

CANADIAN ROYAL PURPLE

## CANADIAN ROYAL PURPLE SOCIETY

### LODGE RESOURCE MANUAL

Canadian Royal Purple Society Mission Statement:

*To provide a forum for like-minded individuals 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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**EACH MEMBER SHOULD RECEIVE A COPY OF THE AGENDA AND THE CALENDAR**

**EACH OFFICER SHOULD RECEIVE A COPY OF THEIR SECTION**

## **MODULE 1: PRESIDENT (HONOURED ROYAL LADY)**

### **Duties and Responsibilities:**

- Appointments: Will, after election and at the next Regular Meeting, name all committees, with the first person being named as Chairman.
- Supervision: Will have general supervision over all business pertaining to the Lodge as outlined in the approved guidelines and duties provided by the National Office.
- Receive and properly distribute and present all electronic communication, especially from National Office/Directors and Provincial Associations as well as other forms of communications
- Agenda: Will prepare an agenda for each meeting in consultation with the Secretary.
- Deciding Vote: 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.

### **A. Executive and Committees:**

Planning is the most important step in becoming an effective leader. GOOD THINGS DON'T JUST HAPPEN - THEY ARE PLANNED! Immediately following your election, you should meet with your Executive to lay out plans for the forthcoming year.

### **President's (Honoured Royal Lady's) Executive:**

**Immediate Past President (Immediate Past Honoured Royal Lady)**

**1<sup>st</sup> Vice President (Associate Royal Lady)**

**2<sup>nd</sup> Vice President (Loyal Lady)**

**3<sup>rd</sup> Vice President (Lecturing Lady)**

**Secretary**

**Treasurer**

**Executive may include the following if these positions are filled:**

**Chaplain**

**Conductress**

**Guard(s)**

### **Committees:**

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

1. Your necessary Committees as outlined in the Constitution are your **STANDING COMMITTEES**.
2. If a project arises that requires a Chairman in order to complete the task, choose whom you feel will do the best job. This Committee is then called a Special (or Ad Hoc) Committee and is in effect only until the project has been completed.

## **B. Conducting a Good Meeting:**

### **Prior to the Meeting:**

1. Two days 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). Provide the Secretary with your Agenda.
2. If you are unable to conduct the meeting, ask the 1<sup>st</sup> Vice President (Associate Royal Lady) to be the presiding officer.
3. 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.
4. Appoint your pro-tem Officers.
5. Upon learning of the illness of a Member, instruct the Chaplain to offer a prayer for the sick prior to the Lord's Prayer.
6. Ask permission of the Lodge to dispense with unnecessary Orders of Business.

### **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 as outlined in the Procedures and Floor Work Book. After obtaining the Lodge's permission, the Order of Business may be changed.

## **C. General Information:**

Should receive a copy of all reports.

When the Lodge receives changes to the Constitution or Procedures and Floor Work, make the changes and ensure other Members do the same.

Your signature will be required on minutes, dues receipt cards, cheques, credential forms, National Office reporting forms and various other forms. READ all material before affixing your signature.

SPECIAL MEETINGS may be called at the discretion of the President (Honoured Royal Lady). Only the business relating to the Special Meeting will be discussed.

### **President's (Honoured Royal Lady'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 Lodge agenda.

## AGENDA - REGULAR MEETING

\_\_\_\_\_ LODGE NO. \_\_\_\_\_ DATE \_\_\_\_\_

1. **REGULAR OPENING**

- a) Call to Order with one rap.
- b) Appoint necessary pro tem Officers and Drill Team Members.
- c) With the consent of the Lodge, dispense with any Orders of Business not applicable.
- d) Announce to the Membership if you are having a short or regular opening.
- e) Begin Seating of the Officers, if formal seating is being held, and put on collars.

2. **INTRODUCTIONS** (List in order of Rank)

- a) **National President**
- b) **Provincial President**
- c) **Prospective Member** - a guest until initiated.
- d) **Visitors**

3. **ROLL CALL**

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

5. **MEMORIAL SERVICE** (When Applicable)

6. **READING OF MINUTES**

Date \_\_\_\_\_ Regular

Date \_\_\_\_\_ Special

7. **TREASURER'S REPORT** (Bank Balance is \_\_\_\_\_)

8. **READING OF COMMUNICATIONS** (List in order) Example

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

**NOTE:** The President (Honoured Royal Lady) 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** (Names of Prospective Members read by Secretary)

11. **INITIATION** (Names of Prospective Members)

12. **REPORTS**

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

- 1<sup>st</sup> Vice President (Associate Royal Lady) \_\_\_\_\_, Chairman of Finance, you will give your budget report.
- \_\_\_\_\_, Chairman of Member Services, you will give a report of the Committee's visit with the Prospective Member(s).

b) Special Committees. (for example):

- \_\_\_\_\_, you will give the monthly bingo report.
- At the April or May meeting, ask the Chairman of the Nominating Committee to report (if there is no break prior to the election, then the Committee also reports here the names of the nominees for each elective Office).

13. **REPORT OF SUNSHINE COMMITTEE**

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

14. **SUNSHINE MARCH**

15. **UNFINISHED BUSINESS**

- a) Deal with the report of the Catering Committee.
- b) Continue discussion on \_\_\_\_\_ (e.g. next month's garage sale.)

16. **NEW BUSINESS**

- a) Deal with correspondence items.
- b) Election of Officers.

17. **GOOD OF THE ORDER**

- a) \_\_\_\_\_ will report on our visit to Lodge \_\_\_\_\_.
- b) Thank you's.
- c) Presentations of pins, etc.
- d) Invite guests to speak

18. **CLOSING CEREMONY** (Formal retiring or short form)

## LODGE CALENDAR

### EXAMPLE ONLY

#### JANUARY:

- Forward to National Office a complete membership List accompanied by Class D (Lodge) fee and Class A fees.
- Members who have not paid their dues are removed.
- Order Lodge Jewels.

#### FEBRUARY:

- Last call for Jewel Orders.

#### MARCH:

Read Provincial Annual General Meeting Minutes.

- Remind members of National, Provincial and District Meeting.

#### APRIL:

- Elections - Prepare blank ballots for election of Officers (optional).
- Remind President (Honoured Royal Lady) 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.
- Forward Lodge share of District Deputy expenses (if required by District Rule).
- 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.

**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.
- Christmas orders from the National Office.
- Membership fees are payable to the Lodge next month.

**NOVEMBER:**

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

**DECEMBER:**

- Christmas festivities.
- Membership Fees are due.
- If you do all the things that are required from January to December, you can relax and have a Merry Christmas.

## MODULE 2: 1<sup>st</sup> VICE PRESIDENT (ASSOCIATE ROYAL LADY)

### Duties and responsibilities:

1. Member of the Lodge Executive.
2. In the absence of the President (Honoured Royal Lady), it becomes your duty to preside over the sessions of the Lodge.
3. When you are officiating, your Office is invested with the full powers and prerogatives of the Presiding Officer.
4. To coordinate all committees and is an Ex Officio Officer of all Committees. An Ex Officio Officer may attend meetings and may express opinions; however, the 1st Vice President does not make motions or vote at Committee Meetings.
5. Ensure that all Committees are working and completing their assignments and be available to each Committee for any guidance they may require.
6. To assist in conducting an orderly meeting. It is important for you to familiarize yourself with the Parliamentary Procedures section to be prepared should you be asked to preside.
7. Assist in the Initiation Ceremony.
8. Advise the President (Honoured Royal Lady) if unable to attend a meeting.

In preparation for your year as President (Honoured Royal Lady), you will need to consider, well in advance, the Members you will appoint to the various Committees. Standing Committees, requiring a Chairman and two additional Committee Members are:

- Finance
- Member Services
- Charities
- Judiciary

It is recommended that you consider as Committee Chairmen those individuals who are good organizers rather than people who happen to be experts on the subject involved. Put the experts on the Committees and use the organizers as your Chairmen. Every Member of the Lodge should be on a Committee, whether they attend meetings or not.

In addition, for your year as President (Honoured Royal Lady), you will need to appoint your Historian, and if possible, a Pianist, Soloist, Drill Team Captain and Drill Team.



### **MODULE 3: 2<sup>nd</sup> VICE PRESIDENT (LOYAL LADY)**

#### **Duties and Responsibilities:**

1. Member of the Lodge Executive.
2. In the absence of your higher ranking Officers, it becomes your duty to preside over the sessions of the Lodge.
3. When you are officiating, your Office is invested with the full powers and prerogatives of the Presiding Officer.
4. Assist in the Initiation Ceremony.
5. Serve on such Committees as determined by the President (Honoured Royal Lady).
6. Advise the President (Honoured Royal Lady) if you are unable to attend a meeting.

### **MODULE 4: 3<sup>rd</sup> VICE PRESIDENT (LECTURING LADY)**

#### **Duties and Responsibilities:**

1. Member of the Lodge Executive.
2. In the absence of your higher ranking Officers, it becomes your duty to preside over the sessions of the Lodge.
3. Assist in the Initiation Ceremony.
4. When you are officiating, your Office is invested with the full powers and prerogatives of the Presiding Officer.
5. Serve on such Committees as determined by the President (Honoured Royal Lady).
6. Advise the President (Honoured Royal Lady) if you are unable to attend a meeting.

## MODULE 5: SECRETARY

The Station of the Secretary is at the table to the left of the President (Honoured Royal Lady) and Conductress/Conductor

### Duties and Responsibilities:

- Member of the Lodge Executive.
- Serve on such Committees as determined by the President (Honoured Royal Lady).
- Advise the President (Honoured Royal Lady) if you are unable to attend a meeting.
- Upon receipt of any bills and/or money associated with the Lodge, pass bills and money to the Treasurer.
- Will assign each Member a number, given in numerical order, of their initiation into the Lodge. Such number will be permanent.
- Keep current Membership Book by recording all additions or deletions as they occur.
- Keep correct minutes of all meetings and purchase necessary office and administrative supplies, as directed by the Lodge.
- Attend to correspondence as approved by the Lodge.
- Receive and properly present all communications; those that relate to officers or committees will be discussed with the President (Honoured Royal Lady) and referred to the proper Committee chairman or Officer. Receive and properly distribute and present **all** electronic communication, especially from National Office/Directors and Provincial Associations, as well as other forms of communications.
- Be responsible for distribution of all Class A membership applications as requested and to ensure that all applications are properly and accurately completed as outlined.
- Submit Lodge Report on Member Changes Form to the National Office only when changes occur. (All forms are available from the National Office and on the Webpage).
- Submit a list of Lodge Officers to the National Office, **right after Elections**, for inclusion in the National Directory.
- When initiations occur, submit Class A forms and appropriate fees to the National Office as soon as possible.
- Submit a list of Lodge Officers to the National Office for inclusion in the National Directory.
- Notify all members no later than October 1<sup>st</sup>, that Membership Fees are due November 30<sup>th</sup>.

- In consultation with the Treasurer, notify Member Services Committee of all Members in arrears as at November 30<sup>th</sup>.
- Keep all minutes, membership applications and pages from the Membership Ledger indefinitely.
- 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 Office will be disposed of when replaced or otherwise advised by the National Office.
- Will ensure the proper jewels, bars and amethysts are ordered and received according to Lodge By-Laws.
- Ensure the Lodge has:
 

Cheque Book	Members Register
Lodge Bylaws	Dues Receipt Book
Procedures & Floor Work Book	Membership Ledger
Receipt of Sessions Book	Minute Book
Roll Call Book	National Constitution
Parliamentary Procedures at a Glance	Treasurers Ledger
Visitors Guest Book	

**A. Prior to the Meeting**

1. Advise the President (Honoured Royal Lady) of all correspondence as soon as it is received and decide on the disposition of each item.
2. Notify the President (Honoured Royal Lady) 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:**

- 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.
- **All** correspondence received must be read. Read correspondence in the following order: National Office, Provincial Association, District (if applicable), other Lodges, Miscellaneous, (end with "thank you notes"). Reports and communications from National Committee Chairmen or Officers should be referred to the Lodge counterpart.
- 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.

- Direct all conversation to the assembly.
- On Initiation Night, have available a copy of the National Constitution, Lodge Bylaws and other Lodge requirements for Prospective member(s). At the close of the meeting, attend to all other details.
- 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.

### **Installation of Officers**

- 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:**

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

Name – should be typed or printed clearly on deceased member form.

Name and number of Lodge to which the deceased member currently belonged

- Include the Lodge return address on the letter
- Date and year of death of the member
- Advise if the member was a National Life member
- Include a short resume of the Member's Lodge activities

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.

### **D. Lodge Report on Member Changes Form:**

- To be used when there are changes in Lodge membership. Send this information to the National Office only when there is a change.
- This information is used by the National Office to ensure the database is up to date as well as preparing statistical information on Membership for use by the National Office.

### **E. List of Officers for Jewels.**

- If required, the List of Officers for Jewels is to be completed and sent to the National Office immediately after the election of Officers.

## **F. Donations:**

- Memorial donations received by the Secretary are sent to the National Office.
- Memorial donations that total \$100.00 or more are recognized by having the name of the deceased recorded in the Purple Book of Memories.

## **G. District Deputy: (if applicable)**

- Notify the President (Honoured Royal Lady) as soon as you receive a letter from the District Deputy advising the date of the Official Visit.
- When the District Deputy is making the Official Visit, arrange for a suitable place and time and ensure that ALL necessary lodge books and records are available for the District Deputy to review.

## **H. Special Lodge Meetings:**

- If the President (Honoured Royal Lady) 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.

## **I. Cancel/Postponing a Meeting:**

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

## **J. 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.

## **K. Members attending District Meeting, Provincial Association Conference, and/or National Convention/AGM:**

Qualifications for National Convention are specified in the Constitution.

Remind the Membership that a paid up dues receipt card or another form of identification must be presented at the time of registration.

## **L. Jewel Orders:**

- Jewels and additions to jewels should be ordered in **January**.
- Please be sure to use the CRPS Order Form provided by the National Office (and on the website) and complete ALL necessary information.
- When ordering Amethysts or Bars, enclose the jewel with the order only if the Lodge is unable to arrange locally for them to be attached.
- Proper packaging is essential. Forward to the National Office by Certified or Registered Mail.

## **M. Royal Purple Orders:**

- Do not include Orders for supplies with a letter! Use the order form provided by the National Office (or on the website) and order items as listed on the Price List and identified by number.
- When ordering articles of clothing, please state size required. Hat orders also require a size.
- When ordering 25-year membership Service pins, please give the date of initiation. Do not send pin when ordering additional bars.
- **Service Pins:** Presentation of same will be provided for in the Lodge Bylaws.
- Members who join on the night of rehabilitation will be given credit for those years prior to the inactivity of the Lodge when considering service pins.
- **Five, Ten, Fifteen, Twenty and Twenty-Five 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.
- **Drill Team Service Pins:** Are presented, as provided for in the Lodge Bylaws.
- **Bars for 25 Year Service Pins:** Each additional five year bar, up to the 45<sup>th</sup> year, may be a gift from the Lodge as provided for in the bylaws, or the member may purchase same. A 50 year, 55 year, 60 year and any subsequent 5-year bar will be a gift from National. The Secretary, when requesting these bars, will provide the date of initiation.
- **Perfect Attendance Pins:** Are presented to qualified Members as provided for in the Lodge Bylaws.
- A blank drop is available for engraving by the Lodge (or by the National Office upon request) for Perfect Attendance year pins that are not in stock.
- DO NOT SEND PAYMENT WITH ORDER UNLESS SPECIFICALLY REQUESTED. You will receive an invoice from the National Office. This invoice to be paid upon receipt of order.
- All unsatisfactory or defective merchandise must be returned to the National Office within three months of purchase for credit or replacement.

## **MONTHLY TO DO'S:**

- Send necessary information for deceased members(s) to the National and Provincial Association.
- Following initiation of new Member(s), forward Class A forms and applicable fees to the National Office.
- Contact the President (Honoured Royal Lady) (re: correspondence for meeting agenda).
- Remind President (Honoured Royal Lady) of any unfinished or new business.
- Check Website and Face Book for updates.

## **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

Duties: Shall keep an accurate record of Membership, record minutes of all meetings, and attend to correspondence and communications.

- Minutes: Shall keep correct minutes of all meetings and record, in said minutes, the total amount of receipts and expenditures, and read same at the following meeting.

## **Content of Minutes:**

- The kind of meeting (regular or special) the name and Lodge Number, the date, time and place the meeting was held.
- The name and title of President (Honoured Royal Lady) OR Presiding Officer
- Visiting Members or guests.
- Number of members present, Officer(s) absent and name(s) of pro-tem Officer(s)
- The approval of the minutes of the previous meeting and they were approved as read, or as corrected.
- The total amount of receipts and expenditures and the balance are to be recorded in the minutes.
- Correspondence should be listed – who from, the subject matter and the disposition, e.g. National Office, National Registration/Affiliation fee acknowledgment filed.

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 Chairman, the President (Honoured Royal Lady) 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.

The report of the Sunshine committee and the amount of the Sunshine March should be recorded in the Minutes.

## **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.

- **Example of a motion:**

Motion: Lady Jones/Lady White

That the Lodge participates in the Remembrance Day Parade. Carried

- **Example of an amended motion:**

Original Motion: Lady Gray/Lady 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: Lady Short/Lady 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.”

## **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.

## **Unfinished/New Business**

The President (Honoured Royal Lady) 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

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



### **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 (Honoured Royal Lady) in advance so it may be included on the Agenda and call upon the Member at the appropriate time.

### **Adjournment**

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

### **Signatures**

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

#### Names and Titles

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

Record full name of an Officer or member the first time mentioned in the minutes,

## MODULE 6: TREASURER

The station of the Treasurer is at the table to the left of the President (Honoured Royal Lady) and Secretary.

### **Duties and Responsibilities:**

1. Member of the Lodge Executive.
2. Complete any business necessary before the opening of the meeting.
3. Provide Finance Committee with any information that would be helpful to them in preparing the Budget. Will be an Ex Officio member of the Finance Committee.
4. Advise the President (Honoured Royal Lady) if you are unable to attend a meeting.
5. In the absence of a Drill Team when the positions of Inner or Outer Guard are combined into the position of Guard, the Guard and the Treasurer will lead in the Formal Seating of Officers.

Following initiation of new member(s), forward Class A forms and applicable fees to the National Office, if serving as Secretary/Treasurer.

### **A. Receipts of Sessions:**

1. State name received from and what it is for.
2. Date and sign Receipt of Sessions.
3. Give the top copy to your Secretary for the files and you retain the carbon copy.

### **B. Fees:**

1. Receive Members' fees and issue a membership card, signed by the President (Honoured Royal Lady) and Treasurer.
2. Inform the Secretary of all Members who have not paid their dues.
3. Forward all Class A and D membership Fees to the National Office in January or as paid.

### **C. Reports:**

1. Present the Treasurer's Report on all receipts and expenditures and give the bank balance

#### **D. Audit:**

1. In consultation with the Lodge Finance Chairman, a date will be set for the audit of all books, as per Lodge Bylaws.
2. The Treasurer may be in attendance at this meeting or available to answer any questions, but not take part in the audit.

#### **E. Banks and Cheques:**

1. Make all bank deposits.
2. Issue all cheques.
3. Ensure provision has been made for bills to be paid during the Lodge's recess.
4. Bank reconciliation must be completed each month, either shown on your books, or on the back of the bank statement.
5. Provide a list of Lodge bank accounts to the Finance Committee for the audit. Should include Name and Address of Bank, Account Number and type of account.

#### **F. Financial Records:**

Financial records are to be filed and kept for a 7 year period, including all ledgers, bills, receipts, deposit books, bank statements with cancelled cheques and Receipts of Session

**Gaming laws are becoming increasingly strict so be sure to keep accurate records and a paper trail for all entries.**

#### **G. Miscellaneous:**

1. Keep a copy of the budget handy for reference.
2. Record all donations made each month.
3. If you collect Provincial and GST taxes, keep a record handy for the Tax Department, as they can call for an audit anytime.
4. Serve on such committees as determined by the President (Honoured Royal Lady).
5. Advise the President (Honoured Royal Lady) if you are unable to attend a meeting.

In the absence of a Drill Team, when the position of Inner and Outer Guard are combined into the position of Guard, the Guard and Treasurer will lead in the Formal Seating of Officers.

## Fee Schedule:

Lodges do not submit a National Registration/Affiliation Fee for Past National Presidents (Life Members of National Executive) or National Life Members.

For Members whose Lodge has given them a Life Membership before August 1, 1992, the Lodge will submit **one half of the yearly National Registration/-Affiliation Fee.**

For all other Members on the Membership roll, the Lodge submits the current National Registration/Affiliation Fee as set by the Members at Convention.

No credits are issued for anyone leaving the Society.

New member fees are sent to the National Office along with the Class 'A' membership form, "Lodge Report on Member Changes form", and are effective the date the members are initiated. These fees will be calculated by referring to the fee schedule provided by the National Office.

Additions and deletions to a Lodge's Membership roll are obtained through the Lodge Report on Member Change Form. Information provided on these Reports is used to complete statistics for the National Office and Provincial Associations.

## **MODULE 7: CHAPLAIN**

### **Duties and Responsibilities:**

1. Member of the Lodge Executive.
2. Perform devotional ceremonies.
3. Assist in the Initiation Ceremony.
4. Provide condolence to appropriate persons.
5. Serve on such committees as determined by the President (Honoured Royal Lady).
6. Advise the President (Honoured Royal Lady) if you are unable to attend a meeting.

## **MODULE 8: CONDUCTRESS/CONDUCTOR**

### **Duties and Responsibilities:**

1. Member of the Lodge Executive.
2. See that the Lodge Room is in order prior to the opening of the meeting.
3. Distribute before the meetings and collect after the close of the meeting all property of the Lodge and hand to the Outer Guard/Guard for storage.
4. Conduct Prospective Member(s) through the Initiation Ceremony.
5. Receive and introduce visiting Members and/or guests.
6. Serve on such Committees as determined by the President (Honoured Royal Lady).
7. Advise the President (Honoured Royal Lady) if you are unable to attend a meeting.

## **MODULE 9: HISTORIAN (appointed) (if applicable)**

### **Duties and Responsibilities:**

- Member of the Lodge Executive.
- Serve on such Committees as determined by the President (Honoured Royal Lady).
- Advise the President (Honoured Royal Lady) if you are unable to attend a meeting.
- Keep past records and record present events.
- A very short account of the National AGM/Convention, place held, name of Presiding President, list of National Directors, names of your Lodge members attending and any special occurrences.
- All social events: teas, dances, birthday and Christmas parties.
- All money raising events: rummage sales, bazaars, catering, etc.
- All new Members initiated, babies born to Members, and the loss of any Member by death.
- Visits made to other Lodges, as well as, visitors attending your meetings or functions who are from other Lodges.
- National President, District Deputy, Provincial President and/or Officers visits.
- Traveling Gavel.
- Decoration and Memorial Day.
- Royal Purple Week.
- District Meeting.
- Installation of Officers, name of Installing Officer and list of new Officers.

### **Recommendations:**

The history of each item should be true and concise. It should be in the Historian's own words – not a copy of the Secretary's minutes.

The year of the history should be clearly identified at the beginning of the History Book.

Photos of the National President and group photos of the National Executive may be ordered from the National Office. At the back of the book a large envelope may be attached for holding current newspaper clippings and pictures, favours, cards, etc.

A history book binder may be purchased from the National Office.

The History is for the “valued use of our Society in general, and especially for the use of the Lodge” so it should be concise, attractive and of interest to every member.

NOTE: History Book competitions are at the discretion of the Individual Districts, and the Lodge and Historian should be guided by the District Rules governing the competition.

## MODULE: 10: INNER GUARD (if applicable)

### Duties and Responsibilities:

1. Member of the Lodge Executive.
2. Assist the Outer Guard with the door and telephone and admitting members after the meeting is called to order.
3. In the absence of the Drill Team, the Inner and Outer Guard will lead in the Formal Seating of Officers and the Officers' Retiring March.
4. Serve on such committees as determined by the President (Honoured Royal Lady).
5. Advise the President (Honoured Royal Lady) if you are unable to attend a meeting.

**Important Note:** The Inner and Outer Guard positions may be combined into the position of Guard and the duties of both Offices will be the duties of the Guard.

## MODULE 11: OUTER GUARD (if applicable)

### Duties and Responsibilities:

1. Member of the Lodge Executive.
2. Attend to the door and telephone.  
Use discretion when answering the door/telephone during the singing of 'O Canada', 'The Queen' or the Charter Draping and Memorial Services.
3. Ensure that all in attendance have signed the Register and/or Special Visitors Book as applicable. Advise the President (Honoured Royal Lady) of the names of visitors so they may be welcomed appropriately.
4. Serve on such Committees as determined by the President (Honoured Royal Lady).
5. In the absence of a Drill Team, the Outer and Inner Guards will lead in the Formal Seating of Officers and the Officers Retiring March.
6. Ensure that all of the property of the Lodge is in good condition and safely stored.
7. Advise the President (Honoured Royal Lady) if you are unable to attend a meeting.

**Important Note:** The Inner and Outer Guard positions may be combined into the position of Guard and the duties of both Offices will be the duties of the Guard.

## MODULE 12. IMMEDIATE PAST PRESIDENT

### Duties and Responsibilities:

1. Member of the Lodge Executive.
2. Assist the President (Honoured Royal Lady) throughout the meeting, if required.
3. Provide advice to the President (Honoured Royal Lady) when requested.
4. Assist with Procedures and Floor Work when needed.
5. Will orientate the officers in their duties.
6. Help to promote the Society by maintaining high standards and setting a good example.
7. Be available to assist all Members when requested.
8. Occupy the President's (Honoured Royal Lady's) chair during Regular Opening Ceremony and Initiation.
9. Serve on such Committees as determined by the President (Honoured Royal Lady).
10. Advise the President (Honoured Royal Lady) if you are unable to attend a meeting.

The Immediate Past President (Immediate Past Honoured Royal Lady) should not hold another elective or appointive Office in the Lodge while serving this position.



**MODULE 13: PIANIST (appointed)  
(if applicable)**

The station of the pianist is at the piano or at the table of the playing tapes.

**Duties and Responsibilities:**

1. Serve on such Committees as determined by the President (Honoured Royal Lady).
2. Advise the President (Honoured Royal Lady) if you are unable to attend a meeting so alternate arrangements may be made.
3. Provide musical accompaniment for:
  - Opening and Closing of all Lodge meetings.
  - Floor Work at regular Lodge Meetings.
  - The Soloist, if requested to do so.
  - Initiation Ceremony.
  - Draping of the Charter.
  - Special Drills and Ceremonies, if requested.
  - At public displays, as requested for Floor Work and Drills.
4. Know which music to play during the singing of the Opening Ode.
5. Check that the musical instruments are maintained in proper order.
6. If you are providing taped music, be sure your tapes are in order prior to the meeting.
7. Make special note of what music is played and when it is played in ceremonies such as initiation, etc.

## MODULE 14: Finance Committee Information

### Audit Guidelines:

**Audit:** In consultation with the Lodge Finance Chairman, the Treasurer sets the date for the audit of all books no less than once per Lodge year on dates chosen as per Lodge bylaws or upon a change of officer. When a Treasurer vacates the office, the Finance Committee will audit the books immediately. A detailed written statement will be presented at the next Regular Meeting of the Lodge.

The following Treasurer's records and books shall be examined: cheque stubs, deposit slips, Receipt of Sessions, bank statement, purchase invoice, Dues Receipt Book, Treasurer's book, petty cash and the Secretary's Membership Ledger.

In preparation for the Audit, each Member of the Committee will be assigned a colored pen (red, green, purple or yellow, not black or blue). These are used for checking and identification purposes.

As each entry is examined, a small check is marked beside the entry to indicate it has been examined and found correct.

The Treasurer may be in attendance at this meeting or available to answer any questions, but does not take part in the audit.

### Procedure:

#### 1. Revenue:

- a) Check entries from Receipt of Sessions to Treasurer's book, and Deposit Book, noting source of each entry, i.e. dues, catering, sunshine, etc.
- b) Check totals to the bank deposit and bank statement.

#### 2. Expenses:

- a) Check purchase invoice to Treasurer's book and verify to each cheque stub.
- b) Cheque numbers should be shown on the purchase invoice.
- c) Verify canceled cheques with Lodge Ledger/Treasurer's Book.

#### 3. General information:

- a) If the Lodge has other savings/investment accounts, verify all transfers to these accounts: bank books, bank statement and Treasurer's book.
- b) Ensure Treasurer has balanced the back of the bank statements each month.

- c) Spot check additions of both receipt and expense totals in Treasurer's book to ensure accuracy.
- d) Spot check Membership Fees payments from Receipt of Session to Dues Receipt stub and to Secretary's Membership Ledger.
- e) To assist the Treasurer to keep the books in balance, advise to total columns on each page of the Treasurer's book and use the following formula as a guide:
  - Ledger balance after previous audit
  - Plus debit total
  - Minus credit total
  - Equals new Ledger balance
- f) When all records and books have been audited and found correct, all the records listed above shall be signed and dated by the Committee Members, on the final page, in the color pen assigned to them by the Treasurer.
- g) When audit is completed, start new totals and carry forward the ledger balance only. All Committee books should be spot checked (i.e. Sunshine Book) for receipts and expenses to ensure accuracy.
- h) If Lodge Committees prepare budgets, ensure you have these reports prior to completing your annual budget.

## **MODULE 15: Member Services Committee**

### **RESPONSIBILITIES OF THE MEMBER SERVICES COMMITTEE**

1. Make a report at each meeting to focus members on the importance of Membership. Include information on Members reasons for not attending.
2. Encourage Lodge Members to approach former Members to return to Royal Purple.
3. Encourage Members to contact non-active members to remove barriers keeping them from participating.
4. Encourage the Lodge to set a realistic Membership goal annually.
5. Encourage the Lodge to use available resources to recruit new Members. Tools such as but not limited to: websites, facebook, pamphlets, newsletters, press releases, Class A Membership Form (attached), 8 Easy Steps to Hold a Membership Night (attached). Contact their Provincial Associations for assistance.

### **SUGGESTIONS FOR MEMBER SERVICES COMMITTEE**

Increasing and retaining membership in your Lodge is the RESPONSIBILITY of EVERY member; however, as the Member Services committee, you have been given the task of motivating Members to do this. National and Provincial Associations are willing to assist with Membership. Here are some suggestions:

- Ask members for names of friends, co-workers
- Create , send & deliver brochures
- Join the Chamber of Commerce
- Corporate orientation programs
- Advertise in newspaper using the term "All Welcome"
- Ask realtors to distribute information
- Church bulletins
- Local cable company community channel
- Bulletin Boards
- Trade shows, Farmer's markets

All Royal Purple Events!

**How to Increase Membership in an Existing Lodge**  
**How to Hold a Membership Information Night**

Suggestions:

- Host a supper, Member and guest may receive their meal free. Ideas theme dinner: backwards dinner, fashion show, a formal tea, a dessert party.
  
- Initiate an incentive to Members to bring a new Member:  
  
Make it a contest – winner receives free tickets or special prize.

**Encourage all Members to participate in increasing Lodge Membership.**

**POINTS TO CONSIDER WHEN ASKING SOMEONE TO JOIN**

- ❖ Share the Mission & Vision Statement and the tagline of Canadian Royal Purple.
- ❖ Focus the conversation on possible interests of the New Member.
- ❖ Be honest and upfront with people when trying to recruit.
- ❖ Once you have a new Member, be sure they feel welcome.
- ❖ Be sure someone is available to explain what happens at meetings and engage them through committee work.

**PUBLICITY AND PUBLIC RELATIONS AT LODGE LEVEL**

**Inexpensive or Free Ways to Publicize your Events**

Remember that newspapers are always looking for something to fill their pages. Make your promotional activities newsworthy by keeping with the timeliness of news events or the warmth and human interest of a feature story. Community newspapers prefer to feature articles with a local slant and may accept articles at no cost.

- Present your newsworthy articles and pictures of donations and awards.
- Advertise what you are doing for the Community. Take part in local events and you will be noticed.
- Contact other local organizations (Welcome Wagon, etc.) to get your organizations name listed as a resource in their directories.
- Invite media to special events. (IE. Official visits, anniversaries, fundraisers).
- Wear regalia/clothing with Royal Purple logo when working in public at Bingo, sporting events, catering, etc.
- Place Royal Purple volunteer work on your resume.
  - Give supporting businesses a certificate of plaque of “Thanks for Your Support.”

### **TYPES OF EVENTS FOR MEDIA COVERAGE**

- ✓ Spring or Winter Festival
  - ✓ Craft Fair
  - ✓ Tea & Bake Sale
- ✓ Cook-off with local celebrities as judges
  - ✓ Blood donor clinic
    - ✓ Bingo
  - ✓ Dinner & Drama
    - ✓ Trade Show
    - ✓ Fashion Show
    - ✓ Fall Supper
  - ✓ Sports Tournaments
- ✓ Service Awards to Members

### **8 EASY STEPS TO ORGANIZING AN INFORMATION NIGHT**

1. Appoint a minimum of three Members to organize the meeting.
2. Committee proposes a budget to cover costs and seeks approval at Lodge.
3. Request National Office/Provincial Association supply you with pamphlets and information for New Members.
4. Ask each current Members for a least one name for potential Membership.
5. Committee forwards "invitation to join" by mail, email or facebook with personal follow up in 5 to 10 days.
6. On follow up, secure commitment from prospective Member to attend your planned one hour "Information Night". Offer to provide transportation, if necessary.
7. Prepare to have a least three Members present information.
8. Pass out "Join Us" kits to each prospect. Kits include info from National, Provincial as well as Lodge activities and donations to charities.

***"Through out this endeavour, always remember that to grow and prosper –new members must be allowed to develop and mature, so new ideas must be allowed to germinate and grow."***

## MODULE 16: Judiciary Committee

- Will consist of no less than 3 members (if possible) to serve as a general advisor to the Lodge on all matters of a legislative character.
  
- **Responsibilities:**
  1. Will ensure the Lodge is aware of any changes to the Constitution and/or the Procedures and Floor Work Book approved at the Annual General Meeting.
  2. Will review Lodge Bylaws and Rules of Order annually and ensure amended bylaws are submitted to the National Judiciary Committee for approval.
  3. Will provide proper wording of all proposed Lodge amendments to the National Constitution and/or Procedures and Floor Work Book. If approved by the Lodge, the amendment will be drawn up by the Judiciary Committee in the form of a resolution and submitted to the Provincial Association and National Judiciary Committee. Support data, pertinent to the resolution, will be attached and form part of the resolution.
  4. Will review with the Lodge all resolutions being circulated which will be presented at the District, Provincial and/or National levels of the Society.
  5. Will ensure the floor work is practiced and performed according to the Procedures and Floor Work Book.

## **MODULE 17: PARLIAMENTARY PROCEDURE**

### **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 Chairman 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 Chairman:**

The duty of the Chairman is to facilitate the handling of business by an organized group and to ensure all Members are treated equally. The Chairman 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 Chairman 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 and stated.



- Encourage debate and assign the floor to those properly entitled to it.
- 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 want information or parliamentary assistance.
- Allow others to speak a first time before claiming the floor for a second time. **Express your views during the meeting instead of expressing criticism after the meeting.**
- Pay your fees on time.
- 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 Chairman.
2. Be recognized by the Chairman.
3. Make the motion.
4. Another person seconds the motion.
5. The Chairman states the motion to the Assembly.\*
6. The Assembly discusses or "debates" the motion.
7. The Chairman takes a vote.
8. The Chairman announces the results of the vote.

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

**1. Make a motion:**

When the Presiding Officer requires a motion, rise and address the Chairman. 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:**

**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 either**
    - 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.

## **Elections:**

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

## **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 Chairman 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.

## MODULE 18: HISTORY OF THE CANADIAN ROYAL PURPLE

### History of the Canadian Royal Purple Society:

#### Growth:

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

Originally formed as an auxiliary to the Elks of Canada in 1914, known as the Royal Purple of Canada, the organization established its independent existence 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 are carrying on a brisk growth, adding one new provincial association and three new lodges in its first full year of existence.

Concentrating on being a forum through which a community can organize and meet its needs, the Canadian Royal Purple has adopted the tagline, "Your Cause is Our Cause". The volunteer work being done serves each lodge's and each province's 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.

## MODULE 19: FORMS

Lodge President (Honoured Royal Lady) Report Form to National Office

Class A Membership Application Form

Class D Lodge Form

CRPS Certificate of Initiation

CRPS National Membership Report (pages 1 & 2)

Fee Schedule For New Members

CRPS Lodge Report On Member Changes

Lodge Officer Report Form

Directory Information Form

CRPS Order Form

Deceased Member Report Form

Purple Book of Memories Policy

Template for Statutes and Rules of Order

Fiscal Budget Template (page 1 & 2)

Audit Committee Report

Bank Account Information

Policy for Closure of a Lodge

**CANADIAN ROYAL PURPLE  
DUE ANNUALLY: JANUARY 15th  
HONOURED ROYAL LADY/ LODGE PRESIDENT: REPORT FORM**

Lodge \_\_\_\_\_ No. \_\_\_\_\_ Province \_\_\_\_\_ District \_\_\_\_\_

**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? \_\_\_\_\_

Is your Lodge involved in District activities? Yes \_\_\_\_\_ No \_\_\_\_\_ District # \_\_\_\_\_ Prov. \_\_\_\_\_

If yes, please give name of District Deputy (If applicable) \_\_\_\_\_ Lodge \_\_\_\_\_

Does your Lodge send delegates to the Provincial Association AGM? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain why not \_\_\_\_\_

Does your Lodge use resources available from the National Office? Yes \_\_\_\_\_ No \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Email \_\_\_\_\_

Please send this completed report to the National Office **by January 15<sup>th</sup>**. Thank you.

It may be mailed, emailed or faxed to: Canadian Royal Purple Society #203, 1139-12th Street, Kamloops, BC V2B 7Z2

Email: canadianroyalpurple@gmail.com

Fax: 1-236-421-2100

Lodge President /HRL Report Form Feb 2017

**Canadian Royal Purple Society**  
**Membership (Class A) Application Form**

**To be filled in by Each member:**

Name: (Print) \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

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.

# Canadian Royal Purple Society

## Lodge Application for Class D Membership

To the Board of Directors of the Canadian Royal Purple Society:

We, the undersigned officers have formed:

Lodge: \_\_\_\_\_ Charter Number: \_\_\_\_\_

HRL/President: \_\_\_\_\_ Secretary: \_\_\_\_\_

and wish to apply for membership in the Canadian Royal Purple Society.

Please enclose a copy of your statutes indicating they are consistent with those of the Canadian Royal Purple Society.

Please attach a list of names and addresses of your current members of the Canadian Royal Purple Society and the membership fees (\$50.00 per members or \$25.00 Pre 1992 Supreme Life Members)

Are the stated purposes of your Lodge as stated in your by-laws consistent with the purposes of the Canadian Royal Purple Society? YES

Are your members current members of the Canadian Royal Purple Society? YES

Are all your current members, members of the Provincial Association? YES

Are or will your members be covered by the national liability insurance? (due annually) YES

Have you included your fee of \$25.00 which upon approval entitles your Lodge to a Class D membership in the Canadian Royal Purple Society and your Provincial Association? YES

Your Lodge is required to maintain current by-laws and submit them to the Canadian Royal Purple National Office and complete an annual report form and financial report of your activities. Failure to adhere to the requirements of the Canadian Royal Purple Society may result in the revocation of your membership.

Date of Approval By the Board of Directors of the Canadian Royal Purple Society \_\_\_\_\_

signed: \_\_\_\_\_  
National President

\_\_\_\_\_  
Administrator

Please attach your Class A and B member application forms.





# CANADIAN ROYAL PURPLE

*Canadian Royal Purple Society*

## **CERTIFICATE OF INITIATION**

This is to certify that \_\_\_\_\_  
has been initiated and is now a member of \_\_\_\_\_ Lodge

No. \_\_\_\_\_ Canadian Royal Purple Society

\_\_\_\_\_

*Honoured Royal Lady*

*Secretary*

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**Due Date: January 15<sup>th</sup>**

## **CRPS National Membership Report**

Please attach a Membership list with **ALL** members listed ( **in alphabetical order please** ) with addresses, phone numbers, fax #'s if applicable and email addresses, **etc.**, as per attached example.

Please also use the Code as **R** – Regular Member, **NLM** - National Life Member, that means before August 1992, **MM** - Multi Member, which means being a member of more than one Lodge ( used to be called Dual Member). **IF** they are a Multi Member, please designate their Home Lodge , **PNP** - Past National President (PSHRL )

**A Multi Member** pays their Membership Fee to their **Home Lodge**. Their **Home Lodge**, in turn, **pays it to the National Office**.

\$50.00 per Regular Member

\$25.00 per **National** Life Member ( only for Members that were granted a (National) Supreme Life Membership prior to August 1992 – The Lodge must submit **full Membership Fees** for any Members granted a **National** Life Membership **after** August 1992 and **all Lodge Life** Members

Membership Fees are **not submitted** for **Past National Presidents** (Past Supreme Honoured Royal Ladies) .

Please enclose your cheque for the **Membership fees** of your Members as well as your **Annual Lodge (Class D) Fee of \$25.00**.

Please send your National Membership Report and payment to:

Canadian Royal Purple

# 203 – 1139 – 12<sup>th</sup> St., Kamloops, BC V2B 7Z2

Please refer to the month to month **Membership Fee Schedule** attached for Members joining during the year.

**Thank you for being Royal Purple!**

# National Membership Report DUE: January 15<sup>th</sup>

To be sent to the National Office PLEASE PRINT CLEARLY In Alphabetical Order THANK YOU

Lodge Name: \_\_\_\_\_ # \_\_\_\_\_ and Province: \_\_\_\_\_

District if applicable \_\_\_\_\_ Date: \_\_\_\_\_ Number of Members \_\_\_\_\_

Type of Membership : Please use code **R** – Regular **MM** – Multi Member  
**NLM** – National Life Member **PNP** – Past National President

	<u>Code</u>	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Email</u>	<u>Fee</u>
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____	_____
13.	_____	_____	_____	_____	_____	_____
14.	_____	_____	_____	_____	_____	_____
15.	_____	_____	_____	_____	_____	_____

# HIGH PRIORITY NOTICE

## Schedule of Membership Fees for New Members

When a 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 submits:

\$ 50.00 - if a person joins in January

\$ 46.25 - if a person joins in February

\$ 42.50 - if a person joins in March

\$ 38.75 - if a person joins in April

\$ 35.00 - if a person joins in May

\$ 31.25 - if a person joins in June

\$ 27.50 - if a person joins in July

\$ 23.75 - if a person joins in August

\$ 20.00 - if a person joins in September

\$ 16.25 - if a person joins in October

\$ 12.50 - if a person joins in November

\$ 8.75 - if a person joins in December

# Lodge Report on Member Changes

**Lodge Name and Number:** \_\_\_\_\_ **District:** \_\_\_\_\_ **Province:** \_\_\_\_\_

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

Please report changes to your Membership, as they occur, using the following codes:

**AC** - Address change    **I** - Member in    **VW** – Member out    **S** – Suspended  
**TI** – Transfer in    **TO** – Transfer out    **DD** – Deceased Member    **MM** – Multi Member ( NOTE Home Lodge)

**Please print clearly. Please retain a copy for your Lodge files**

Effective Date	Code	Name and complete address

**Secretary’s Name and signature:** \_\_\_\_\_

**HRL’s Name and signature:** \_\_\_\_\_

**Mail, Email OR Fax to:** Canadian Royal Purple National Office  
 # 203 - 1139 – 12<sup>th</sup> St., Kamloops, BC V2B 7Z2  
 Email: [canadianroyalpurple@gmail.com](mailto:canadianroyalpurple@gmail.com) Fax: 1 – 236 – 421 – 2100

**PLEASE include a Class “A” Member form for each NEW Initiate along with their National Membership Fee. PLEASE pay the full \$50 fee or prorate according to the “Fee Schedule for New Members”.**

CRPS Lodge Report on Member Changes October 2016

# CANADIAN ROYAL PURPLE

#203, 1139 – 12<sup>th</sup> St., Kamloops, BC V2B 7Z2

## LODGE OFFICER FORM

Lodge: \_\_\_\_\_ Lodge # \_\_\_\_\_ Prov \_\_\_\_\_ District \_\_\_\_\_

To ensure current information for jewel orders and special Dispensations, please forward this form by fax 1- 236 - 421 - 2100 or email [canadianroyalpurple@gmail.com](mailto:canadianroyalpurple@gmail.com)

**\*Total No. of Years  
Counting this term and  
ALL previous terms  
In This Position**

**NAME: PLEASE** print clearly or type

		Phone No.	
H.R.L./President	_____	( ) _____	* _____
I.P. H.R.L./President	_____	( ) _____	
ARL/Director	_____	( ) _____	
Loyal Lady/Director	_____	( ) _____	
Lect. Lady/Director	_____	( ) _____	
Secretary	_____	( ) _____	* _____
Treasurer	_____	( ) _____	* _____
Chaplain	_____	( ) _____	
Conductress	_____	( ) _____	
Inner/Outer Guard	_____	( ) _____	
Historian (opt)	_____	( ) _____	
Appointed Pianist (opt)	_____	( ) _____	* _____

**Minimum Number of Officers:** A Lodge may have the option of electing a minimum of five Officers. The offices could be HRL/President, Associate Royal Lady/Director, Loyal Lady/Director, Chaplain/Conductress, Secretary/Treasurer or a combination as approved by the Lodge.

\_\_\_\_\_  
Honoured Royal Lady/President

\_\_\_\_\_  
Secretary

**YOUR COOPERATION IS GREATLY APPRECIATED.**

**Thank you for being Royal Purple!**

March 2016  
Lodge Officer Report Form

# CANADIAN ROYAL PURPLE SOCIETY

## Information for the Royal Purple Directory / Website

To ensure current information is included in the Directory, please send this form to the Office.  
Canadian Royal Purple, 203 , 1139 – 12<sup>th</sup> St., Kamloops, BC V2B 7Z2 FAX 1-236-421-2100  
Email: [canadianroyalpurple@gmail.com](mailto:canadianroyalpurple@gmail.com)

### Immediately following Elections and no later than May 15th

Please provide the information as you wish it to appear in the Directory

#### PLEASE PRINT CLEARLY

Lodge Name and Number \_\_\_\_\_ Prov. \_\_\_\_\_ District# \_\_\_\_\_

HRL/President (name) \_\_\_\_\_ Phone \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Fax \_\_\_\_\_

Secretary (name) \_\_\_\_\_ Phone \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Fax \_\_\_\_\_

Lodge Website Address ( if applicable ) \_\_\_\_\_

---

#### ADDRESS WHERE MAIL IS TO BE SENT

Street: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email Address where National can send email: \_\_\_\_\_

#### MEETING INFORMATION

MEETING DAY AND TIME: \_\_\_\_\_

MEETING PLACE ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
HRL/President signature

\_\_\_\_\_  
Secretary signature

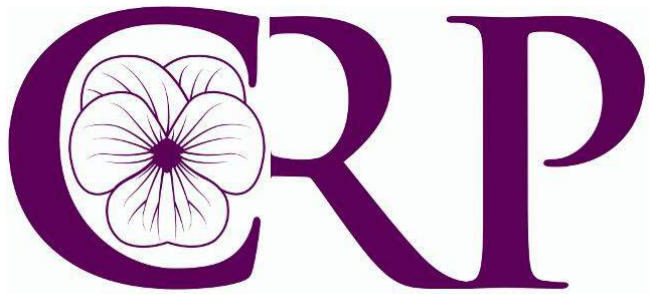
DATE: \_\_\_\_\_ Thank you!

Canadian Royal Purple collects and uses your personal information for the purpose of providing Lodges with products and services that have been requested. The information provided will be printed in our Canadian Royal Purple Directory and placed on our Website. As per National Policy, the Office will not release this information internally or externally if the purpose is for solicitation. If you do not want your information to appear on the Website and /or published in the Directory, please contact the Office in writing immediately.

***You must still complete this form in full and forward it to the Office by the Due Date.***

Directory Information Feb 2017

# ORDER FORM



**CANADIAN ROYAL PURPLE**

Canadian Royal Purple Society  
#203, 1139 – 12<sup>th</sup> Street  
Kamloops, BC V2B 7Z2  
[canadianroyalpurple@gmail.com](mailto:canadianroyalpurple@gmail.com)  
Phone: 1-236-421-2203  
Fax: 1-236-421-2100

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

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

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

Quantity	Stock Number	Description

COMMENTS:

Secretary Name and Signature: \_\_\_\_\_

Thank you for your Order!



**TO BE COMPLETED AND SUBMITTED IMMEDIATELY TO:**

The National Office: Canadian Royal Purple Society  
#203, 1139 – 12<sup>th</sup> St., Kamloops, BC V2B 7Z2

**Deceased Member Report**

**Notice of the Death of a Lodge Member**

**PLEASE PRINT CLEARLY**

Name of Deceased: \_\_\_\_\_

Member of \_\_\_\_\_ Lodge # \_\_\_\_\_

Date of Death: \_\_\_\_\_

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, Fax or Email to:***

**Canadian Royal Purple Society**

**#203, 1139 – 12<sup>th</sup> St.,**

**Kamloops, BC V2B 7Z2**

**Phone: 1-236-421-2203**

**Fax: 1-236-421-2100**

**Email: [canadianroyalpurple@gmail.com](mailto:canadianroyalpurple@gmail.com)**



## **PURPLE BOOK OF MEMORIES POLICY**

- A.
  - 1. The Canadian Royal Purple Society will produce a Purple Book of Memories and maintain this book at the National Office.
  - 2. The purpose of this book is to perpetuate the memory of a loved one.
  - 3. This book will be on display at each National Annual General Meeting.
  
- B.
  - 1. Upon the accumulation of contributions of one hundred dollars (\$100.00) the deceased person's name will be entered onto a separate page in the book.
  - 2. Each page will contain the name of the deceased and the city where they lived and will list those who made the contributions. If the deceased was a Royal Purple Member, the page will also name the Lodge and the highest office held.
  - 3. Two months after the minimum of one hundred dollars (\$100.00) is accumulated, a copy of the page will be sent to the next of kin. Six months later a follow up letter may be sent to the next of kin listing further contributions.
  - 4. A List of Members deceased before July 2014 may be remembered in the Purple Book of Memories upon a contribution of one hundred dollars (\$100.00) a page.
  
- C.
  - 1. The National Office will send a non-tax deductible receipt and letter of acknowledgement of the contribution to the donor.
  
- D.
  - 1. Funds permitting, at the National Convention and Annual General Meeting an annual donation from the Memorial Fund may be made, for charitable purposes of the Host Committee's choice.
  - 2. At least one month prior to the Annual General Meeting the National President will inform the Host Committee of a donation pending.

# Canadian Royal Purple Society

**Statutes of Class D Member Lodge** \_\_\_\_\_ **No.** \_\_\_\_\_

**Province or Territory** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: Statutes can be amended by 2/3 majority vote, must be submitted to the National Judiciary Committee for approval, become effective once approved and are effective until rescinded.

Class D (Lodge) membership shall be available only to organizations that have a statement of purpose similar to the Canadian Royal Purple Society, have Class A (individual) members, Class B (Past National President), have agreed to provide the CRPS with appropriate access to their records and who have applied for and been accepted as a Class D (Lodge) member and received a Charter. The term of the membership will be annual subject to the payment of the annual fee and submission of all forms and reports.

## 1. General

**1.1 Constitution:** This Lodge (Class D Member) shall abide by the Constitution as established and amended from time to time at the Canadian Royal Purple Society's Annual General Meeting.

**1.2 Lodge Statutes and Rules of Order:** Shall not conflict with the Constitution and shall refer to the local operation of the Lodge (Class D member).

**1.3 Aims and Objectives:** The aims and objectives of the Lodge (Class D member) shall not be in conflict with the aims and objectives of the Canadian Royal Purple Society.

## 2. Membership

**2.1 National Class D Membership Fee:** Each Lodge (Class D) member will pay an annual fee as a member of the Canadian Royal Purple Society.

**2.2 Lodge Fees:** Shall be determined by the Lodge in accordance with the Annual Lodge budget and payable no later than Nov 30<sup>th</sup> for the following calendar year – Jan 1 to Dec 31.

**2.3 Class D Lodge Life Membership:** (Optional) may be awarded by the Lodge and is in effect only in the Lodge.

The Lodge \_\_\_\_\_ or the Member \_\_\_\_\_ shall pay the required Lodge fee. Other provisions, if any

### 3. Delegates

**Expenses: Delegates:** any member may pay full registration fee and qualify as a delegate to any District meeting, Provincial (Class C) Conference or Annual General Meeting. According to the Lodge Statutes and Budget, the Lodge may determine how many delegates it will pay for at each of these meetings.

#### 3.1 District meeting:

**3.1.1** The Lodge \_\_\_\_\_ or \_\_\_\_\_ Member shall pay the registration fee.

**3.1.2** Other provisions: Is the Lodge paying expenses as determined by the Lodge Budget?

Yes \_\_\_\_\_ No \_\_\_\_\_

**3.1.3** If yes, are there are any restrictions or provisions as to when or what the Lodge will pay?

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#### 3.2 National Annual General Meeting:

**3.2.1** The Lodge \_\_\_\_\_ or \_\_\_\_\_ Member will pay the registration fee.

**3.2.2** Other provisions: Is the Lodge paying expenses as determined by the Lodge budget?

Yes \_\_\_\_\_ No \_\_\_\_\_

**3.2.3** If yes, are there any restrictions or provisions as to when or what the Lodge will pay?

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#### 3.3 Class C Provincial Associations:

**3.3.1** The Lodge \_\_\_\_\_ or Member \_\_\_\_\_ shall pay the registration fee.

**3.3.2** Other provisions: Is the Lodge paying the expenses as determined by the Lodge budget?

Yes \_\_\_\_\_ No \_\_\_\_\_

**3.3.3** If yes, are there any restrictions as to when or what the Lodge will pay?

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**4. Applicants:** Any Class A or B member may sponsor a New Class A Member applicant.

**5. Restoration to Membership:**

**5.1** Restoring a Class A Member who has taken a voluntary withdrawal of membership: Applicant's will reapply as a Class A Member, pay the required National Membership Fees and Lodge fees and the member will be re-obligated and welcomed to the membership.

**5.1.1** Restoring a Class A Member whose membership has lapsed due to non-payment of National membership fees: If more than one calendar year has passed and the Member's name has been withdrawn from the Lodge's role, the Class A member will reapply, pay the required National fee and Lodge fees (if applicable) and be re-obligated and welcomed as a Class A member. If the member's name has not been removed, consider the member current and issue a membership card.

**5.1.2** The National Constitution and the Lodge (Class D member) will recognize all past offices and years of service.

**6. Service Pins**

**6.1** Service Pins: Shall be presented by this Lodge: \_\_\_\_\_ Yes \_\_\_\_\_ No

5 Yr Pins \_\_\_\_\_ 10 Yr Pins \_\_\_\_\_ 15 Yr Pins \_\_\_\_\_ 20 Yr Pins \_\_\_\_\_ 25 Yr Pins \_\_\_\_\_ additional bars up to the 45<sup>th</sup> year \_\_\_\_\_

50 year and any subsequent 5 year bars will be a gift of the Canadian Royal Purple Society

Service to be accumulative.

Provisions, if any, \_\_\_\_\_

**7. Meetings:**

**7.1** All Lodges are required to hold a minimum of eight (8) regular meetings (includes any type of meeting other than a special meeting) per year.

**7.2** All Lodges must identify one meeting as the Annual General Meeting. This is usually the meeting at which the Election of Officers is held.

This Lodge will hold the AGM in the month of \_\_\_\_\_.

**8. Lodge Audit:**

The treasurer's books will be audited at least once per year, in the month (s) of \_\_\_\_\_.

**9. Change of address:** All members must notify the secretary of a change of address. If any communication from the Lodge is returned on two consecutive occasions because the member cannot be found, the Lodge will not be required to give any further notices until the member informs the Lodge of the new address.

**10. Voting Procedure:** At all meetings of the Lodge (Class D member), every question will be decided by the majority of the votes cast on the question. The President (Honoured Royal Lady) will vote on every question and cast the vote to break the tie. The matter may be revisited.

**11. Dissolution Statement:**

Upon the surrender or revocation of a (Class D) Lodge Charter or dissolution of a Lodge:

**11.1** The Executive will pay all of the liabilities and expenses of the Lodge.

**11.2** The Lodge Executive will direct the distribution of any funds as required under any applicable Gaming and Licensing rules and regulations, if any.

**11.3** All remaining property and assets shall be distributed by the Lodge Executive according to applicable law and Lodge statutes and as directed by the Lodge membership at the time of dissolution or revocation of the Lodge Charter.

**12. Miscellaneous:** The accidental omission to give any notice to any member or the non-receipt of any notice provided by the Lodge to its members shall not invalidate any action taken at any meeting to which the notice pertained.

Class D (Lodge) approval date: \_\_\_\_\_

Signed by:

President (Honoured Royal Lady) \_\_\_\_\_

Secretary \_\_\_\_\_

Approved by:

National Judiciary Chairman \_\_\_\_\_

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

**Note: Each member of this Lodge must receive and sign for these By-Laws. Each new Member must also receive and sign for the by-laws.**

Revised Feb 2017

# Canadian Royal Purple Society

**RULES OF Order of \_\_\_\_\_ Lodge No \_\_\_\_\_**

**Province or Territory \_\_\_\_\_**

Note: Rules of Order may be amended by a majority vote and are effective until rescinded. Rules of Order governing money expenditures shall be provided for in the Lodge budget (as a guideline) and should be reviewed annually upon approval of the Lodge budget.

**1. Initiates:** On the night of the Initiation, new Class A members shall sign for and receive a copy of the Lodge statutes. They shall also receive, as a gift from the Lodge:

\_\_\_\_\_

## **2. Special Events:**

2.1 Royal Purple Week: Shall be the third week in May.

2.2 Memorial Day : shall be held. Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

2.3 Decoration Day: Shall be held. Yes \_\_\_\_\_ No \_\_\_\_\_

2.4 Information/Membership Nights: Shall be held. Yes \_\_\_ No \_\_\_ If yes, when? \_\_\_\_\_

2.5 Past Presidents/Past Honoured Royal Ladies' Night:

Shall be held: Yes \_\_\_\_\_ No \_\_\_\_\_ If so, When? \_\_\_\_\_

## **3. Perfect Attendance Pins:**

Shall be presented by this Lodge. Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, are there any provisions?

\_\_\_\_\_

## **4. Attendance Vouchers:** Shall be honoured by this Lodge?

Yes \_\_\_\_\_ No \_\_\_\_\_

Provisions if any \_\_\_\_\_

\_\_\_\_\_

**5. Drill Team:** Yes \_\_\_\_\_ No \_\_\_\_\_

**5.1.** Shall be appointed \_\_\_\_\_ or elected \_\_\_\_\_.

**5.1.2 Drill Team Service Pins:** Shall be presented by this Lodge: Yes \_\_\_\_\_ No \_\_\_\_\_

Provisions, if any: \_\_\_\_\_

**6. Rent** shall be as required.

**7. Expenses** as determined by Lodge Budget

**7.1 Honorariums/Gifts:**

7.1.1 Secretary \_\_\_\_\_

7.1.2 Treasurer \_\_\_\_\_

7.1.3 Pianist \_\_\_\_\_

7.1.4 Other \_\_\_\_\_

7.2 Inter Lodge Visits \_\_\_\_\_

7.3 District Meetings: \_\_\_\_\_

7.4 National Annual General Meeting: \_\_\_\_\_

7.5 Class C Provincial Conference: \_\_\_\_\_

**8. Sunshine:**

**8.1 Hospitalized members** shall receive: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**8.2 Bereaved Members** shall receive: \_\_\_\_\_

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**9. Good of the Order:** \_\_\_\_\_

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**Other:**

**Lodge Approval Date:** \_\_\_\_\_

**Signed:**

**President/Honoured Royal Lady:** \_\_\_\_\_

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

**Note:** Every member should receive a copy of this document.

Revised Feb 2017

**FISCAL BUDGET**

Lodge No. \_\_\_\_\_

**INCOME**

		Budget	Actual	Budget
1	Ledger Balance Forward	_____	_____	_____
2	Membership fees	_____	_____	_____
3	General Income	_____	_____	_____
4	Charity - Community	_____	_____	_____
5	Bingos and Lotteries	_____	_____	_____
6	Donations	_____	_____	_____
7	Investments	_____	_____	_____
8	Miscellaneous	_____	_____	_____
9	Committees	_____	_____	_____
	a) Charities	_____	_____	_____
	b) Executive	_____	_____	_____
	c) Finance & Funding	_____	_____	_____
	d) Judiciary	_____	_____	_____
	e) Leadership Development	_____	_____	_____
	f) Membership	_____	_____	_____
	h) Relief	_____	_____	_____
	i) Procedures & Floor Work	_____	_____	_____
	j) Sunshine	_____	_____	_____
	k) Other	_____	_____	_____
10	TOTAL INCOME	_____	_____	_____

**EXPENSES**

	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
11 National Registration/Affiliation fees	_____	_____	_____
12 Rent/Taxes/Mortgage	_____	_____	_____
13 District Deputy	_____	_____	_____
14 District Meeting	_____	_____	_____
15 General Expenses	_____	_____	_____
a) Jewels/Service Pins	_____	_____	_____
b) Insurance/Regalia/Bond for Treasurer	_____	_____	_____
c) Honorarium	_____	_____	_____
d) Gifts/Flowers	_____	_____	_____
e) Postage/	_____	_____	_____
f) Office Supplies/Petty Cash	_____	_____	_____
16 Bingos & Lotteries	_____	_____	_____
17 Investments	_____	_____	_____
18 National Convention (AGM)	_____	_____	_____
19 Special Events	_____	_____	_____
a) Lodge Anniversary	_____	_____	_____
b) Visit of Nat'l President	_____	_____	_____
d) Other	_____	_____	_____
20 Miscellaneous	_____	_____	_____
21 Other	_____	_____	_____
22 Committees	_____	_____	_____
a) Charities	_____	_____	_____
b) Executive	_____	_____	_____
c) Finance & Funding	_____	_____	_____
d) Judiciary	_____	_____	_____
e) Member Services	_____	_____	_____
f) Relief	_____	_____	_____
g) Procedure & Floor Work	_____	_____	_____
h) Sunshine	_____	_____	_____
i) Other	_____	_____	_____
23 Donations	_____	_____	_____
a) Charities - Community	_____	_____	_____
24 Special Assessment	_____	_____	_____
25 TOTAL EXPENSES	_____	_____	_____
26 SURPLUS (DEFICIT)	_____	_____	_____

*The Fiscal Budget is required for Lodge files only.*

Date presented and approved by Lodge \_\_\_\_\_

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
President (Honoured Royal Lady)

\_\_\_\_\_ Canadian Royal Purple Lodge # \_\_\_\_\_

**Audit Committee Report: Date:** \_\_\_\_\_

Ledger Balance - \_\_\_\_\_ (from previous audit statement) \_\_\_\_\_ Date

Plus Receipts - \_\_\_\_\_ to \_\_\_\_\_ + \_\_\_\_\_

Less Expenses - \_\_\_\_\_ to \_\_\_\_\_ - \_\_\_\_\_

Ledger Balance \_\_\_\_\_  
Date \_\_\_\_\_

Plus Outstanding Cheques # \_\_\_\_\_ \$ \_\_\_\_\_  
# \_\_\_\_\_ \$ \_\_\_\_\_ + \_\_\_\_\_

Less Outstanding Deposits - \_\_\_\_\_

Bank Balance \_\_\_\_\_  
Date \_\_\_\_\_

List any additional Lodge Savings/Investments to complete the statement for the Members.

\_\_\_\_\_  
Finance Chairman

\_\_\_\_\_  
Finance Member

\_\_\_\_\_  
Finance Member (Each Member of the Committee shall sign the document and the Chairman of the Finance Committee then presents it to the Lodge.)

Audit carried out: Date: \_\_\_\_\_

Date presented to Lodge: \_\_\_\_\_

**Bank Account Information**

1. Name: \_\_\_\_\_

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

\_\_\_\_\_

Acct No. \_\_\_\_\_ Type \_\_\_\_\_

2. Name: \_\_\_\_\_

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

\_\_\_\_\_

Acct No. \_\_\_\_\_ Type \_\_\_\_\_

3. Name: \_\_\_\_\_

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

\_\_\_\_\_

Acct No. \_\_\_\_\_ Type \_\_\_\_\_

4. Name: \_\_\_\_\_

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

\_\_\_\_\_

Acct No. \_\_\_\_\_ Type \_\_\_\_\_

## **POLICY FOR 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 the  
CRPS National Office  
#203, 1139 12<sup>th</sup> 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**

## MODULE 20: PROVINCIAL ASSOCIATIONS

### MEMBERSHIP AWARENESS CAMPAIGN (MAC)

There is help!!!

**Contact your Provincial Association or any member of their executive.**

They will be able to outline their assistance program, describe Membership Awareness Campaigns, how to access financial assistance and provide moral support.

### GENERAL INFORMATION FOR MEMBERSHIP AWARENESS CAMPAIGNS

- Contact Provincial Membership Committee for application forms, expense forms and follow up forms.
- \$5.00 Per member is returned to Provincial Associations from your National Membership fee every year to assist Lodges identified in need with MAC costs and delivery of this program.

### TIPS TO A SUCCESSFUL MEMBERSHIP AWARENESS CAMPAIGN

1. **Print brochures:** About the Royal Purple in your community, history of the Royal Purple, who we donate to, approximate amount of donations in the community (Provincial & Local) in the past 3 to 5 years. These brochures could be circulated approximately 1 week prior to Membership Awareness Campaign. They can be stuffed in mailboxes, grocery bags, business brochure shelves, welcome packages.
2. **Follow up:** It is **essential** that the Lodge follow up:
  - with new potential members
  - phone and email inquiries or
  - verbal leads

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