

## **SECTION 1- GENERAL INFORMATION**

1. It shall be the duty of the Member Services Committee to ensure that all Officers and Members are fully acquainted, on an annual basis, with the General Information and to fully instruct the Prospective Member(s) prior to the meeting.
2. Meetings may be conducted using one of the following formats:
  - \* Business Meeting Format
  - \* Regular Meeting – Short Form Format
  - \* Formal Meeting Format
3. The Obligation Sign is made by placing the right hand over the heart. This is used during opening and closing the Bible, during all prayers, when repeating the Obligation and during Grace.
4. Voting Procedure: The Chair will acknowledge how a vote will be taken.
5. The gavel may be used to maintain order, close all orders of business, call the Members to their feet and seat all, as follows:
  - One rap calls to order, closes orders of business and seats all.
  - Two raps call the Directors (Officers) to their feet.
  - Three raps call up the entire Lodge.
6. Members rising to address the Lodge President (Honoured Royal Lady) may address them by their title. Members wishing to address the lodge will stand or raise their hand to gain the Lodge President's (Honoured Royal Lady's) attention and when recognized, may address the Lodge President (Honoured Royal Lady).
7. National President, National Directors, Past National Presidents (Past Supreme Honoured Royal Ladies), National Life Members, Provincial Presidents, Past Provincial Presidents, Past District Deputies, District Deputies and Past Lodge Presidents (Past Honoured Royal Ladies), unless holding an Office in the Lodge, should be addressed as such on formal occasions only. At all other times, they would be referred to as a Member.
8. Members, unless on official business or to perform a ceremony, in moving about the room during a session, should avoid passing between the Centre Station and the station of the Lodge President (Honoured Royal Lady).
9. All Officers and Members stand at attention when the Flag is presented and retired, also while the Centre Station is being attended.

10. Pictures taken without flash and from your seat are permitted during the Charter Draping Ceremony.
11. Discretion and common sense shall be applied when conducting all orders of business and performing ceremonies, floorwork and drills. All orders of business can be altered as circumstances arise.
12. All Directors (Officers) shall notify their Lodge President (Honoured Royal Lady) in the event of their inability to attend a meeting, thereby giving the Lodge President (Honoured Royal Lady) an opportunity to arrange for a pro tem Director (Officer) prior to the meeting.
13. All money expended by the Lodge, other than that designated by a bylaw or as provided for in the budget, requires a motion.
14. ROYAL PURPLE TABLE GRACE –

*(Obligation Sign to be used.)*

Our Father, we thank you for your many blessings,  
We thank you for the Principles of Royal Purple which  
Unite us in the bonds of Justice, Charity, Love and Service.  
Let us continue to aid and help others.  
We ask your blessing of this food.  
May it strengthen our bodies to do your will. AMEN.

**DIAGRAM 1: KEY TO ALL DIAGRAMS**

- 1. President (Honoured Royal Lady)
- 2. Immediate Past President (Immediate Past Honoured Royal Lady)
- 3. Director 1st Vice President (Associate Royal Lady)
- 4. Director 2nd Vice President (Loyal Lady)
- 5. Director 3rd Vice President (Lecturing Lady)
- 6. Director (Secretary)
- 7. Director (Treasurer)
- 8. Director (Chaplain)
- 9. Historian (appointed)
- 10. Director (Conductress)
- 11. Director (Inner Guard)
- 12. Director (Outer Guard or Guard)
- 13. Pianist (appointed)
- 14. Drill Team
- 15. Centre Station
- F. Canadian Flag
- G. Canadian Royal Purple Flag

*Position of the Pianist will vary in Lodge rooms due to location of the piano.*

