



**Welcome to CRPS
Secretary's Zoominar**

CANADIAN ROYAL PURPLE

Your Lodge is a Class D Member of the Canadian Royal Purple Not for Profit Society

- **Your LODGE - A Group of like-minded people who came together to carry out shared aims and objectives by forming a lodge and joining the CRPS as a Class D member**
 - **Your Lodge is a member of a Federally incorporated**
- **Not For Profit Society and a Provincially incorporated Not For Profit**

YOU ARE THE SECRETARY!

What does this mean?

- ▶ Your Lodge has all the rights and privileges of a Not For Profit
 - ▶ Tax breaks
 - ▶ Gaming privileges
 - ▶ Governance model
 - ▶ Liability coverage for executive decisions
 - ▶ Operating under an umbrella of Not-For-Profit Legislation

- ▶ AND....

AND

- ▶ Our National Board, Constitution and our CRPS governance saves your lodge from having to deal with three levels of government reporting.
- ▶ CRPS collects your reports as its promise and responsibility to the Federal and Provincial Not For Profit legislation requirements.
 - ▶ To ensure you are operating according to their requirements, the following information is required:
 - ▶ Holding an annual AGM
 - ▶ Maintaining audited (reviewed) financial records
 - ▶ Maintaining membership lists, approved minutes
 - ▶ Developing an annual budget
 - ▶ Operating under the Gaming legislation
 - ▶ Meeting regularly, following formal governance

Membership

You may have three levels of members (shareholders) in your not-for-profit lodge:

- ▶ Class A – this is the base membership – voting
- ▶ Class B – a Past National President - voting
- ▶ Class E – a non-voting lifetime member
- ▶ There is an application form for each of these classes.

Class A Membership Form

Canadian Royal Purple Society

Membership (Class A) Application Form

To be filled in by Each member:

Name: (Print) _____

Address: _____

City: _____ Province _____ Postal Code _____

Phone: _____ e-Mail: _____

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.

30/11/15

Class B Membership Form

Canadian Royal Purple Society

Membership (Class B) Application Form

To be filled in by a Past Supreme Honoured Royal Lady or
Past National President.

Name: (Print) _____

Address: _____

City: _____ Province _____ Postal Code _____

Phone: _____ e-Mail: _____

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: Has served as a Supreme Honoured Royal Lady or National President and who supports democratic and lawful government and the purposes and objectives of the Canadian Royal Purple Society.

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.

o8/12/15



CLASS (E) MEMBERSHIP APPLICATION FORM

Date: _____ Lodge Name: _____ Lodge #: _____ Prov: _____

Article 2 e. Class E Members - Honorary Members:

- i. Class E non voting membership will be available to individuals who are residents of Canada or Canadian citizens, who have made special contributions to the Corporation as determined by the Board of Directors, who the Board of Directors nominate by a special resolution of the directors and who accept the membership.
- ii. A class E Honorary Membership may be purchased by a member and/or their Lodge recognizing the member's years of service and their wish to retire from active membership within the organization. They may retire and a Class E Honorary membership may be purchased after reaching the age of 80 years and 50 years or more of service. One time fee of \$100.
- iii. Subject to the Act and the articles, a Class E non-voting member shall be entitled to receive notice of and attend but not vote at meetings of the members of the Corporation.

Applicants Name: _____ Age: _____ Initiated Date: _____

Applicants Signature: _____ Date: _____

Class E Membership Form

In Your Secretary's Binder

- ▶ 1. Membership Forms
- ▶ 2. Minutes
- ▶ 3. Years of Service Record
- ▶ 4. Secretary's Guide
- ▶ 5. Copies of Filed Forms (may be maintained in your computer as well)

1. Membership Application Completed Forms

- ▶ In your secretary's binder:
- ▶ Save the original copy of each member's application

Since 2014 – We no longer use the member's register and numbering system

2. Minutes

- ▶ A record of:
 - ▶ Date of meeting
 - ▶ Those in attendance - members and visitors
 - ▶ Correspondence
 - ▶ Treasurer's report
 - ▶ Approval of previous meeting(s) minutes
 - ▶ All motions made or consensus reached at each meeting – mover and seconder
 - ▶ Copy of or summary of all reports presented
 - ▶ Signed by the President once approved at the next meeting
Should be kept for seven years

3. Years of Service Record

- ▶ Keep a record of the years of service so service pins are awarded when earned:
- ▶ 5year, 10, 25, 40-year pins are available at a cost from the National Office
 - ▶ 50 year and 60 year will be gifted by CRPS when you request them
 - ▶ A 70-year certificate will also be gifted by CRPS upon request

4. Copies of Completed Forms

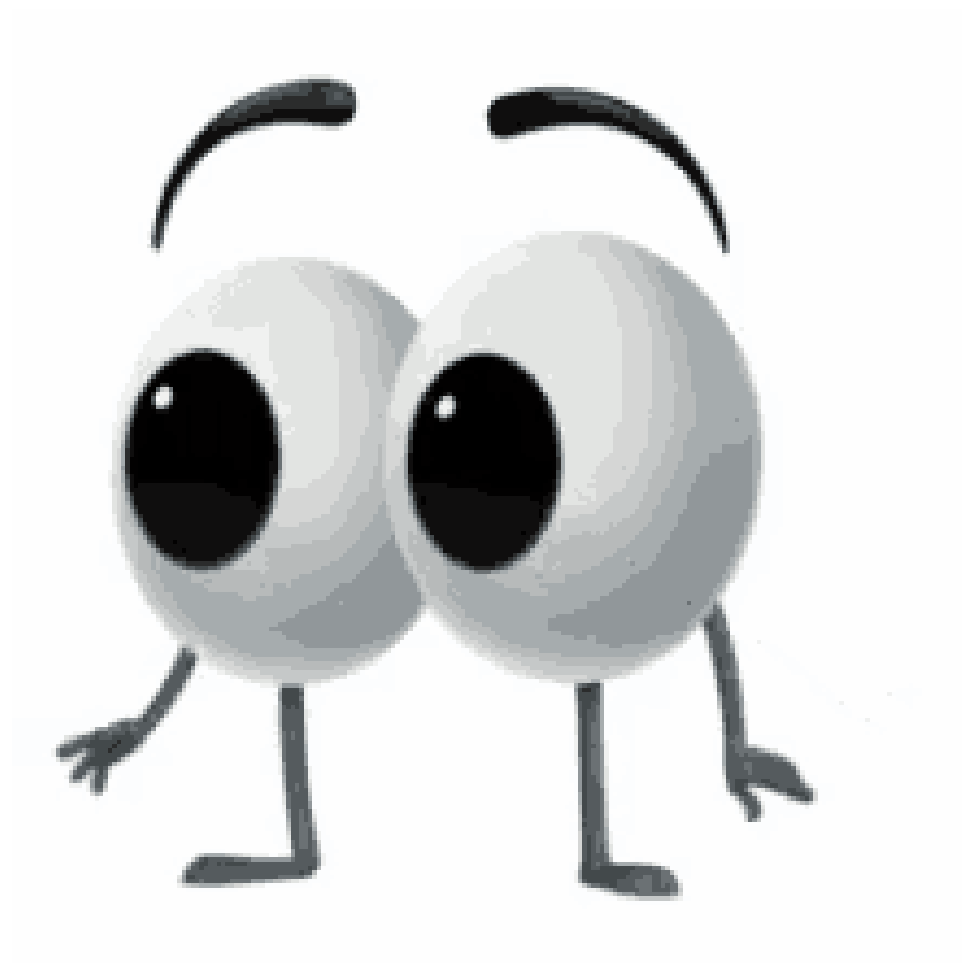
ANNUAL

- ▶ President's Annual Report Form
- ▶ National Membership Report Form
- ▶ Lodge Officer Report Form (Directory)

AS REQUIRED

- ▶ Membership Change Report Form
- ▶ Deceased Member Form
- ▶ Class A,B, and E Membership Forms

Let's Look at the Forms



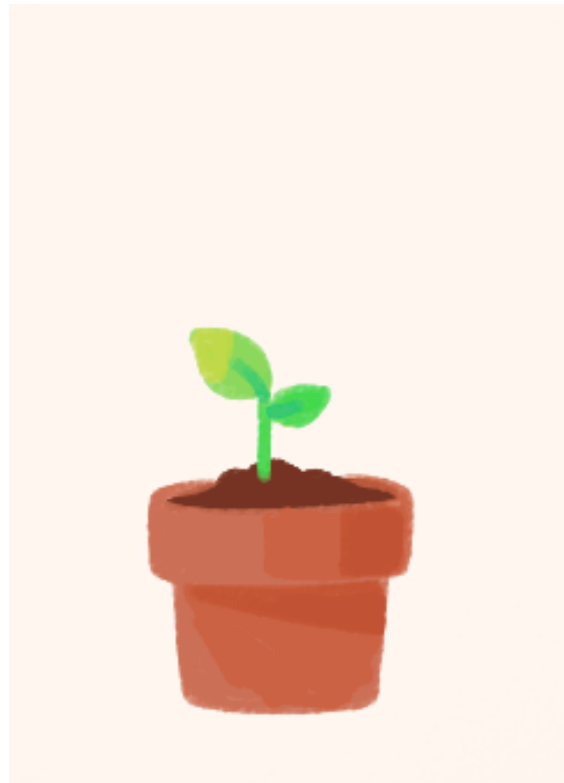
In the Secretary's Guide

1. National Membership Report Form

- ▶ Due to National Office by Jan 15 – Each year
- ▶ Name, class, address, email address, phone number
- ▶ If they are Multi member- which is their home lodge
- ▶ Amount submitted
- ▶ Can be done in an Excel sheet or use the website fillable form or the paper form in your guide

2. Lodge Officer Report Form

- ▶ File as soon as your election/AGM has been held – preferably in the spring
- ▶ List of all new officers



CRPS Lodge Officer Report

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

Date: _____

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

Signed by:

President

Secretary

THANK YOU FOR BEING ROYAL PURPLE!

Canadian Royal Purple Society | PO Box 32021, #3, 402 Ludlow Street, Saskatoon, SK S7S 1M7
P: (306) 222-3922 | E: canadianroyalpurple@gmail.com

3. Directory 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, Box 32021 #3 Ludlow St, Saskatoon, SK S7S 1M7 Email: 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

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- ▶ Available as a fillable form on the website and provides contact information for your lodge
- ▶ Due May 15
- ▶ Lodge President and Secretary
 - ▶ Phone numbers and email
- ▶ Meeting Date, Time and Place
- ▶ Lodge mailing and emailing address

4. Membership Changes Report Form

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

PO Box 3021, #3-402 Ludlow St. Saskatoon, SK S7S 1M7 Email:

canadianroyalpurple@gmail.com

PLEASE include a Class "A" Member form for each NEW Initiate along with their National Membership Fee. PLEASE pay the full \$ 60 fee or prorata according to the "Fee Schedule for New Members".

CRPS Lodge Report on Member Changes Feb 2020

- ▶ A fillable form on the website
- ▶ To be filed right after the change occurs – initiation, member transfers or leaves, death
- ▶ Also, for change of address, phone number, email change



Deceased Member Report

Notice of the Death of a Lodge Member

PLEASE COMPLETE AND SUBMIT as soon as possible.
PLEASE PRINT CLEARLY

Name of Deceased: _____

Member of _____ Lodge # _____

Date of death: _____

Highest Office Held: _____

Number of years of service: _____ Charter Member: YES ___ NO ___

Mailing Address of Lodge: _____

City: _____

Postal Code: _____

Secretary: _____

Next of Kin: _____

Address: _____

Relation to deceased: _____

Due to privacy act (FOIP) a copy of the Obituary, Funeral Card or signed permission from family is required to print and announce the member's passing.

Please mail to: Canadian Royal Purple Office

Please email to: canadianroyalpurple@gmail.com

Canadian Royal Purple Society | PO Box 32021, #3, 402 Ludlow Street, Saskatoon, SK S7S 1M7
P: (306) 222-3992 | E: canadianroyalpurple@gmail.com

5. Deceased Member's Form

- ▶ Is available on the website as a fillable form
- ▶ A funeral card, obituary or permission to list the member in our Memorial Book (FOIP) should accompany this form
- ▶ Note: Refer to the Purple Book of Memories Form to further recognize the member.

Lodge President's Report Form In the President's Guide or Website:

- ▶ Filling in this report may require your assistance.



CANADIAN ROYAL PURPLE
LODGE PRESIDENT ANNUAL REPORT

Lodge _____ No. _____ Province _____

MEMBERSHIP:

Present Membership _____ Membership Increase Goal for this year _____

How does your Lodge plan to reach this goal? _____

CHARITABLE INVOLVEMENT:

Financial contributions for the last fiscal year:

Provincial Royal Purple Charities \$ _____

Community Donations \$ _____

Other Registered Charities (please specify) \$ _____

Other (please specify) \$ _____

What projects are used to raise funds? _____

The following are mandatory:

Date Lodge Annual Budget was presented and accepted _____

Date when Financial Review was completed on the Lodge Financial Documents: _____

Date of Lodge Annual General Meeting (Elections)? _____

Other information:

Does your Lodge participate in Inter Lodge Activities? YES ___ NO ___

Does your Lodge send members to the Provincial Association AGM? YES ___ NO ___

If no, please explain why not _____

Does your Lodge send members to the National AGM/Convention? YES ___ NO ___

If no, please explain why not _____

COMMENTS: _____

Signature

Date

Email

Please complete by January 15th and send your report to Canadian Royal Purple office at PO Box 32021, #3, 402 Ludlow Street, Saskatoon, Saskatchewan S7S 1M7

Lodge President's Report Form

Missed a lane e us

You do not need to keep attendance records

Use the Member's attendance book or a sign in sheet for attendance if needed

It's tough to keep adapting to new ways



Not the wrong way –
the old, comfortable way

"IMPLEMENTING THESE CHANGES WON'T BE EASY.
WE'RE PRETTY SET IN DOING THINGS THE WRONG WAY."

QUIZ TIME



Question 1: Your Royal Purple Lodge a
Class _____ Member.

▶ D

▶ C

▶ A

▶ B

Question 2: When is the National Membership Report form due to National Office?

- ▶ A) April 30th
- ▶ B) July 1st
- ▶ C) December 31st
- ▶ D) January 15th

Question 3: How long should Secretary's minutes be kept for?

- ▶ A) 10 years
- ▶ B) 7 years
- ▶ C) Forever
- ▶ D) 5 years

Question 4: Member Service Pins are awarded at....

- ▶ A) 5, 15, 20, 40, 50, 60 years
- ▶ B) 5, 10, 25, 40, 50, 60 years
- ▶ C) 5, 10, 20, 40, 50, 60 years
- ▶ D) 5, 15, 25, 40, 50, 60 years

Question 5: What should be included with the President's Report to National Office?

- ▶ A) List of Charities
- ▶ B) Copy of the lodge budget
- ▶ C) Annual financial statement
- ▶ D) All of the above
- ▶ E) None of the above

Question 6: True or False? You need to keep Attendance Records.

▶ A) TRUE

▶ B) FALSE

Question 7: A changes in Membership Form must be completed when?

- ▶ A) Initiation
- ▶ B) Member transfers or leaves, a death
- ▶ C) Change of address, phone number, email change
- ▶ D) A and B
- ▶ E) All of the Above

Question 8: Lodge Directory Form includes everything except_____.

- ▶ A) Lodge President and secretary names, and their phone numbers and email
- ▶ B) Meeting Date, Time and Place
- ▶ C) Lodge members contact information
- ▶ D) Lodge mailing and emailing address
- ▶ E) All of the above is included

➤ Question 9: Your lodge is a member of a _____ incorporated Not For Profit Society and a _____ incorporated Not For Profit

Answer: Your Lodge is a member of a Federally incorporated Not For Profit Society and a Provincially incorporated Not For Profit .

Question 10: What needs to accompany a Deceased Member Form to list a member in the Purple Book of Memories ?

- ▶ A) A funeral card
- ▶ B) Obituary
- ▶ C) Permission
- ▶ D) Any of the above
- ▶ E) Nothing, just the form is needed

Any comments, questions?



Thank you for attending the
Secretary's Zoominar!