



LODGE GOVERNANCE

CANADIAN ROYAL PURPLE SOCIETY MISSION STATEMENT:

Bringing together fun loving, dynamic, dedicated volunteers
to make a difference in their communities.

CANADIAN ROYAL PURPLE SOCIETY VISION STATEMENT:

Communities made better by the efforts of CRPS Volunteers

Canadian Royal Purple Society

P.O. Box 32021

#3-402 Ludlow Street

Saskatoon, Saskatchewan

S7S1M7

Telephone: 1-306-222-3992

Email: canadianroyalpurple@gmail.com

Website: canadianroyalpurplesociety.org

CANADIAN ROYAL PURPLE SOCIETY

Lodge Governance

This is a policy manual that can be revised/edited by the National Board of Directors of the Canadian Royal Purple Society. The bylaw portion is included in the National Constitution. The following are policies that your Lodge may adopt. All Guides are available on our website: www.canadianroyalpurplesociety.org

Membership and Fees

- a. National membership fees : will be determined by the members at the National Annual General Meeting as per a motion accompanying the approved CRPS budget and will be payable to Canadian Royal Purple Society, They are due annually. There will be an option to pay 50% of the fee January 1 and 50% March 31. The membership fee must be paid in full before a Membership card is issued. .

- b. **Non-Payment of Fees**

If fees have not been received by Dec 1, the Treasurer or the Member Services Committee or other designated Member committee or person will contact the member(s) no later than December 15.

- c. **Local Lodge Fees:** Each Lodge will be empowered to establish fees as stated in the Lodge By-laws.
- d. The fees of any Member who is ill or in distress may be paid by the Lodge upon the recommendation of the Relief Committee.
- e. Members of the Elks of Canada joining the Canadian Royal Purple Society: A present or past Member of the Royal Purple of Canada or the Elks of Canada who has joined or will be joining the Canadian Royal Purple Society shall have their years of service in the Elks and/or Royal Purple of Canada recognized when appropriate records and verification can be established.
- f. **Lodge Life Membership:** Lodge Life memberships may be presented at the discretion of the lodge as outlined in their by-laws. These will only be recognized within the lodge.

- g. **Lodge Honorary Membership:**

Lodge Members: In recognition for outstanding service to the Lodge, a Member may be presented with a Lodge Honorary Membership, and such Membership will be valid only in the Lodge presenting same.

- h. **Non-Lodge Member:** In recognition for outstanding service to a Lodge and Society, a non-member may be presented with a Lodge Honorary membership and such membership will be valid in the Lodge presenting same. The recipient will not be subject to any assessment.
- i. **National Class D (Lodge) Membership Fee:** The Lodge will be assessed and be required to pay the Annual National Class D Membership fee.
- j. **Class E Membership-Honorary Members:** May be purchased by a member and/or their lodge after the recognized member reaches the age of 80 years and 50 years or more of service. This nonvoting membership shall be for a lifetime term.

Elections

1. **Lodges will hold annual elections in accordance with the rules set out in the lodge guide.**
2. **Elections and Ballots.**
 - a. **Voting.** All Class A and Class B members including the President may cast a ballot in Elections.
 - b. **Election.** All nominees will be Class A or Class B Members. Nominations may be made from the Lodge floor and an election will be conducted in the same manner as outlined in the Procedures and Floor Work Book. Ballots and working papers must be placed in envelopes and sealed by the Teller to be kept by the Secretary. A motion will be made that the Secretary destroy them after 30 days.
 - i. **Majority.** The nominee receiving the majority of votes will be declared elected. A majority being one more than half the votes cast by designated voters present in the room, ignoring rejected ballots.
 - ii. **No Majority.** In the event that there are more than two nominees for an office and no majority is achieved on the first ballot, the two nominees achieving the most votes will remain on the ballot and another vote will be held.
 - iii. **Tie.** If there is a tie for the second position on the first ballot, then all three nominees will remain on the second ballot. On the second ballot the candidate receiving the most ballots will be declared elected.
3. **Installation of Officers.** All Officers will be installed before assuming office. The Lodge may request any member of their choosing to install the Officers in accordance with the Procedures and Floor Work Book. The Lodge will assume all expenses. No Officer will be installed by proxy. If an Officer is absent from installation, they may be installed at a Lodge Meeting as specified above.
4. **Vacancy in Office.** A by-election will be held.

Lodge Officers and Committees

see Article 3 of the CRPS constitution

1. **Titles:**
 - a. A Lodge may use either traditional or non-traditional titles for their Officers.
2. **Quorum:** a. Legal Quorum: One half of the members present plus one.
3. **Duties**

Officers perform their duties as outlined in the Lodge and Officer's Guide and Procedures and Floor Work Book and in the approved guidelines and duties as determined by the Lodge.

 - a. **President.** Will be an elected Member, a signing officer and will preside at all meetings. See President's Guide
 - b. **Immediate Past President.** May be the retiring President and holding such office for one term, or as determined by the Lodge.

See the Officer's Guide for the duties of lodge officers

- c. **1st Vice President.** Will be an elected Member. In the absence of the President, will have the full powers of the presiding officer.

Responsibilities.

- i. Will be the coordinator of committees and monitor the performance of all committees.
 - ii. Will deal with ineffective or neglect of performance and make recommendation to the President.
- d. **2nd Vice President.** Will be an elected Member and in the absence of higher-ranking Officers will preside over the meetings.
 - e. **3rd Vice President.** Will be an elected Member and in the absence of higher-ranking Officers will preside over the meetings.
 - f. **Chaplain.** May be an elected Member.. Will write words of comfort and offer condolences to the bereaved. Will participate in ceremonies as requested and may be called upon to say Grace at functions.
 - g. **Conductor/Conductress.** May be an elected Member and see that the Lodge room is in order prior to the opening and close of the meeting. Will introduce visiting Members and guests and perform such duties as provided in the Procedures and Floor Work Book.
 - h. **Secretary.** Will be an elected Member, carry out the duties outlined in the secretary and lodge guides and may serve as a resource person to any committee.
 - i. **Treasurer.** Will be an elected Member , and an ex officio member of the Finance Committee. They may serve as a resource person to any committee. May be a signing officer.
 - j. **Guard (Optional)** May be an elected Member.
 - k. **Historian (optional).** May be appointed by the President and will prepare the history of the Lodge during the term.
 - l. **Pianist (optional).** May be appointed by the President and will provide musical accompaniment as required.

4. Committees.

- a. **Chairman:** Unless otherwise provided herein, the President will appoint all committees and the first person named will be the Chairman. Their term will be the same as the elected officers.
- b. **Ex Officio:** The President and 1st Vice President will be ex officio members on all committees, except the Nominating Committee, and will have a voice but no vote.
- c. Each lodge should have a Finance Committee and Judiciary Committee. Optional committees include Charity, Sunshine, Relief, Nominating, Fund Raising, Membership.

- d. **Meetings:** Unless otherwise provided, all committees will meet at the call of the Chairman. The Secretary and Treasurer will, upon request, be resource people. Unless otherwise provided herein, the quorum for committees will consist of a majority of the Members present.
- e. **Neglect to Call Meetings:** If the chairman neglects to call a meeting in the proper time, the following will apply:
 - i. Any member on the committee has the power to call a meeting and notify the President and 1st Vice.
 - ii. The committee members attending the meeting will deal with necessary matters and will report their conclusions either individually or jointly, to the President and 1st Vice President.
 - iii. Should the committee be required to report at the next Lodge meeting, they will be empowered to do so, without the consent of the Chairman.
- f. **Reports:** The Chairman will present a concise written report to the Lodge (except Progress Report and Sunshine Committee) approved by a majority of the committee members. Copies of the report will be provided to the President, the 1st Vice President and the Secretary.
- g. Copies of all Financial Reports will be provided to the Treasurer and the Chairman of the Finance Committee.
- h. At the end of their term, committees will hand all papers, records, and minutes to their successors.
- i. **Expenses:** Committees will have no power to incur any expenses in the name of, or on account of the Lodge, or to establish their own bank account. The Treasurer will be responsible for the payment of all committee expenses upon approval of the Finance committee and the Lodge.
- j. **Charitable Funds:** Any monies raised for charitable purposes will be submitted to the Treasurer for deposit and the distribution of such funds will be on the recommendation of the Lodge (and, if applicable, as per Provincial Gaming Regulations).

5. Charities Committee: May consist of no less than three Members.

Responsibilities:

- a. May make recommendations on the charitable activities of the Lodge
- b. May promote all charitable activities of the Society, including Lodge, Provincial and National Charities.
- c. May receive all correspondence and requests related to charities.
- d. May completely and without prejudice, investigate, report, and make recommendations to the Lodge on all requests for assistance within their local area
- e. May identify, report, develop and promote charitable endeavours and needs of their local community.
- f. May plan special projects and programs.
- g. The committee may be enlarged as required in order to develop, promote, and fulfill their goals.

6. Finance Committee: May consist of no less than three members.

Responsibilities:

- a. Will ensure the financial affairs of the Lodge are in order according to the principles, provide information to the lodge executive to prepare a financially responsible budget, and be a resource for committee.
- b. Will take inventory of all Lodge property and submit a report to the lodge
- c. Will examine all bills, prior to the Lodge meeting, and verify them as being correct
- d. A Lodge will, have the books and records of the Lodge reviewed or arrange to be audited.
- e. When a Treasurer vacates office, a financial review of the books must be done immediately. A detailed written statement will be presented at the next Meeting of the Lodge.
- f. The Lodge year may be:
 - I. calendar year,
 - II. from a set date of installation to installation, or
 - III. fiscal year as determined by the Lodge.

7. Judiciary Committee: May consist of no less than three Members to serve as a general advisor to the Lodge on all matters of a legislative character.

Responsibilities:

- a. Will review and report to the Lodge all proposed amendments to the National Constitution and Procedures and Floor Work prior to and following the National AGM.
- b. Will provide proper wording of all proposed Lodge amendments to the National Constitution. If approved by the Lodge, the amendment will be drawn up by the Judiciary Committee in the form of a resolution and forwarded to the National Judiciary Committee.
- c. If applicable, will ensure that the floor work is practiced and performed according to the Procedures and Floor Work Book.

8. Lodge Executive Committee: (optional) May consist of the elected Lodge officers and the Immediate Past President. They will meet whenever the President deems necessary for the welfare of the Lodge to deal with all emergent business arising between Lodge Meetings. The Secretary, or a Member of the Lodge Executive will record minutes and the recommendations of the meeting and these will be read at the next Meeting of the Lodge in order to be considered or ratified.

9. Member Services Committee: May consist of no less than three Members.

Responsibilities:

- a. Will develop programs that will enhance the leadership skills of Officers and Members.
- b. Will develop programs to retain present Members and increase Membership.
- c. Will develop a program that will increase public awareness of the objects, purposes, and the charitable endeavours of the Lodge.
- d. Will meet informally with newly initiated Members, prior to the next meeting, to fully instruct such Members in the signs and obligation of the Society will ascertain that the Lodge presents all newly initiated Members with a current copy of the Lodge Bylaws, Rules of Order, and a copy of the National Constitution.

10. Nominating Committee (Optional):

Will consist of no less than three Members.

Responsibilities: Will contact the Membership for nominees.

- a. At the Lodge meeting designated as the election meeting (AGM), under New Business on the agenda, will present the names of nominees who have agreed to let their names stand for each elective office.
- b. Will attempt to present at least one candidate for each office.

11. Relief Committee: Will consist of the President, Secretary and Treasurer or Secretary/Treasurer. Where a Lodge has a Secretary/Treasurer, the 1st Vice President will also be appointed to the committee.

- a. The committee will investigate the merits of all cases brought to their attention suggesting the need of aid or relief to a Member, with power to act in such manner as necessary, and as provided by law. The Chairman will call meetings and preside while the Secretary will take a correct record thereof. All matters will be held in confidence. No report will be made to the Lodge. Any Member who misrepresents their true condition and willingly receives aid or relief from the Lodge or deliberately abuses these privileges will be guilty of an offense and will be expelled from the Society.
- b. **Loans:** No Lodge will have power to loan any of their funds to an individual Member. Any assistance will be given only as specified above.

12. Sunshine Committee: May consist of less than three Members. They will provide comfort to Members, visit such Members of the Lodge, or of another Lodge who may be in the area and who have been reported as being ill or shut in. refer to the Lodge Rules of Order.

Past Class D Presidents Association

- 1. The Past Presidents of each Lodge, providing they have paid their Class A membership fees or are a Class B member, may form an Association and function as a support group to the Lodge.
- 2. Upon dissolution of a Lodge, the Past President's Association must also dissolve, and all property and funds of the Association be surrendered to the Lodge to be dispersed as per Dissolution Bylaw.
- 3. **Past Presidents Night:**
 - a. Each Lodge may hold a Past Presidents Ladies Night once a year, as determined in their Bylaws.
 - b. All offices, if possible, will be occupied by Past Presidents.
 - c. The Immediate Past President/Immediate will remain in her current office.
 - d. The Presiding Officer, on this night, will have all the rights and privileges of a President.

Membership:

- a. **National Membership Fees:** will be determined by the members at the National Annual General Meeting as per a motion accompanying the approved CRPS budget and will be payable to Canadian Royal Purple Society. An appropriate Membership Card may be issued.
- b. **Members of the Elks of Canada joining the Canadian Royal Purple Society:** A present or past Member of the Royal Purple of Canada or the Elks of Canada who has joined or will be joining the Canadian Royal Purple Society shall have their years of service in the Elks and/or Royal Purple of Canada recognized when appropriate records and verification can be established.
- c. **Lodge Life Membership:** Lodge Life memberships may be presented at the discretion of the lodge as outlined in their by-laws. These will only be recognized within the lodge.

d. **Lodge Honorary Membership:**

i. **Lodge Members:** In recognition for outstanding service to the Lodge, a Member may be presented with a Lodge Honorary Membership, and such Membership will be valid only in the Lodge presenting same.

ii. **Non-Lodge Member:** In recognition for outstanding service to a Lodge and Society, a non-member may be presented with a Lodge Honorary membership and such membership will be valid in the Lodge presenting same. The recipient will not be subject to any assessment.

e. **National Class D (Lodge) Membership Fee:** The Lodge will be assessed and be required to pay the Annual National Class D Membership fee.

f. **Class E Membership-Honorary Members:** May be purchased by a member and/or their lodge after the recognized member reaches the age of 80 years and 50 years or more of service. This nonvoting membership shall be for a lifetime term.

SPECIAL ANNUAL EVENTS (as provided for in the Lodge Rules of Order)

1. **Royal Purple Week:** During the 3rd week of May each year, every lodge throughout Canada will strive to celebrate, receive recognition, and advertise to the public.

2. **Memorial Day:** To recognize deceased Members.

3. **Decoration Day:** To decorate the graves of departed Members.

4. **Information/Membership Nights:** May be held to create interest and promote Membership.

5. **Officers' Night:** All officers' chairs will be occupied by Members not presently holding office

APPENDIX A – DEFINITIONS

Act: means the Canada Not-for-Profit Corporation Act S.C. 2009, c. 23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time.

Ad Hoc or Special Committee: means a Committee of Members appointed as the need arises, to carry out a specific task, which at the completion of this task may be dissolved by the Board.

Articles: means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement, or revival of the Corporation.

Annual General Meeting (AGM): means the formal annual meeting of members.

Annual General Meeting Voting Members: All Class A or B members or the representative of a Class C member attending the annual general meeting.

Audited Statement: A complete, detailed statement of all revenue and expenses which discloses a true position of any corporation or Class D member as to finances and which is reviewed either by a Chartered accountant or by a group of qualified members to certify as to its completeness, accuracy, and full disclosure.

Board: means the Board of Directors of the corporation and "director" means a member of the Board.

By-Law: means this by-law and any other by-law of the Corporation as amended and which are, from time to time, amended or restated.

Charter: the written affiliation recognizing at least five members expressing a willingness to gather together, develop a set of by-laws, apply for a Class D membership in the Canadian Royal Purple Society and its Class C membership and follow the laws and rules of the CRPS.

Class A member: shall be available to persons 14 years or older, a resident of Canada or a Canadian citizen, having paid the required fee, applied for, and been accepted for Class A voting membership in the corporation. The membership term shall be annual. See Constitution Section I

Class B member: shall be available only to individuals who are Past National Presidents of the Corporation or Past Supreme Honoured Royal Ladies who have applied for and been accepted for Class B voting privilege in the organization. The membership shall be a lifetime membership. See Constitution Section I,

Class C member: shall be available only to not-for-profit corporations in the provinces of British Columbia, Alberta, Saskatchewan, Manitoba, and Ontario. Each Class C member shall have the right to vote at least one director to the National Board of Directors. See Constitution Section I

Class D member: shall be available to unincorporated and incorporated organizations (lodges) formed for purposes similar to the Canadian Royal Purple Society. Each Class D member will upon paying the required fee and being accepted for membership will receive a Charter. The membership term shall be annual. See Constitution Section 1

Class E members: Honorary members. See Constitution Section I

Corporation: means the corporation named above incorporated by Certificate of Incorporation or continued by Certificate of Continuance or amalgamated by Certificate of Amalgamation as the case may be from time to time amended or restated.

CRPS: means Canadian Royal Purple Society.

Dispensation: means a request in writing to the National Board of Directors to allow operations beyond the general rules of the CRPS.

Immediate Past President: means the retiring President.

Meeting: a quorum of Members gathering together to conduct business.

Obligation sign: Placing the right hand over your heart for special situations.

Pro-Tem: means the filling of a position for the time being.

Ordinary Resolution: means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution.

Signing Officer: means, in relation to any instrument, any person authorized to sign the same on behalf of the Corporation.

Special meeting of members: includes a meeting of any class or classes of members and a special meeting of all members entitled to vote at an annual general meeting.

Special resolution: means a resolution passed by a majority of not less than two-thirds (2/3's) of the votes cast on that resolution.

Uncirculated resolution: a resolution which is raised without prior notice being given. A two-thirds (2/3) majority vote is required to bring such resolution to the floor. A two-thirds majority vote will be required to pass the resolution.