closure and the disbursement of funds and amounts to recipients. A copy of this report should be sent to the National Office.

d) If the Lodge does not file this report, The Canadian Royal Purple Society will notify Gaming of the Lodge closure, and any other information required and any legal action if required.

Date: _____ Comment: _____

Signed HRL: _____ Supervisor _____

_____ **8. The Original Class D Charter** (Canadian Royal Purple Society) should be returned. Date: _____ Comment _____

_____ **9. All financial records** for the past seven years (Bank Deposit Books, cheque books, audited financial statements, Dues Receipt Books, etc.) All financial documents more than 7 years old are to be destroyed. Date: _____

_____ **10. Lodge paraphernalia, extra pins and jewels** _____

All information containing personal data, other than what is stated in the National Constitution or above is to be destroyed as per the Canadian Personal Information Protection and Electronic Documents Act (2004)

ANY PERSON CAN REMAIN A MEMBER OF THE CANADIAN ROYAL PURPLE SOCIETY BY PAYING FEES DIRECTLY TO THE NATIONAL OFFICE.

Signed: HRL: _____ **Supervisor:** _____

Date: _____

September, 2018

CLOSURE OF A LODGE

When all members have decided not to pay membership fees,
the lodge ceases to exist.

As the Lodge is a member of the Canadian Royal Purple Society, which is
a Nationally Incorporated Organization, there are certain obligations to be fulfilled.

Please ensure that the following items are forwarded to:

Canadian Royal Purple National Office
#203, 1139 12th St.
Kamloops. BC
V2B 7Z2

1. Minutes of meetings at which charitable funds were disbursed as per lodge dissolution statement in Lodge Bylaws.
2. Original Charter or photocopy of same.
3. All financial records for the past seven years (Bank Deposit Books, cheque books, audited financial statements, etc.). All financial documents more than 7 years old are to be destroyed.
4. Roll Call book, Dues Receipt Book and Membership Ledger.

MISCELLANEOUS:

1. Lodge paraphernalia may be returned to the National Office for use by newly established lodges.
2. Unused pins and jewels may be returned to National Office.
3. All information containing personal data, other than what is stated in the National Constitution (as stated above in #'s 3 and 4) is to be destroyed as per the Canadian Personal Information Protection and Electronic Documents Act (2004).

**ANY PERSON CAN REMAIN A MEMBER OF THE CANADIAN ROYAL PURPLE
SOCIETY BY PAYING FEES DIRECTLY TO THE NATIONAL OFFICE.**

approved by the National Board of Directors on January 23, 2017