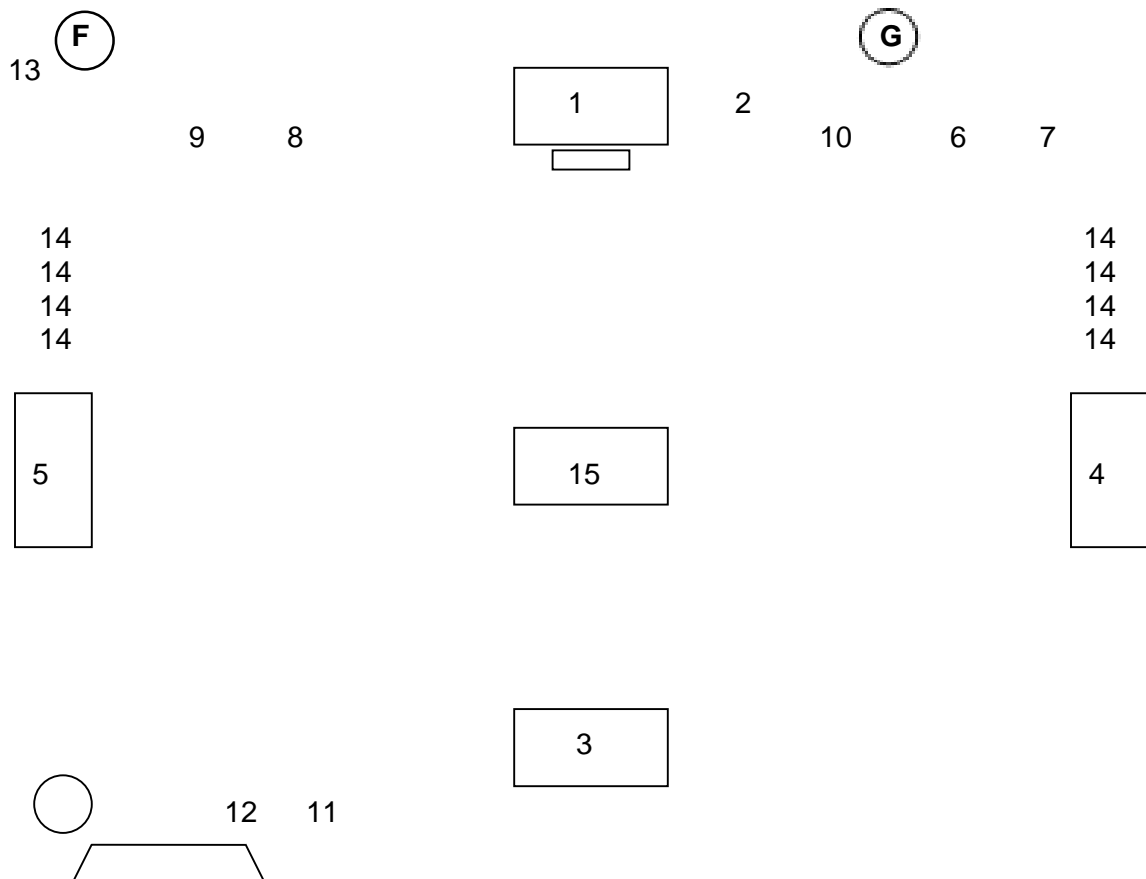


**SECTION 4- FORMAL MEETING**

**KEY TO ALL DIAGRAMS**

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

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



## ORDER OF BUSINESS

*Order of Business in all Lodges shall be as follows unless varied by majority consent of the Membership present or by the President (Honoured Royal Lady), as provided for herein. The President (Honoured Royal Lady), with the consent of the Lodge, may dispense or change Orders of Business not applicable.*

1. Opening of Lodge:
  - a) Call to Order/Assume Stations
  - b) Formal Seating of Officers (optional)
  - c) Assume Collars
  - d) Presentation of flag (optional)
  - e) Anthem/Salute the flag
  - f) Attend Centre Station (optional procedures)
  - g) Obligation (optional on nights of Initiation)
  - h) Declaration of Lodge Open
2. Introduction of Visiting Members and Guests:
  - a) Introduction of National President (Supreme Honoured Royal Lady), District Deputy or Provincial President and/or presentation at Centre Station
  - b) Introduction of Visiting Members
  - c) Introduction of Guests
3. Roll Call
4. Charter Draping Ceremony (when applicable)
5. Memorial Service (when applicable)
6. Reading of Minutes
7. Treasurer's Report
8. Reading of Communications
9. Reading of Bills
10. Applications for Membership (when applicable)
11. Initiation (when applicable)
  - a) Initiation Ceremony (including obligation)
  - b) Welcoming March (optional)
  - c) Pansy Ceremony
  - d) Drill (optional)
12. Reports: a) Officers; b) Standing Committees; c) Special Committees
13. Report of Sunshine and Sickness
14. Sunshine March
15. Unfinished Business
16. New Business (Election of Officers) (when applicable)
17. Good of the Order
18. Closing Ceremony
  - a) Form the Diamond (optional floor work)
  - b) Attend Centre Station
  - c) Retire the Flag/Anthem
  - d) Declare Lodge closed
  - e) Officers' Retiring March (optional)

*The procedure for announcing the death of a member (Charter Draping Ceremony) shall be the first Order of Business after Roll Call. The President/Honoured Royal Lady, with the consent of the members, may change the Order of Business for the Charter Draping Ceremony.*

(-O-) signifies one rap of the gavel  
(-O-O-) signifies two raps

(-O-O-O-) signifies three raps

## FORMAL OPENING CEREMONY

*Before the Lodge opens, if a Centre station Flag is used, it will be placed in an upright position on the Centre station and shall remain in said upright position until after the close of the meeting.*

*Promptly at the hour set for opening the Lodge, the President/Honoured Royal Lady and all Officers assume their stations and the President/Honoured Royal Lady calls the Lodge to order by giving one rap of the gavel and says:*

**PRESIDENT/HONOURED ROYAL LADY - (-O-) Officers, you will take your places for formal seating. (-O-O-)**

### **DIAGRAMS 1 - 5 inclusive**

*The Officers will stand and proceed to their places in the lineup for Seating of Officers).*

*The President/Honoured Royal Lady will lead the Officers on the left side of the room in order of line up and the Chaplain will lead the Officers on the right also in order of the lineup. The 3rd Vice President/Lecturing Lady and 2nd Vice President/Loyal Lady will step in the proper order in the line of march.*

*The Inner and Outer Guards will walk together to the position of the 1st Vice President/Associate Royal Lady; proceed to the Centre Station and then right and left to their places in the lineup. If there is only one Guard, she will walk to the station of the 1st Vice President/Associate Royal Lady, proceed to the Centre Station and then towards the 3rd Vice President/Lecturing Lady's position.*

*The 1st Vice President/Associate Royal Lady walks directly to her place in the lineup.*

*The Immediate Past President/Immediate Past Honoured Royal Lady shall occupy the position of the President/Honoured Royal Lady until the President/Honoured Royal Lady is seated.*

*Officers are lined up at the right and left of the Lodge room, just below the 2nd Vice President/Loyal Lady's position and 3rd Vice President/Lecturing Lady's position.*

#### **Near Lecturing Position**

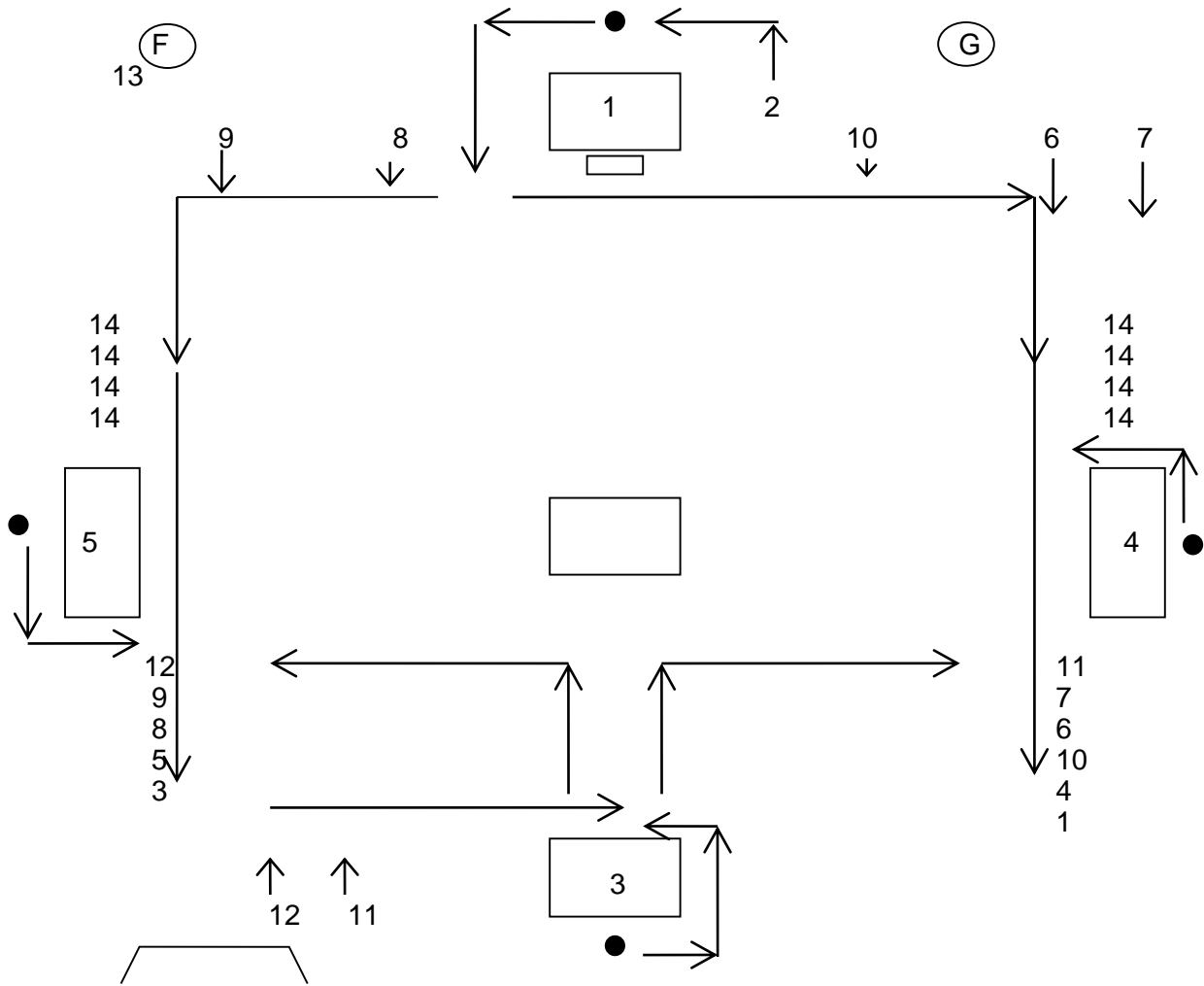
*Outer Guard/Guard  
Historian (appointed)  
Chaplain  
3rd Vice President/Lecturing Position  
1st Vice President/Associate Royal position*

#### **Near Loyal Position**

*Inner Guard  
Treasurer  
Secretary  
Conductress  
2nd Vice President/Loyal position  
President/Honoured Royal Lady*

*The Inner and Outer Guard/Guard join in the march directly behind the Drill Team and the other Officers follow in order.*

**DIAGRAM 1 - OFFICERS TAKING PLACES FOR FORMAL SEATING**

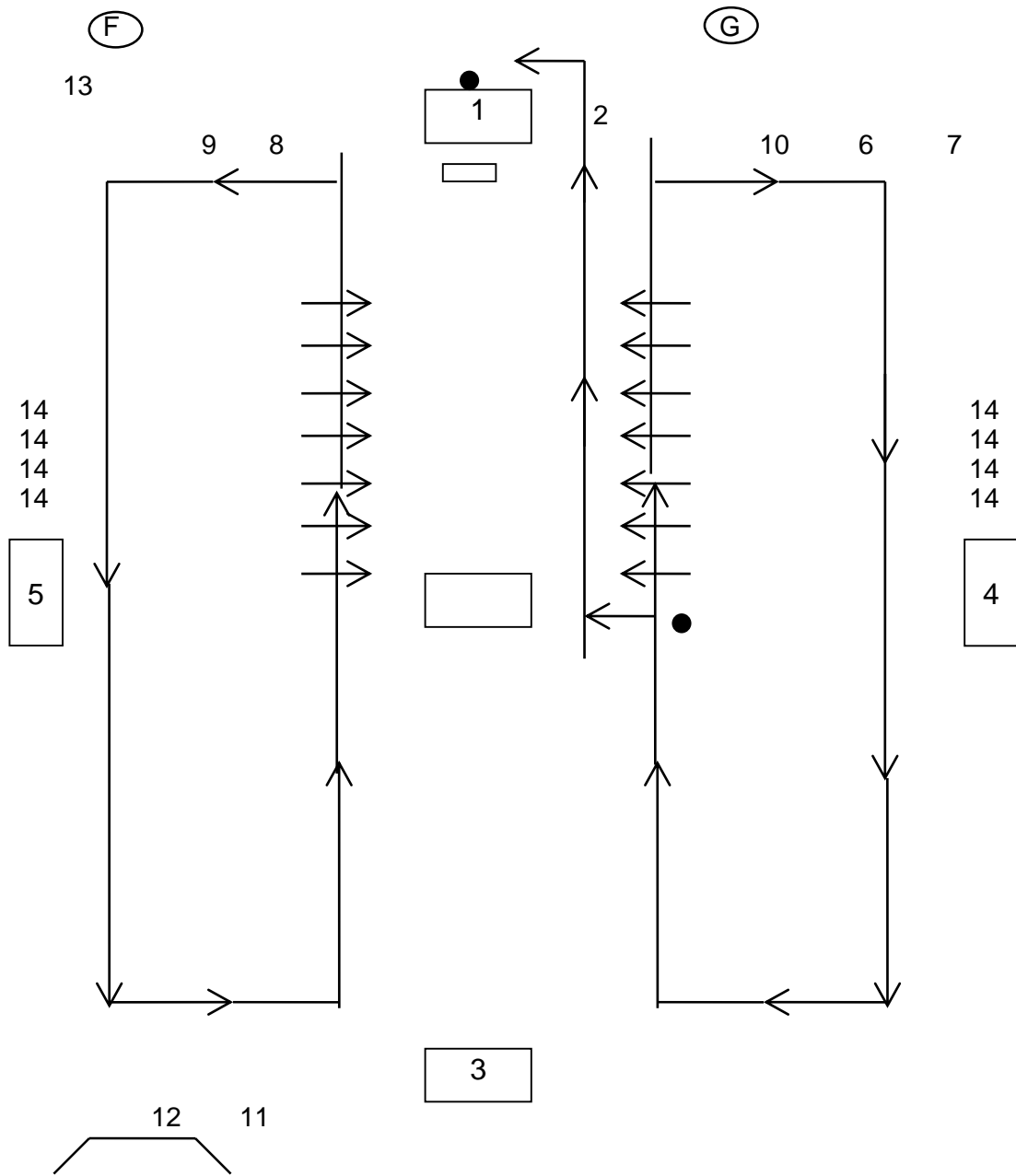


**IMMEDIATE PAST PRESIDENT/IMMEDIATE PAST HONOURED ROYAL LADY - Drill Team, you will conduct the Officers to their respective positions.**

*When a Drill Team is not present, the Immediate Past President/Immediate Past Honoured Royal Lady shall ask the Inner Guard and Outer Guard/Guard to conduct the Officers to their respective positions. If there is only one Guard, they will conduct their side and the Treasurer will conduct their side.*

*All Officers pick up their collars when they assume their positions and hold the collars in front of them until the Drill Team is in place. The President/Honoured Royal Lady and the Officers then put on their collars in unison.*

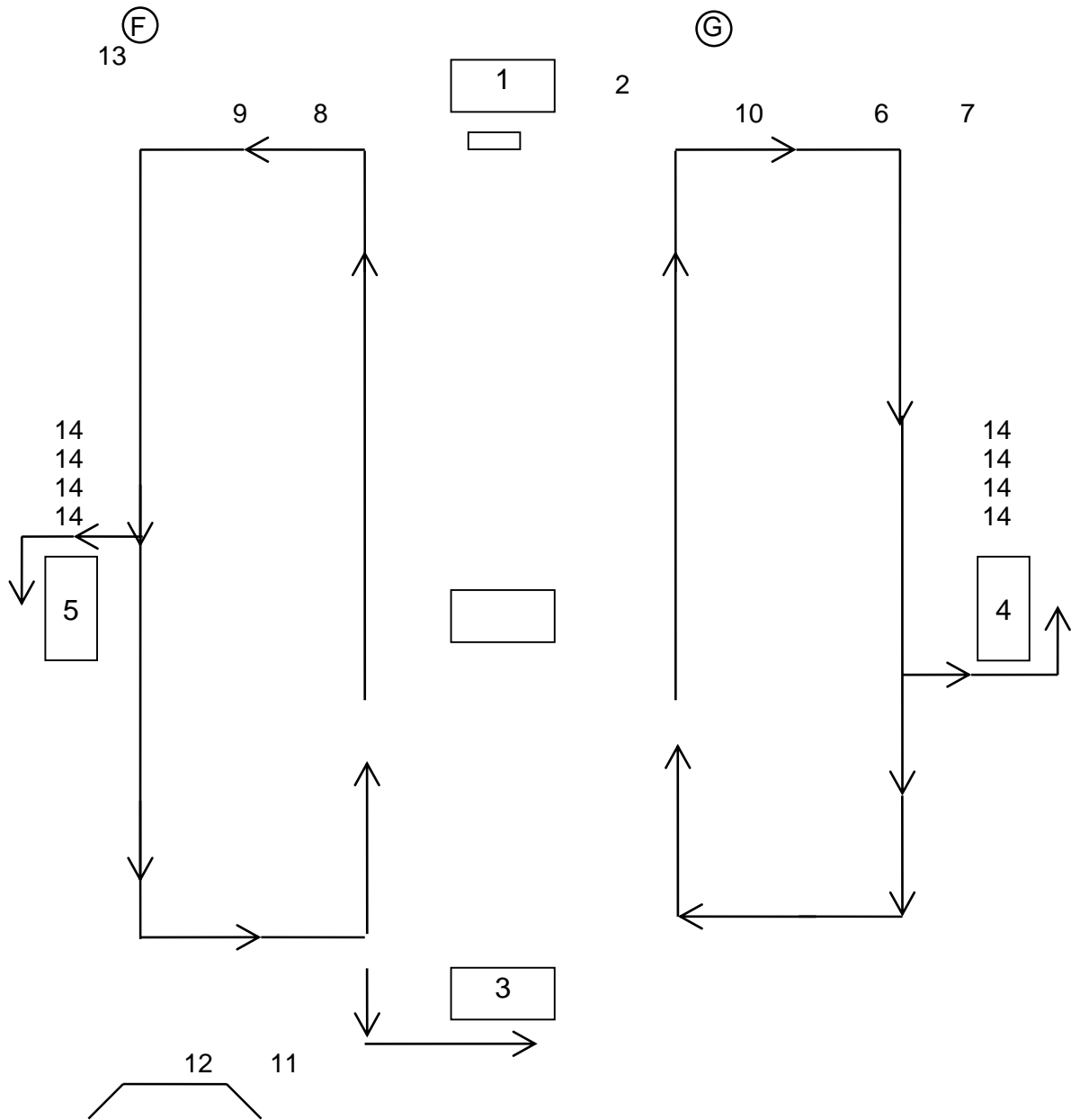
**DIAGRAM 2 - SEATING PRESIDENT/HONOURED ROYAL LADY**



*The Drill Team and Officers shall turn and face each other as the President/Honoured Royal Lady is being seated. It is optional for them to turn forward as the President/Honoured Royal Lady marches past.*

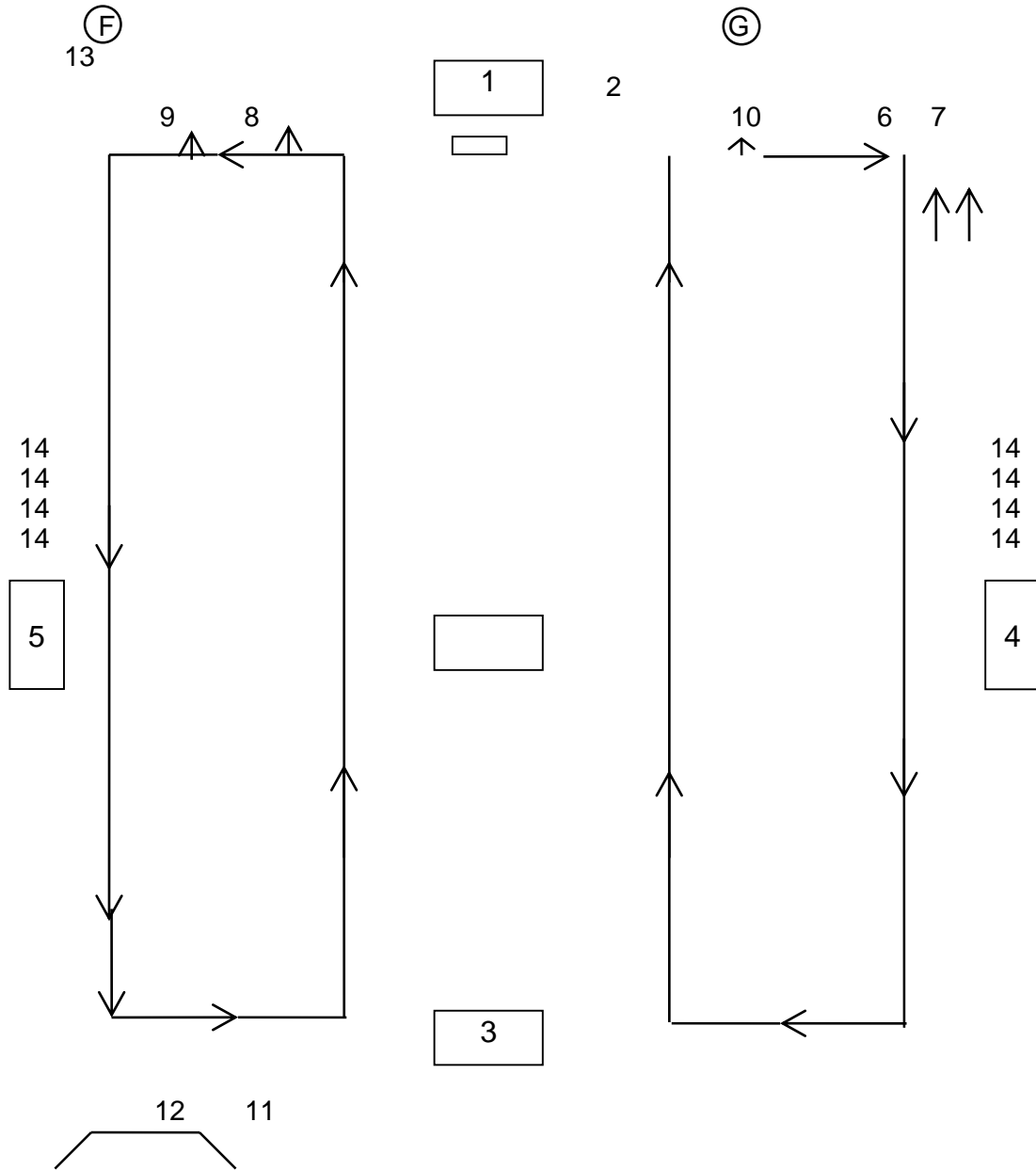
*The Immediate Past President/Immediate Past Honoured Royal Lady shall leave the position of the President/Honoured Royal Lady when they return to their position.*

**DIAGRAM 3 - SEATING OF 2ND VICE PRESIDENT/LOYAL LADY,  
3RD VICE PRESIDENT/LECTURING LADY AND  
1ST VICE PRESIDENT/ASSOCIATE ROYAL LADY**



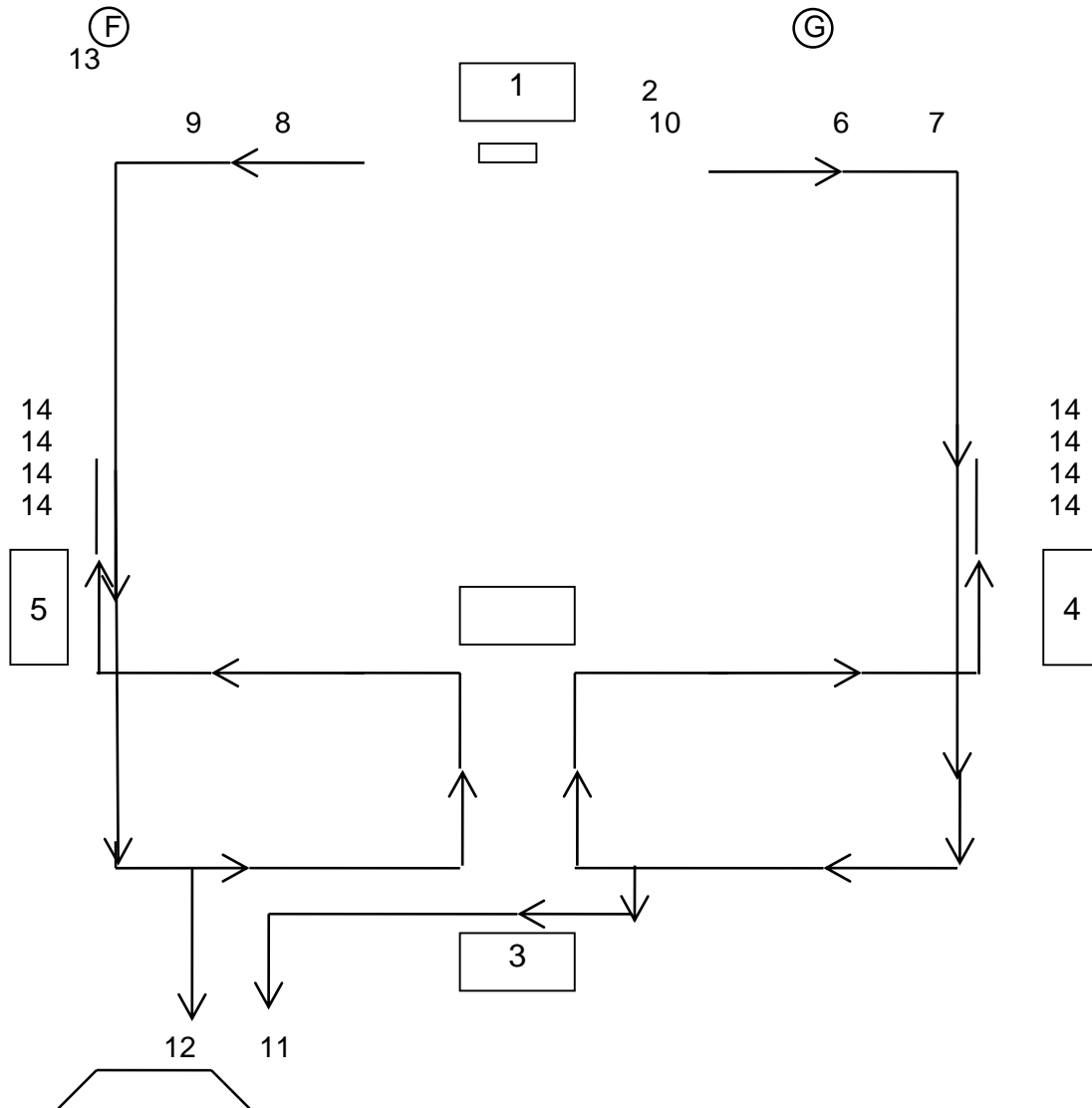
*As the line of march proceeds around the room for the first time, the 2nd Vice President/Loyal Lady, 3rd Vice President/Lecturing Lady and 1st Vice President/Associate Royal Lady take their stations.*

**DIAGRAM 4 - SEATING OF CONDUCTRESS, SECRETARY, TREASURER, CHAPLAIN AND HISTORIAN**



*As the line of march proceeds around the room the second time the Conductress, Secretary, Treasurer, Chaplain and Historian take their positions.*

**DIAGRAM 5 - SEATING OF INNER GUARD AND OUTER GUARD/GUARD AND DRILL TEAM RETURNING TO THEIR PLACES**

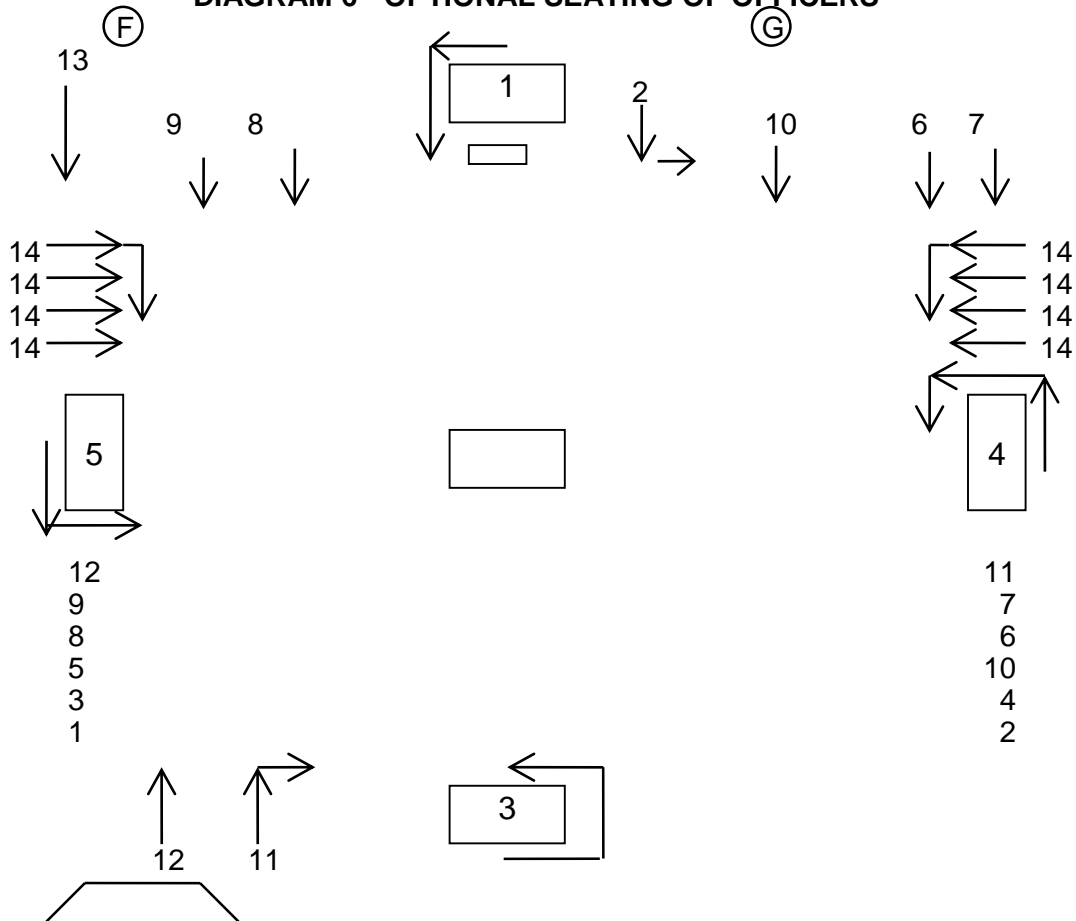


*When the Drill Team and Guards/Guard reach the final turning corner, the Inner and Outer Guards shall leave the line of march and take their positions. If there is only one Guard, they shall leave the line of march on the side of the 3rd Vice President/Lecturing Lady's position.*

*When all Officers are in their positions and the Drill Team return to their places, the Officers shall put on their collars in unison.*



**DIAGRAM 6 - OPTIONAL SEATING OF OFFICERS**



**PRESIDENT/HONOURED ROYAL LADY- (-O-O-) Members, you will take your places for formal seating and the Drill Team and Inner Guard and Outer Guard (or Guard) will conduct the Officers to their respective positions.**

*The President/Honoured Royal Lady joins the line of march to the right of her station. The Immediate Past President/Immediate Past Honoured Royal Lady joins the march to the left. As soon as the Officers start to march from the front, the 1st Vice President/Associate Royal Lady leaves their station and proceeds to their spot in the lineup and the Inner/Outer Guards or Guard begin moving to their spot in the lineup. The Drill Team Leaders take one step forward, turn to the right and proceed down the side of the room, followed by the Members of the Team. When they reach the position of the Inner and Outer Guard/Guards, the Officers fall in behind as per usual. The Immediate Past Lodge President/Immediate Past Honoured Royal Lady assumes their position as the line of march resumes after seating the President/Honoured Royal Lady. If the Lodge uses the Inner and Outer Guards/Guard for the Drill Team, their line of march is continuous from their positions to pick up the other Officers and seat them.*

**Note:** *If the Flag is presented, the Flag is placed just inside the door ready to be picked up by the Conductress, before the meeting opens. If it is presented it **MUST** be retired in Closing Ceremony. If the Flag is not presented it shall be in place at the front of the room prior to the meeting, and it will be optional to retire it in Closing Ceremony.*

**PRESIDENT/HONOURED ROYAL LADY - Conductress, you will present the Flag. (-O-O-O-)**

Appropriate march music (if available) shall be played during the presentation and retiring of the Flag. Conductress retires to the door, picks up the Flag, carrying it upright and to the right, slightly in front; the right hand uppermost with forearm parallel to the flagstaff; the left hand steadying the flagstaff with forearm parallel to the waist. The hand should never touch or grasp the Flag.

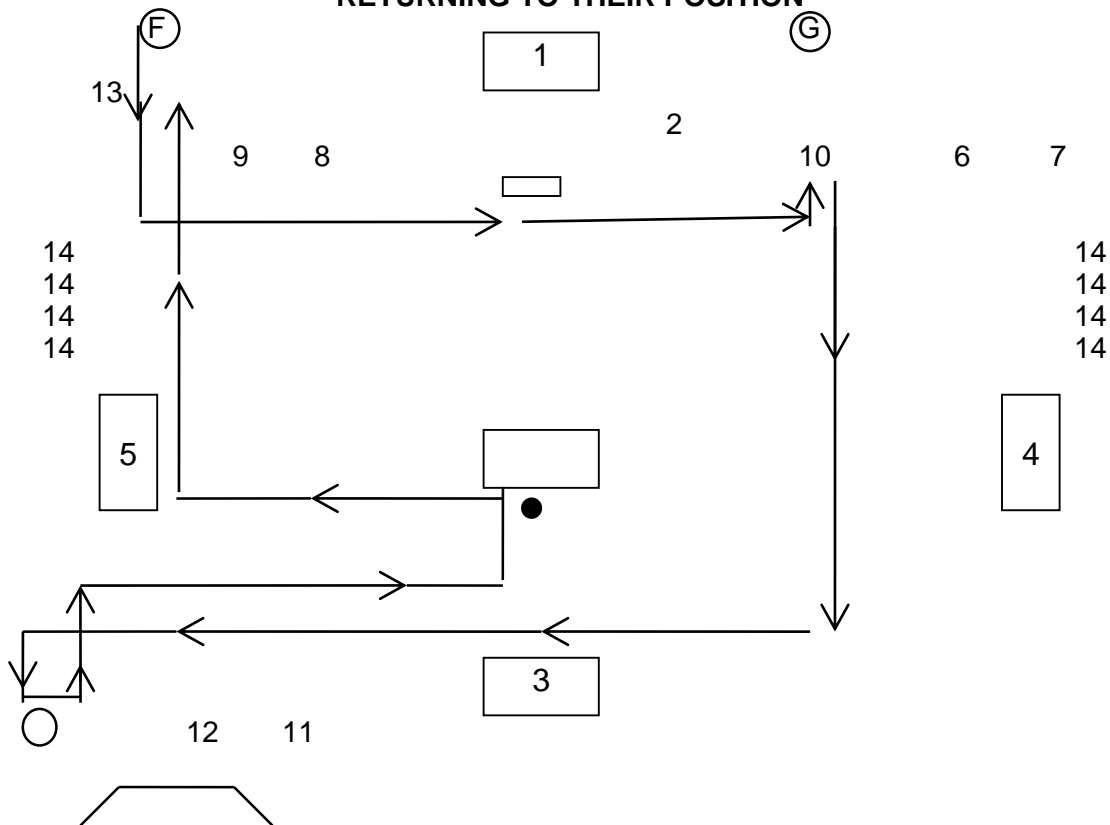
The Conductress proceeds to the Centre Station, grounds the Flag, puts their left arm at their side and remains there during the singing of "O CANADA." The Conductress does not sing. The Conductress then proceeds with the Flag to the right of the Historian, grounds it and takes two paces back, after which they and all present salute the Flag.

The salute is made by raising the right hand over the right eyebrow, fingertips touching the forehead, fingers extended and palm out.

Conductress returns to their position.

Lodges may have a full Provincial or Territorial Flag placed to the left of the President/Honoured Royal Lady and to the right of the Royal Purple Flag.

**DIAGRAM 7 -CONDUCTRESS PRESENTING FLAG AND RETURNING TO THEIR POSITION**



**PRESIDENT/HONOURED ROYAL LADY- We will sing O CANADA and salute the Flag. (-O-O-O-)**

**"O CANADA"**

**O Canada! Our home and native land!  
 True patriot love in all Thy sons command.  
 With glowing hearts, we see Thee rise,  
 The True North strong and free!  
 From far and wide, O Canada, we stand on Guard for Thee.  
 God keep our land glorious and free!  
 O Canada, we stand on Guard for Thee.  
 O Canada, we stand on Guard for Thee.**

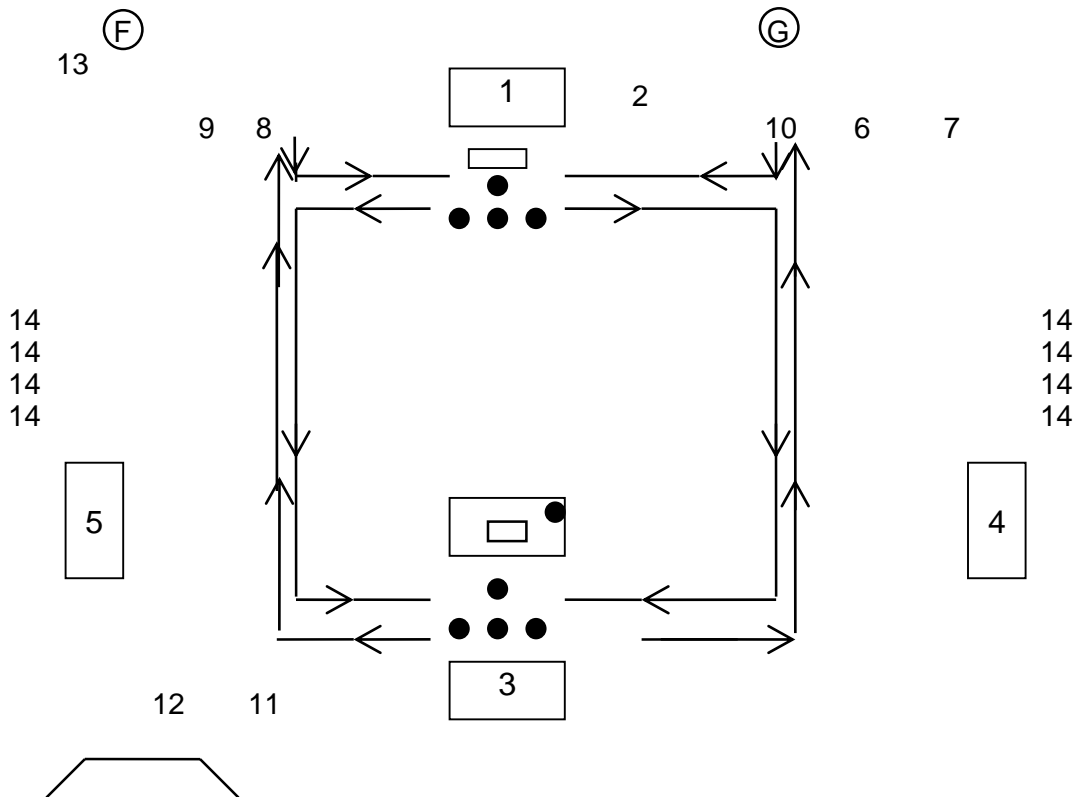
*The Lodge is **not** seated after singing O CANADA.*

*The Obligation Sign is not used until the Chaplain begins to open the Bible and is used until the Chaplain has completed the prayer(s).*

*The salute to the President/Honoured Royal Lady will not be used before the Bible is opened or after it is closed.*

**PRESIDENT/HONOURED ROYAL LADY- Chaplain and Conductress, you will attend the Centre Station and the Chaplain will lead in repeating the Lord's Prayer.**

**DIAGRAM 8 -CHAPLAIN AND CONDUCTRESS ATTENDING THE CENTRE STATION AND RETURNING TO THEIR POSITIONS**



### PRAYER FOR THE SICK

**Oh God, may it please Thee, to bless our Member(s) \_\_\_\_\_ and to send Thy grace upon them. Restore them to health and strength if it be Thy gracious will. To the glory of Thy Holy name. Amen.**

*This prayer is to be given at the discretion of the President/Honoured Royal Lady before the Lord's Prayer in the case of a Member(s) being seriously ill.*

*The President/Honoured Royal Lady, with the majority consent of the Lodge, may omit the singing of the Opening Ode or any part thereof.*

**PRESIDENT/HONOURED ROYAL LADY- We will sing our Opening Ode.**

### IN CHARITY'S SWEET NAME

**In Charity's sweet name, we meet, our pledges to renew.  
With friendship, love and kindness as our Motto, we shall do  
Our work as loyal members of the Royal Purple, true.**

**In Charity's sweet name, we meet, and dedicate each day  
To works of love and kindness as we pass along life's way.  
We're Members all, united strong, to one another true;**

**To God and country loyal, too, in all the things we do.  
May love and harmony be ours and may we ever be  
True to the promises we've made to our Society**

*Pause*

*It shall be optional on the night of Initiation, to omit repeating the Obligation in Opening Ceremony and repeat it with the Prospective Member. This may also be an option when restoring a Member to membership.*

**PRESIDENT/HONOURED ROYAL LADY - We will repeat the Obligation, using the Obligation sign.**

### OBLIGATION

**I, \_\_\_\_\_, promise to be true to the laws of Canada, and to the laws of the Canadian Royal Purple. I will uphold and endeavour to promote the principles of JUSTICE, CHARITY, LOVE and SERVICE. All this I promise to fulfill to the best of my ability.**

**PRESIDENT/HONOURED ROYAL LADY- I now proclaim \_\_\_\_\_ Lodge No. \_\_\_\_ of the Canadian Royal Purple, open for the transaction of such business as may properly come before it. (-O-)**

*After the President/Honoured Royal Lady has declared the Lodge open, any waiting Members take their seats in the Lodge room.*

*The Guard opens and closes the door for all Officers and Members.*

**INTRODUCTIONS  
PROPER PROTOCOL FOR INTRODUCTIONS**

1. National President
2. National Directors/Officers
3. Past National Presidents/Past Supreme Honoured Royal Ladies
4. National Life Members
5. District Deputy
6. Provincial Presidents
7. Lodge Presidents/Honoured Royal Ladies
8. Past Provincial Presidents
9. Past District Deputies
10. Visiting Members
11. Honourary Members and Guests

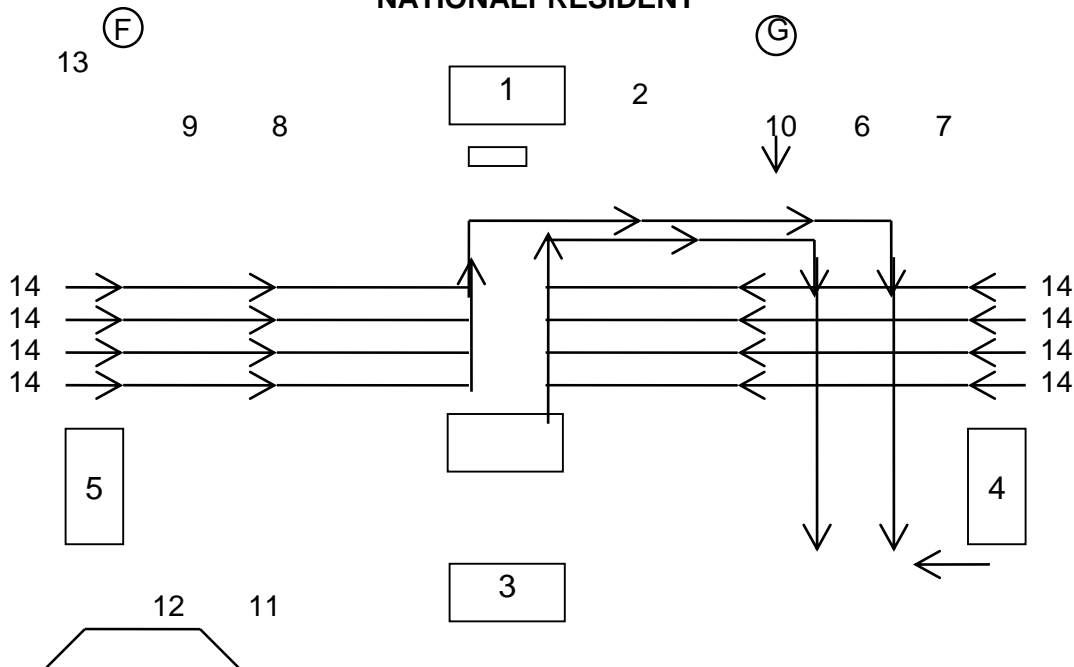
*When escorting, the Conductress shall offer their left arm. The National President, the Provincial President or the District Deputy is welcomed at the Centre Station. The regular salute is not given until after they are escorted to the President/Honoured Royal Lady's station. The Drill Team will assist. Any dignitaries may be seated to the left and right of the President/Honoured Royal Lady*

*The Conductress assisted by the Drill Team shall escort the National President (or Provincial President or District Deputy) completely around the Lodge room before presenting them at the Centre Position.*

**PRESIDENT/HONOURED ROYAL LADY- Conductress, you will escort our National President (or Provincial President or District Deputy) to the Centre Station.**

*The Drill Team leads the Conductress to the place in the Lodge room where the National President is seated and shall escort the National President completely around the room before presenting them at the Centre Position.*

**DIAGRAM 9 -DRILL TEAM AND CONDUCTRESS ESCORT NATIONALPRESIDENT**



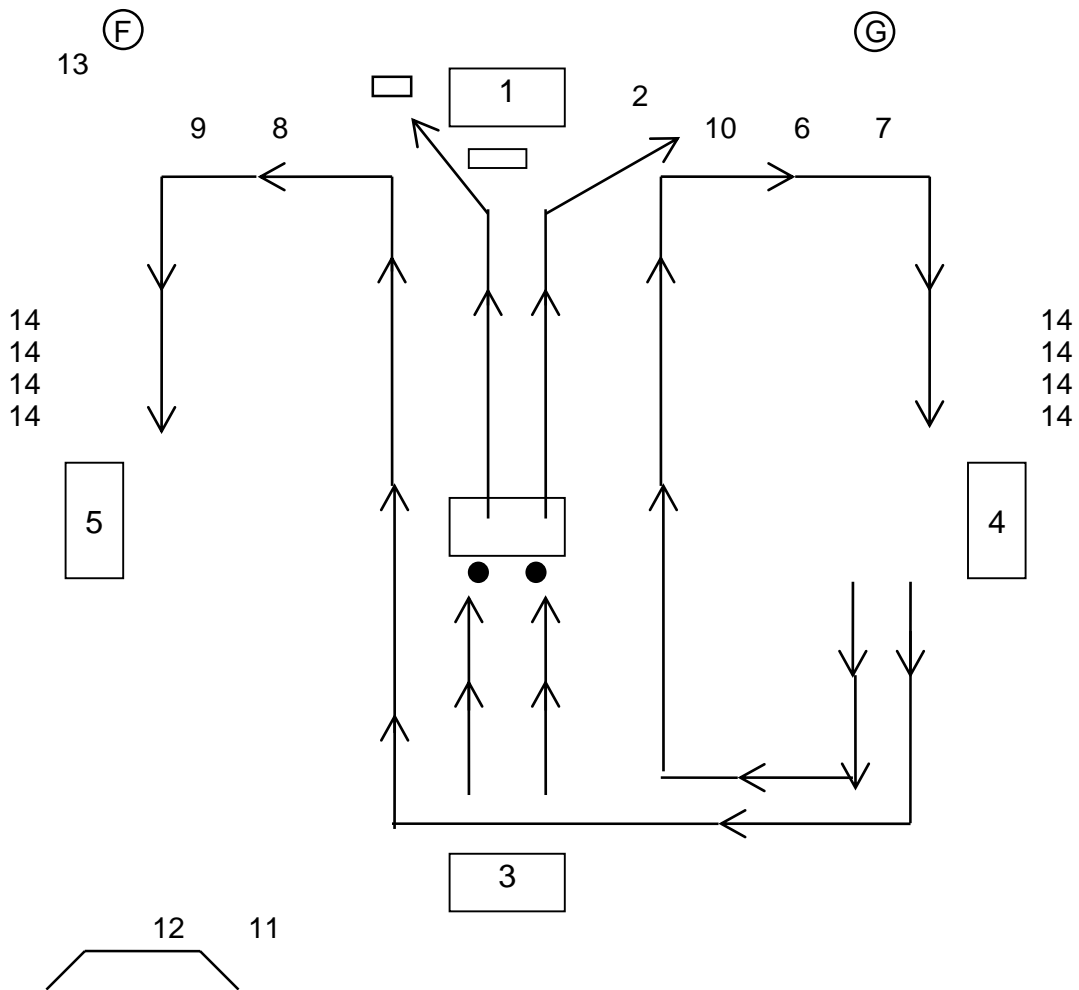
**CONDUCTRESS - President/Honoured Royal Lady, it gives me great pleasure to present to you (give full name and title) who has honoured us with their presence.**

**PRESIDENT/HONOURED ROYAL LADY- (-O-O-O-)**

**PRESIDENT/HONOURED ROYAL LADY- (using full name and title). The Officers and Members extend a very cordial welcome and are honoured by your presence. Conductress, please escort our National President (Provincial President or District Deputy) to a seat at my right.**

*Drill Team and Conductress escort National President, (Provincial President or District Deputy) to a seat at the right of the President/Honoured Royal Lady. The Conductress and the Drill Team return directly to their places.*

**DIAGRAM 10  
PRESENTING NATIONAL PRESIDENT AT CENTRE STATION**



**PRESIDENT/HONOURED ROYAL LADY- You will join me in giving our regular salute. (-O-O-O-)**  
*National President, (or Provincial President or District Deputy) do not return the salute.*

**PRESIDENT/HONOURED ROYAL LADY- Conductress, have we other visitors in our Lodge?**

**CONDUCTRESS - President/Honoured Royal Lady, we have present with us \_\_\_\_\_.**

*President/Honoured Royal Lady may ask the visiting Members to stand and introduce themselves, or may ask the President/Honoured Royal Lady of a visiting Lodge to introduce their Members, following which they will be given a hearty welcome.*

**PRESIDENT/HONOURED ROYAL LADY- (-O-)**

### **ROLL CALL**

*Secretary please refer to the Lodge Resource Manual to prepare the Members Register.*

*The Conductress will stand and answer "present" as Officers and Members rise in response to the calling of their name or, as an option the Officers and Members may rise and answer "present" on their own behalf. If the Officer is absent, the Conductress or pro tem Officer will rise and say "absent, Lady \_\_\_\_\_ pro tem."*

**PRESIDENT/HONOURED ROYAL LADY–Secretary, you will call the roll of Members present from the Members' Register.**

**PRESIDENT/HONOURED ROYAL LADY) - (-O-)**

**NOTE:** *Announcing the death of a Member (Charter Draping Ceremony) shall be the first Order of Business after ROLL CALL. The President/Honoured Royal Lady, with the consent of the Members, may change the Order of Business for the Charter Draping Ceremony.*

*The Memorial Day Program shall also be performed immediately after ROLL CALL.*

### **CHARTER DRAPING CEREMONY**

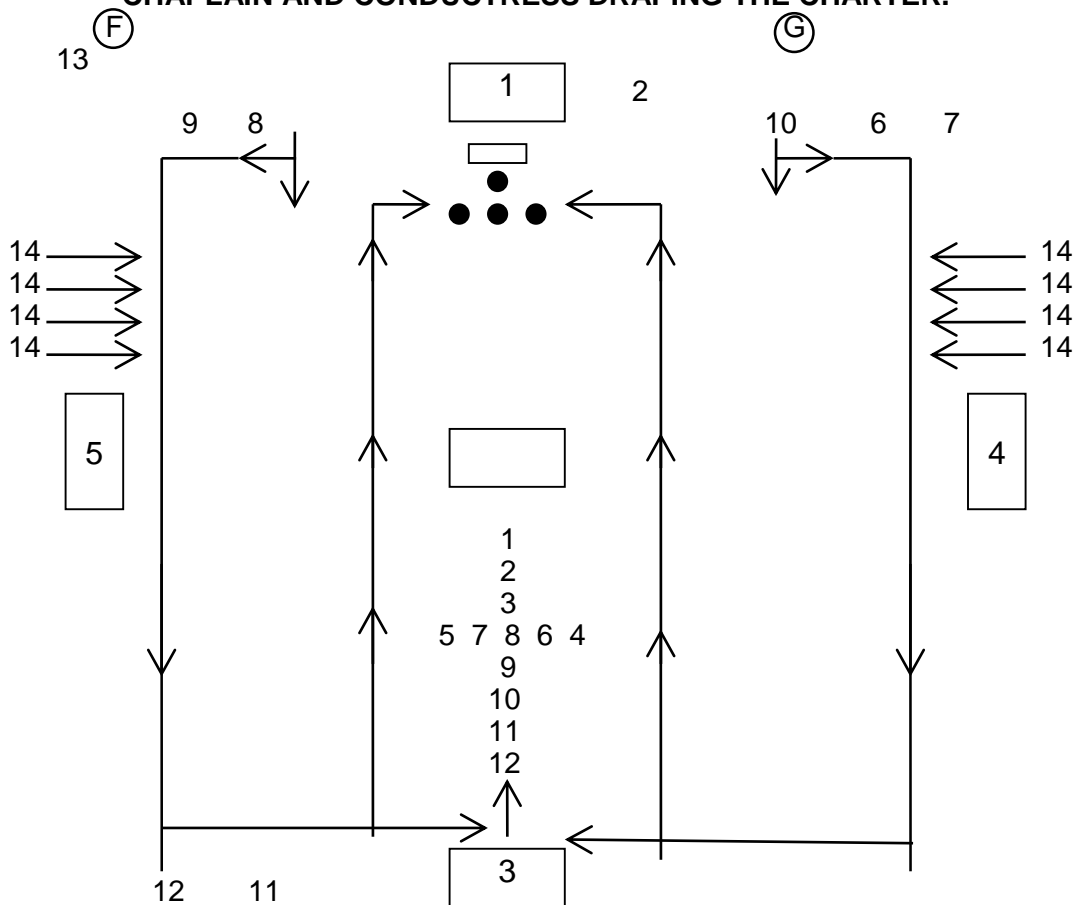
*Charter is placed on a stand in front of the President/Honoured Royal Lady's station. The Drape is placed at the position of the Conductress, a spray of flowers at the Chaplain's position, and a single long-stemmed flower with each Member of the Drill Team.*

*The Charter is to remain draped for the meeting. Candles may be used if Lodge desires.*

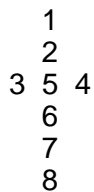
*It shall be optional to remain seated during this Ceremony. No gavel is used if remaining seated.*

*If there are twelve (12) members on the Drill Team they shall take their places in the Cross formation as follows.*

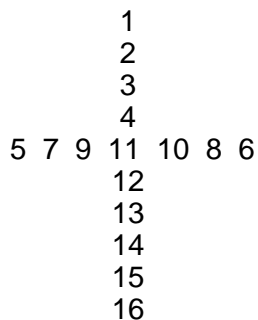
**DIAGRAM 11 - TEAM FORMING CROSS BELOW THE CENTRE STATION.  
CHAPLAIN AND CONDUCTRESS DRAPING THE CHARTER.**



If there are eight (8) Members on the Drill Team, they shall take their places in the Cross formation as follows:

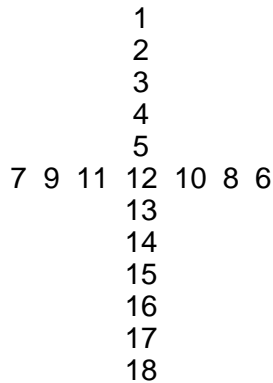


If there are sixteen (16) Members on the Drill Team, they shall take their places in the Cross formation as follows:





If there are eighteen (18) Members on the Drill Team, they shall take their places in the Cross formation as follows:



Lodges wishing to stand/kneel in cross formation follow procedure 1

Lodges wishing to lay flowers on the floor follow procedure 2

Lodges without Drill Teams follow procedure 3

**PRESIDENT/HONOURED ROYAL LADY - This evening we are draping the Charter in memory of our beloved Member(s) \_\_\_\_\_, who passed away on \_\_\_\_\_ (date).**

*The Eulogy may be given at this time if Lodge desires. It may be given by a family member or friend if present or desired.*

**CHARTER DRAPING CEREMONY**  
(STANDING OR KNEELING)

**PRESIDENT/HONOURED ROYAL LADY- Secretary, you will call the name of our departed Member(s).**

*The Secretary calls the name three times. In the event of the death of more than one Member, the Secretary calls each name once.*

Pause - (-O-O-O-)

**PRESIDENT/HONOURED ROYAL LADY- It is our custom to pause, that we may in solemn hush pay sweet tribute to the sacred memory of our Member(s) who has/have answered the call of the Supreme Ruler of the Universe, and we, as Members of this Lodge, mourn their passing. In the garden of our memories will always remain a bright recollection of their stay with us.**

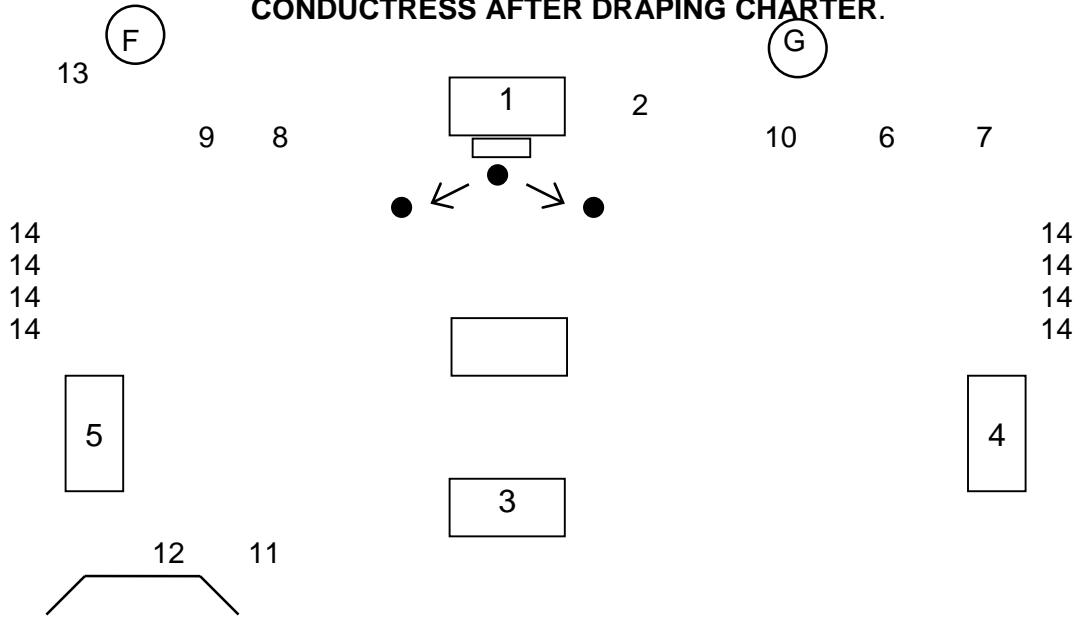
*(Appropriate soft music.)*

*The Members stand or kneel to form the Cross and cradle the flowers in left arm as the Charter is being draped. The Drill Team shall remain standing or kneeling until after the verse is said by the President/Honoured Royal Lady.*

*Chaplain carrying flowers and Conductress carrying the Drape march slowly down the room and back to the Charter stand; each Member of the Drill Team carrying a single long-stemmed flower, cradled in left arm, march slowly behind the Conductress and Chaplain to their position below the Centre Station in Cross formation. There shall be no hesitation step.*

*The Conductress drapes the Charter and then the Chaplain places the flowers. When the Conductress and Chaplain have draped the Charter, they will turn and face the Centre Station.*

**DIAGRAM 12 - POSITION OF CHAPLAIN AND CONDUCTRESS AFTER DRAPING CHARTER.**



When the Conductress and Chaplain are in position, the President/Honoured Royal Lady shall say the verse.

**PRESIDENT/HONOURED ROYAL LADY–  
They never quite leave us,  
our Members who have passed.  
A thousand sweet memories  
are holding them fast.**

If kneeling, the Drill Team shall remain kneeling in Cross formation with flowers cradled in their left arm until after the verse is said. Upon completion of the verse, the Drill Team will rise in unison.

A song or hymn is sung by the Lodge, or as a solo. The Drill Team does not sing. All Members resume their seats following the Hymn or solo. No gavel is used.

When the Hymn is completed, the Conductress and Chaplain will proceed in a direct line to the Centre Station and PAUSE. Conductress and Chaplain shall position themselves so that the direct line of march shall be to the edge of the Centre Station.

At the same time, numbers 1, 2, and 3 of the Drill Team will proceed out of the top of the Cross; the other numbers proceed beneath the arms of the Cross to follow numbers 1, 2 and 3. When the Drill Team has made their square below the arms of the Cross, numbers 1 and 2 will turn in line with the Conductress and Chaplain.

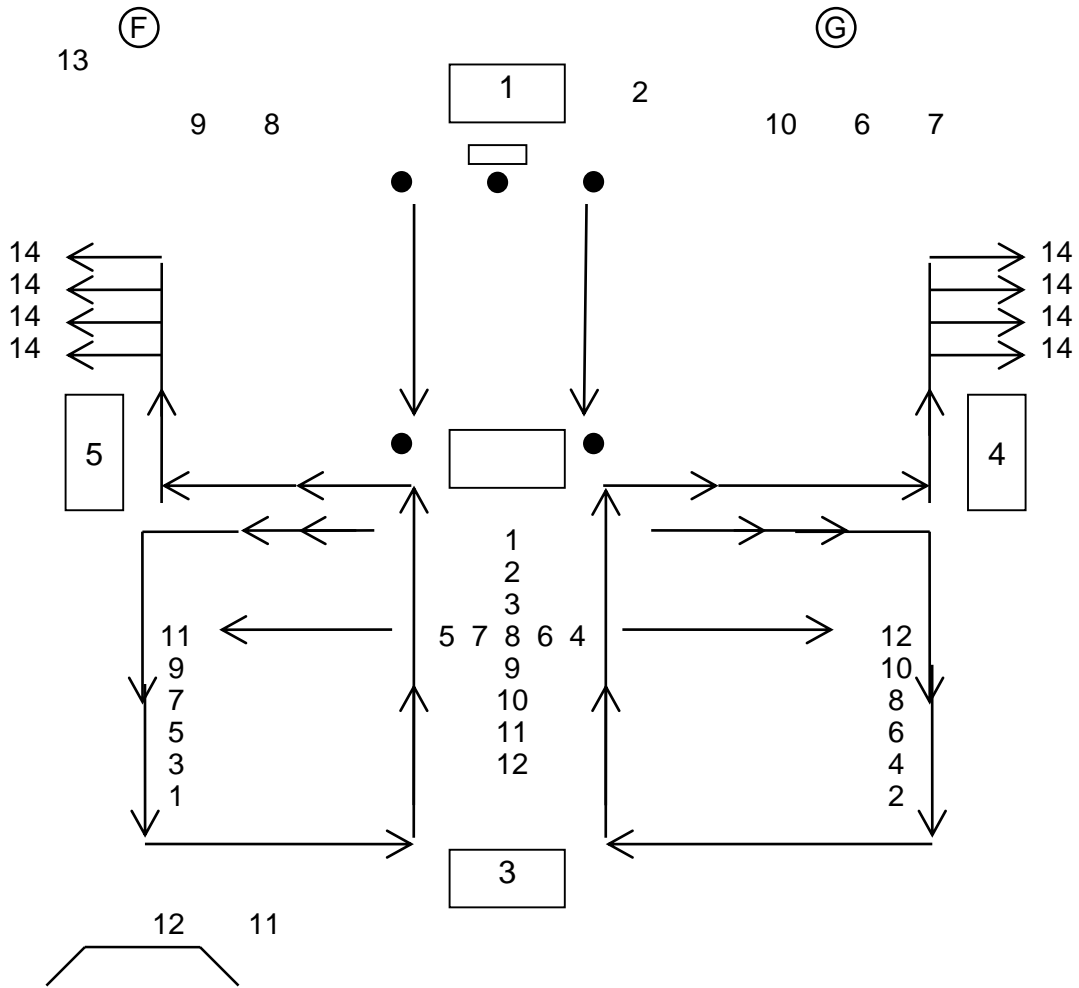
The Drill Team shall walk slowly in pairs to the Conductress and Chaplain, to whom they will hand their flowers in unison.

The Drill Team Members shall return directly to their places immediately after handing their flower to the Conductress and Chaplain and will remain standing and resume their seats with the Conductress and Chaplain.

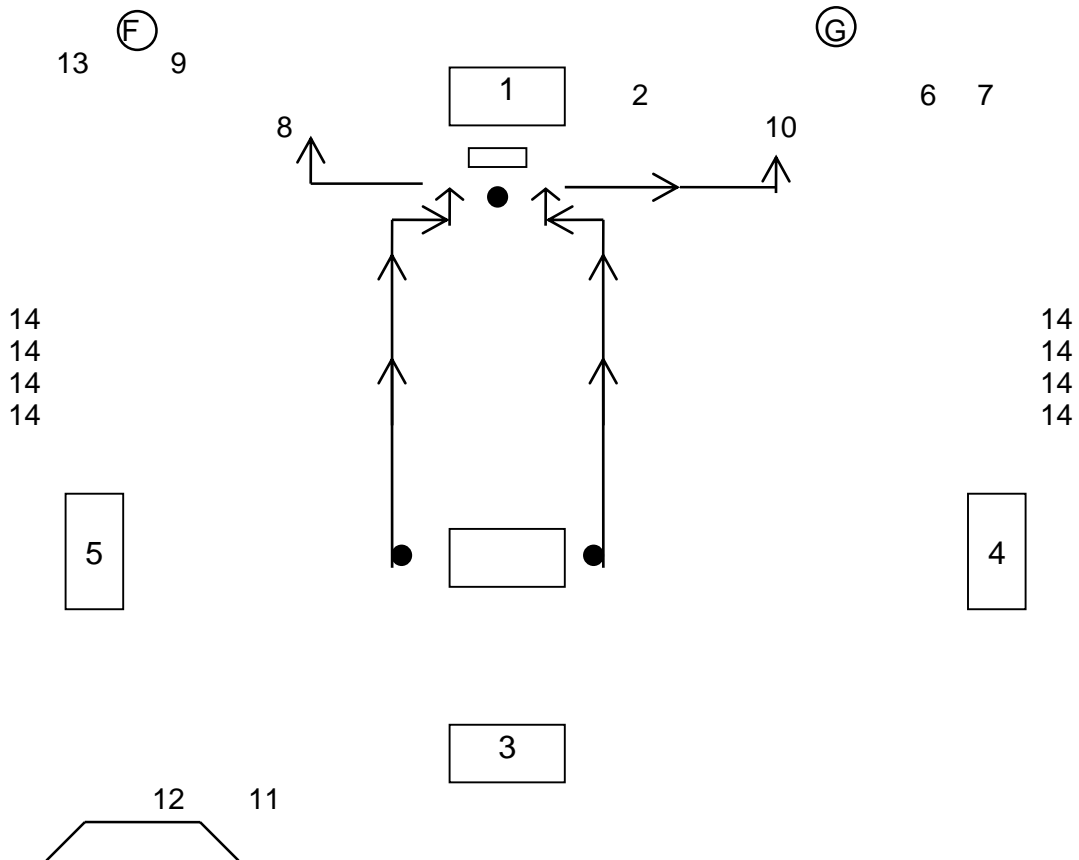
Once the Conductress and Chaplain have received the flowers from the last Member of the Drill Team, they shall turn in unison and proceed to the Charter stand and will place the flowers, one at a time, in a suitable container (vase or basket) which has been provided for this purpose, at the base of the Charter stand.

When the flowers have been placed in the container, the Conductress and Chaplain shall return to their places and resume their seats.

**DIAGRAM 13 - CHAPLAIN AND CONDUCTRESS RECEIVING FLOWERS AND DRILL TEAM RETURNING TO PLACES.**



**DIAGRAM 14 -CHAPLAIN AND CONDUCTRESS  
PLACING FLOWERS AND RETURNING TO PLACES.**



**CHARTER DRAPING CEREMONY**  
**- FLOWERS ON THE FLOOR**

**PRESIDENT/HONOURED ROYAL LADY-** This evening we are draping the Charter in memory of our beloved Member(s) \_\_\_\_\_, who passed away on \_\_\_\_\_ (date).

*The Eulogy may be given at this time if Lodge desires. It may be given by a family member or friend if present or desired.*

**PRESIDENT/HONOURED ROYAL LADY-** Secretary, you will call the name of our departed Member(s).

*The Secretary calls the name three times. In the event of the death of more than one Member, the Secretary calls each name once.*

Pause - (-O-O-O-)

**PRESIDENT/HONOURED ROYAL LADY-** It is our custom to pause, that we may in solemn hush pay sweet tribute to the sacred memory of our Member(s) who has/ have answered the call of the Supreme Ruler of the Universe, and we, as Members of this Lodge, mourn their passing. In the garden of our memories will always remain a bright recollection of their stay with us.

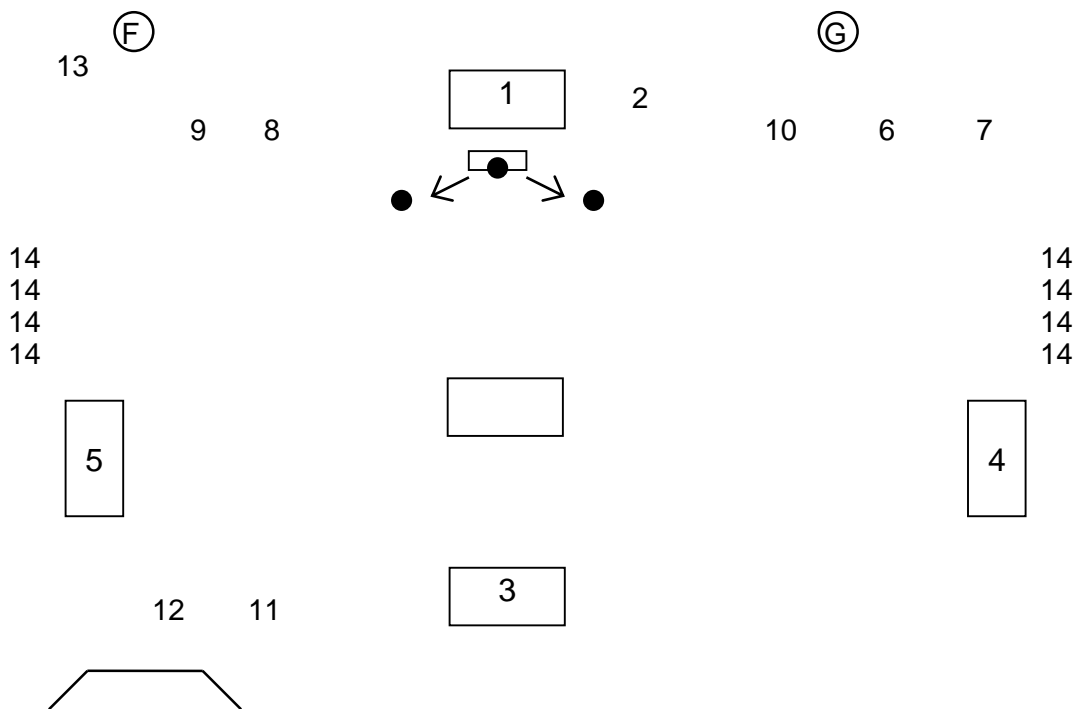
(Appropriate soft music if available.)

Chaplain carrying flower spray and Conductress carrying the Drape march slowly down the room and back to the Charter; each Member of the Drill Team carrying a single long-stemmed flower, cradled in left arm, march slowly behind the Conductress and Chaplain to their position below the Centre Station in Cross formation. Numbers 5, 7, 4 and 6 will proceed to form the arms of the Cross.

Once the Drill Team is in position, President/Honoured Royal Lady will direct the Conductress and Chaplain to begin Draping the Charter. Drill Team in unison, will lay flowers on the floor in Cross formation.

The Conductress drapes the Charter and then the Chaplain places the flower spray. There shall be no hesitation step.

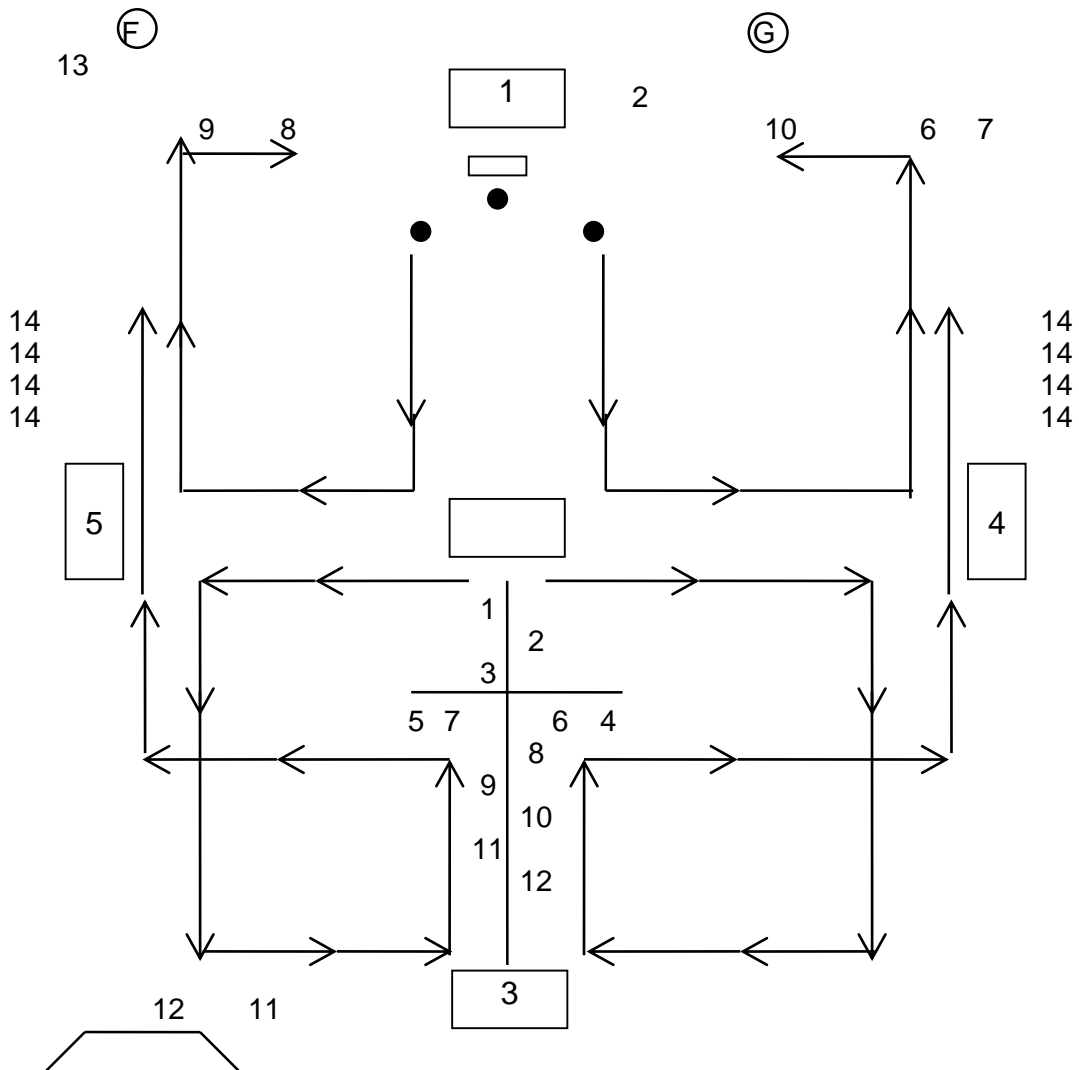
**DIAGRAM 15 - POSITION OF CHAPLAIN AND CONDUCTRESS AFTER DRAPING CHARTER AND LAYING FLOWER SPRAY**



Numbers 1, 2, and 3 of the Drill Team will proceed out of the top of the Cross; the other numbers proceed beneath the arms of the Cross to follow numbers 1, 2 and 3. When the Drill Team have formed their square below the arms of the Cross, numbers 1 and 2 will turn in line with the Chaplain and Conductress and return to their seats.

When the Conductress, Chaplain and Drill Team are back to their places, all Members will resume their seats. **No gavel is used.**

**DIAGRAM 16 - DRILL TEAM PROCEEDING OUT OF THE CROSS**



When all are seated the President/Honoured Royal Lady says the following verse

**PRESIDENT/HONOURED ROYAL LADY**

**They never quite leave us,  
Our Members who have passed.  
A thousand sweet memories  
are holding them fast.**

*A song or hymn is sung by the Lodge, or as a solo.*

*After a brief pause, soft music (if available) will be played and numbers 1, 3, and 5; numbers 2, 4, and 6 and the Conductress and Chaplain will rise. Using the same line of march as for laying the flowers, numbers 1, 2, 3, and 4 will proceed to the 1st Vice President/Associate Royal Lady's position, numbers 5 and 6 turning at the arms of the Cross and proceed to the **Inner** flowers. The Drill Team will then proceed up the bottom four flowers and pause. When all are in place, the Drill Team kneels to pick up the first flowers, the two Members in the arms picking up the **Inner** flowers first, then taking one step outward to pick up the other two flowers; at the same time the other team Members are proceeding to the head of the Cross to pick up the other flowers.*

*There shall be no hesitation step.*

*When the Drill Team has removed all the flowers, they shall proceed out of the Cross and form the square below the Centre Station.*

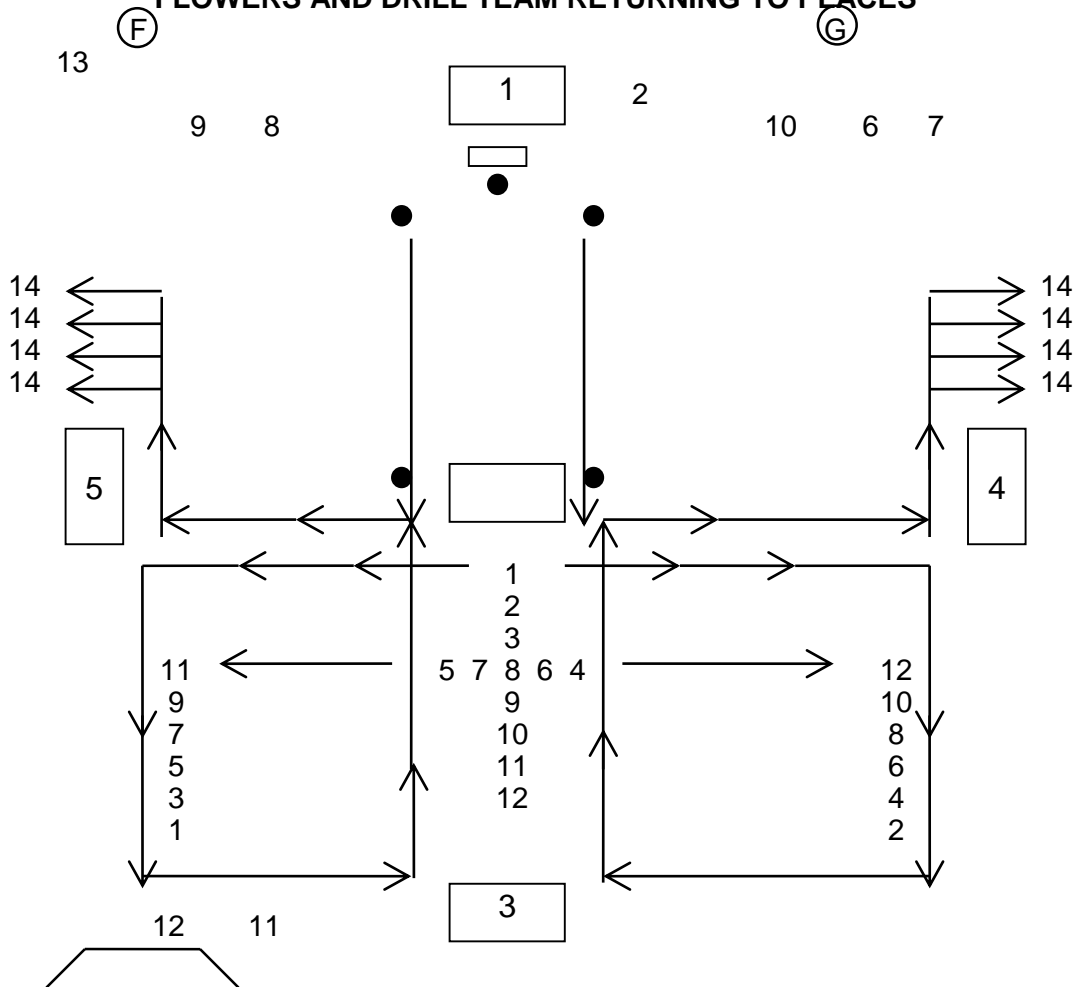
*At the same time as the Drill Team begins to make the square, the Conductress and Chaplain will proceed in a direct line to the Centre Station and PAUSE.*

*The Drill Team Members shall return directly to their places immediately after handing their flower to the Conductress and Chaplain and will remain standing.*

*Once the Conductress and Chaplain have received the flower from the last Member of the Drill Team, they shall turn in unison and proceed to the Charter stand and will place the flowers, one at a time, in a suitable container (vase or basket) which has been provided for this purpose, at the base of the Charter stand.*

*When the flowers have been placed in the container, the Conductress and Chaplain shall return to their places and resume their seats at the same time as the Drill team.*

**DIAGRAM 17- CHAPLAIN AND CONDUCTRESS RECEIVING FLOWERS AND DRILL TEAM RETURNING TO PLACES**



*The Drill Team shall resume their seats.*

### READING OF THE MINUTES

**PRESIDENT/HONOURED ROYAL LADY–Secretary, you will read the minutes of our last regular, and if any, special meetings.**

*The Secretary will rise, give salute and address the President/Honoured Royal Lady before reading the minutes.*

**PRESIDENT/HONOURED ROYAL LADY- You have heard the reading of the minutes of our last regular (or special) meeting. Are there any errors or omissions? (Pause) If not, they stand approved.**

**PRESIDENT/HONOURED ROYAL LADY–Secretary, they are approved as read (or corrected).**  
*The Conductress then hands the Minute Book to the President/Honoured Royal Lady for their signature and hands it back to the Secretary.*

**PRESIDENT/HONOURED ROYAL LADY- (-O-)**

### TREASURER'S REPORT

**PRESIDENT/HONOURED ROYAL LADY –Treasurer, you will give your report.**

*The Treasurer will rise, give salute and address the President/Honoured Royal Lady before giving the report.*

*No motion necessary to adopt this report.*

**PRESIDENT/HONOURED ROYAL LADY - (-O-)**

### READING OF COMMUNICATIONS

**PRESIDENT/HONOURED ROYAL LADY–Secretary, you will read the communications.**

*Secretary rises, gives the salute and addresses the President/Honoured Royal Lady before reading the communications.*

**PRESIDENT/HONOURED ROYAL LADY- (-O-)**

### READING OF BILLS

**PRESIDENT/HONOURED ROYAL LADY–Treasurer, you will present the bills.**

*The Treasurer rises, salutes and addresses the President/Honoured Royal Lady and presents the bills.*

*After the bills are presented, the Treasurer or any Member of the Finance Committee makes the motion that the bills be paid.*

**PRESIDENT/HONOURED ROYAL LADY- (-O-)**



**APPLICATIONS FOR MEMBERSHIP**

**PRESIDENT/HONOURED ROYAL LADY**–Secretary, do we have applications for Membership?

**SECRETARY**–President/Honoured Royal Lady, we do. (or if none say: **None at this time**)

**PRESIDENT/HONOURED ROYAL LADY**–Secretary, you will read all pertinent information.

**PRESIDENT/HONOURED ROYAL LADY**- (-O-)

**INITIATION  
PREPARING FOR INITIATION**

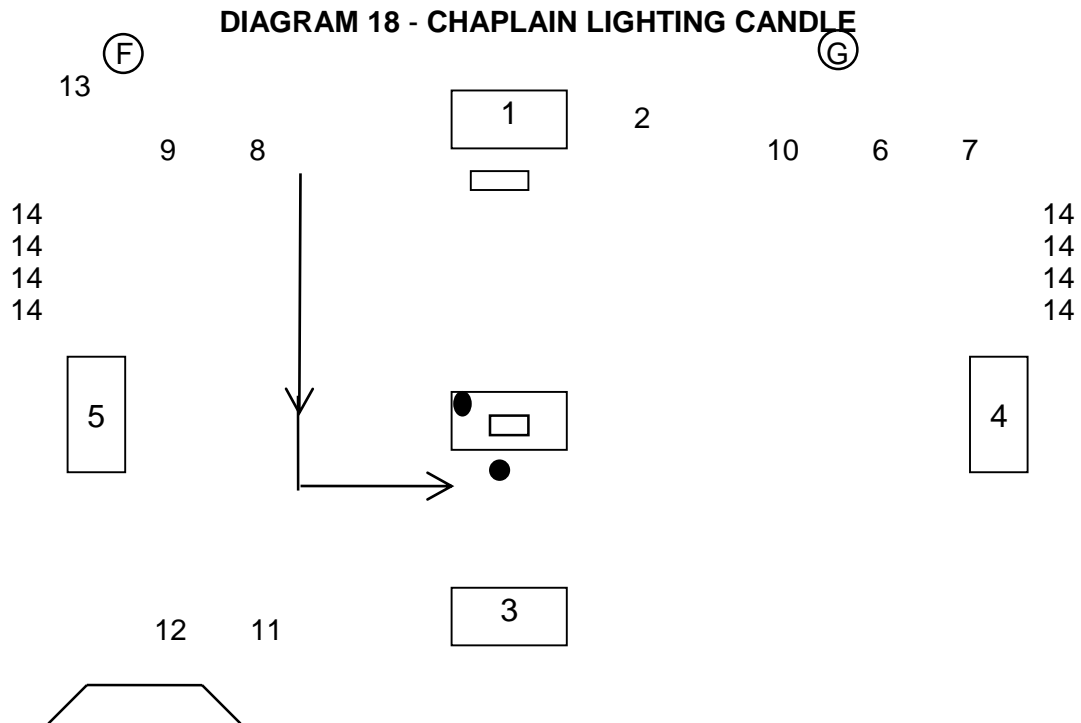
*The Prospective Member shall be fully instructed on the laws and principles stated in the Obligation prior to Initiation and they may be in the Lodge room from the start of the meeting, seated on the 2nd Vice President/Loyal Lady’s side of the room.*

*The Pansy Chain is placed on the Centre Station and a large Pansy on each of the four Chair Officers’ stations. A candle (if available) is placed on the Centre Station and at each of the four Chair Officers’ stations. Candles may also be placed on the piano and at the Secretary’s desk.*

*In all Initiation work, where there is more than one Prospective Member, Officers shall exercise care in using the plural term instead of the singular.*

*The use of a Drill Team during the Initiation Ceremony will be optional*

*The candles are lit by the four Chair Officers and the Chaplain, without form, immediately after the President/Honoured Royal Lady announces the ceremony of Initiation.*



**INITIATION**

*The use of a Drill Team during the Initiation Ceremony will be optional.*

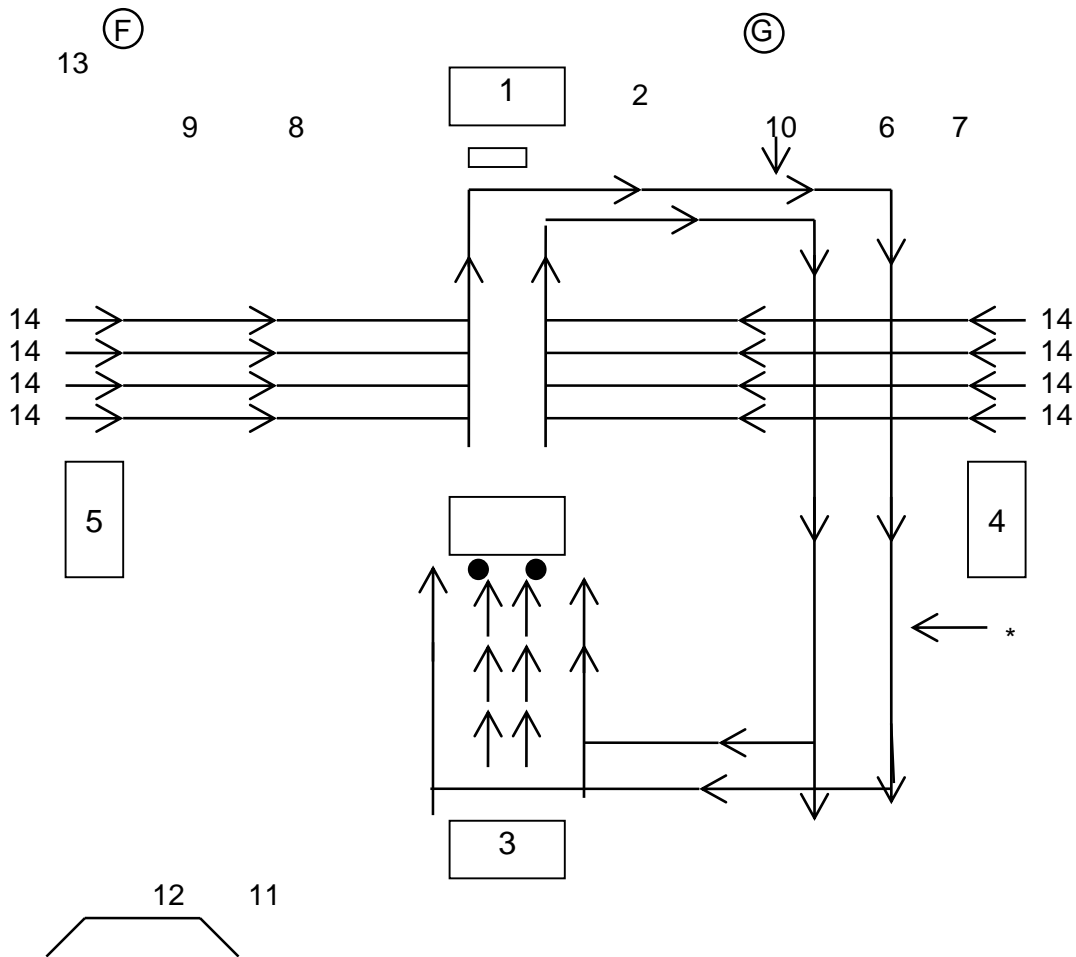
**PRESIDENT/HONOURED ROYAL LADY – We will now have the Ceremony of Initiation.**

**PRESIDENT/HONOURED ROYAL LADY –Secretary, are all Application(s) for Membership complete and in order to proceed with this Initiation?**

**SECRETARY–President/Honoured Royal Lady, they are.**

**PRESIDENT/HONOURED ROYAL LADY -Conductress, you will present the Prospective Member(s) to the Centre Station. (escorted by the Drill Team)**

**DIAGRAM 19 - DRILL TEAM AND CONDUCTRESS  
PICK UP PROSPECTIVE MEMBER(S)**



*While the Conductress is presenting the Prospective Member(s) at the Centre Station, the President/Honoured Royal Lady and Chaplain will take their positions at the Centre Station and the Immediate Past President/Immediate Past Honoured Royal Lady will assume the station of the President/Honoured Royal Lady. The Drill Team will remain with the Prospective Member(s).*

*The following procedure shall be used:*

- a) *One Prospective Member - The Conductress offers their left arm to the Prospective Member.*
- b) *Two Prospective Members - The Conductress walks between them offering each an arm.*
- c) *Three Prospective Members- The Conductress offers their left arm to a Prospective Member and the others follow by two's.*
- d) *The Conductress and Prospective Member go around the Centre Station as follows:  
If one Prospective Member, the Conductress and Prospective Member separate.  
If two Prospective Members, the Conductress goes with one Prospective Member to the right, the other Prospective Member goes to the left.*
- e) *When the Conductress walks alone behind the Drill Team, they take the outside line of march.*

*Drill Team, Conductress and Prospective Member approach the Centre Position from the position of the 1st Vice President/Associate Royal Lady. The Drill Team leads the Conductress and Prospective Member around the room clockwise.*

*If the Prospective Member is seated on the 3rd Vice President/Lecturing Lady's side of the room, the Drill Team will lead the Conductress and Prospective Member around the room clockwise until the station of the 1st Vice President/Associate Royal Lady is reached and then approach the Centre Station.*

*While the Conductress is presenting the Prospective Member at the Centre Station, the President/Honoured Royal Lady and Chaplain will take their positions at the Centre Station and the Immediate Past President/Honoured Royal Lady shall assume the position of the President/Honoured Royal Lady.*

**CONDUCTRESS: President/Honoured Royal Lady, I wish to present \_\_\_\_\_ to this assembly.**

*When the Prospective Member(s) are at the Centre Station, the President/Honoured Royal Lady asks the following question:*

**PRESIDENT/HONOURED ROYAL LADY – You have been instructed in the laws and principles of our great Order. Are you prepared to obligate yourself to those laws and principles?**

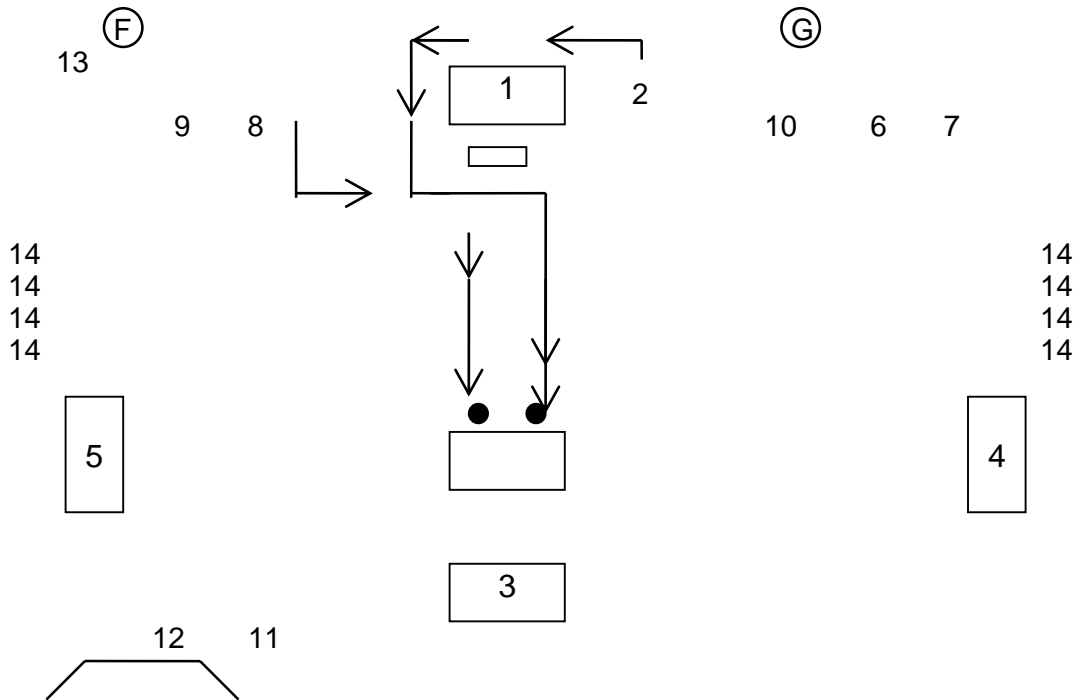
**PROSPECTIVE MEMBER(S): I am.**

**PRESIDENT/HONOURED ROYAL LADY- You have given me these assurances. We will now proceed with your Initiation.**

**IMMEDIATE PAST PRESIDENT/IMMEDIATE PAST HONOURED ROYAL LADY - You will form the Diamond and become witness to the Obligation of the Prospective Member (s). (-O-O-O-)**

*The Drill Team will lead to form the Diamond.*

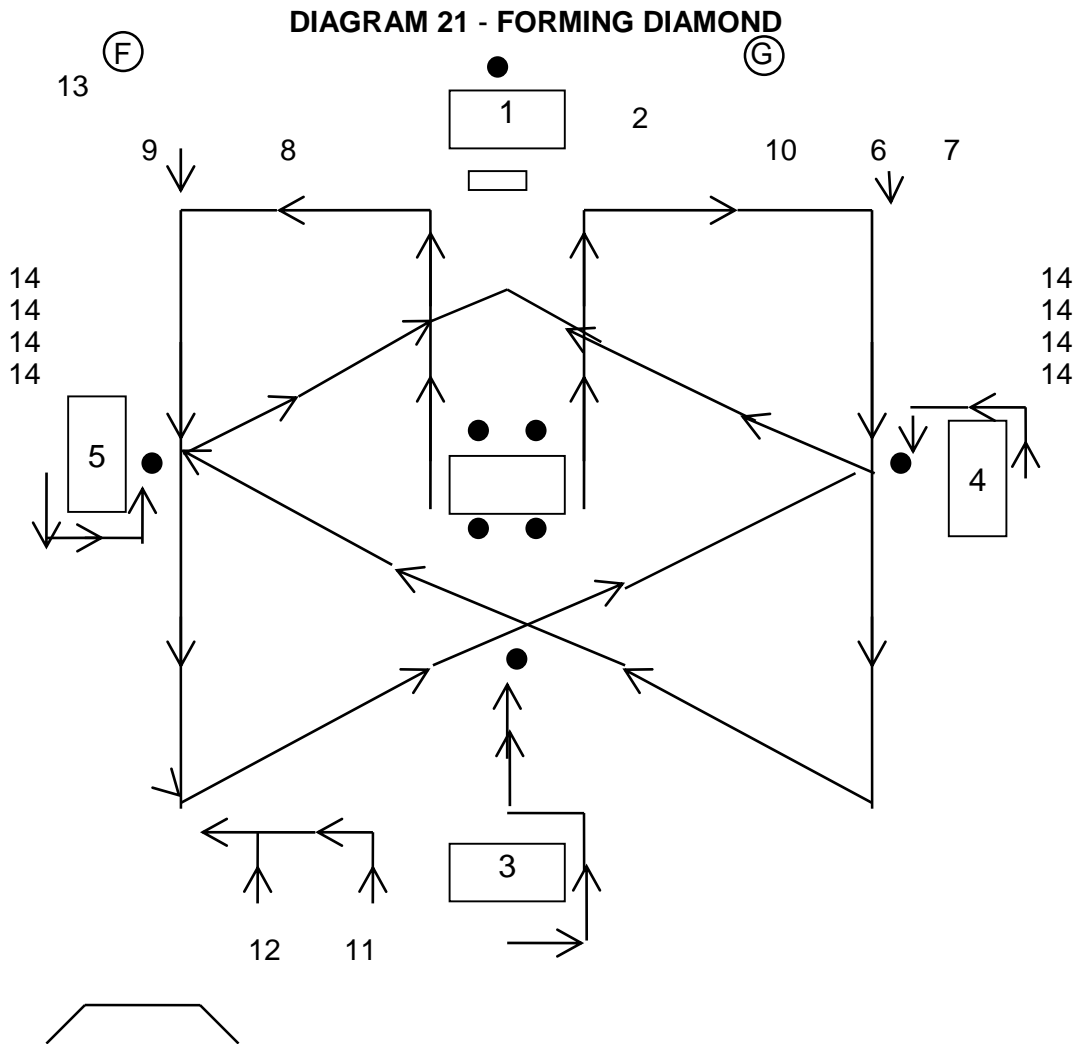
**DIAGRAM 20 - PRESIDENT/HONOURED ROYAL LADY, CHAPLAIN  
AND IMMEDIATE PAST PRESIDENT/IMMEDIATE PAST HONOURED ROYAL LADY ASSUMING  
POSITIONS**



*The 1st Vice President/Associate Royal Lady, 2nd Vice President/Loyal Lady and 3rd Vice President/Lecturing Lady shall form the points of the Diamond in front of their respective positions. The Drill Team shall form the point of the Diamond at the position of the President/Honoured Royal Lady. The Immediate Past President/Immediate Past Honoured Royal Lady shall remain in the position of the President/Honoured Royal Lady*

*The Conductress and Prospective Member(s) remain at the Centre Station while the Drill Team forms the Diamond.*

*All present will use the Obligation sign and the Conductress will repeat the Obligation with the Prospective Member. It shall be optional for the Members to repeat the Obligation with the Prospective Member and omit repeating it in Opening Ceremony.*



*The Obligation sign is used until after the Chaplain gives the prayer.*

**PRESIDENT/HONOURED ROYAL LADY - Conductress, you will now place the Prospective Member(s) in proper position to receive the obligation.**

**PRESIDENT/HONOURED ROYAL LADY - Place your right hand over your heart and repeat after me the following Obligation, using your name where I use mine.**

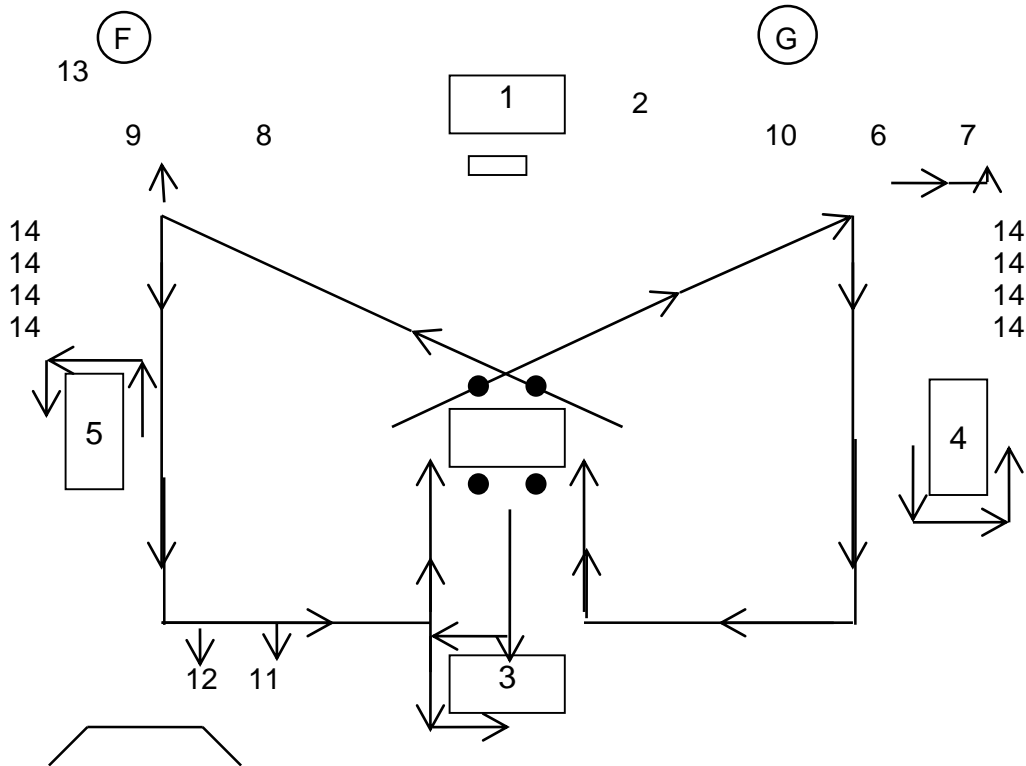
**INITIATION OBLIGATION**

**I, \_\_\_\_\_, promise to be true to the laws of Canada and to the laws of the Canadian Royal Purple. I will uphold and endeavour to promote the principles of Justice, Charity, Love and Service. All this I promise to fulfill to the best of my ability.**

**CHAPLAIN - Almighty God, the reader of our minds and hearts, you have heard the promises made by our Member(s); give them strength and courage to go forward in the great work for which we stand. Amen.**

**IMMEDIATE PAST PRESIDENT/IMMEDIATE PAST HONOURED ROYAL LADY -Officers and Members, you will return to your places.**

**DIAGRAM 22 - RETURNING FROM THE DIAMOND**



*The PRESIDENT/HONOURED ROYAL LADY, Chaplain, Conductress, and New Member(s) remain at the Centre Station while Officers and Members return to their places.*

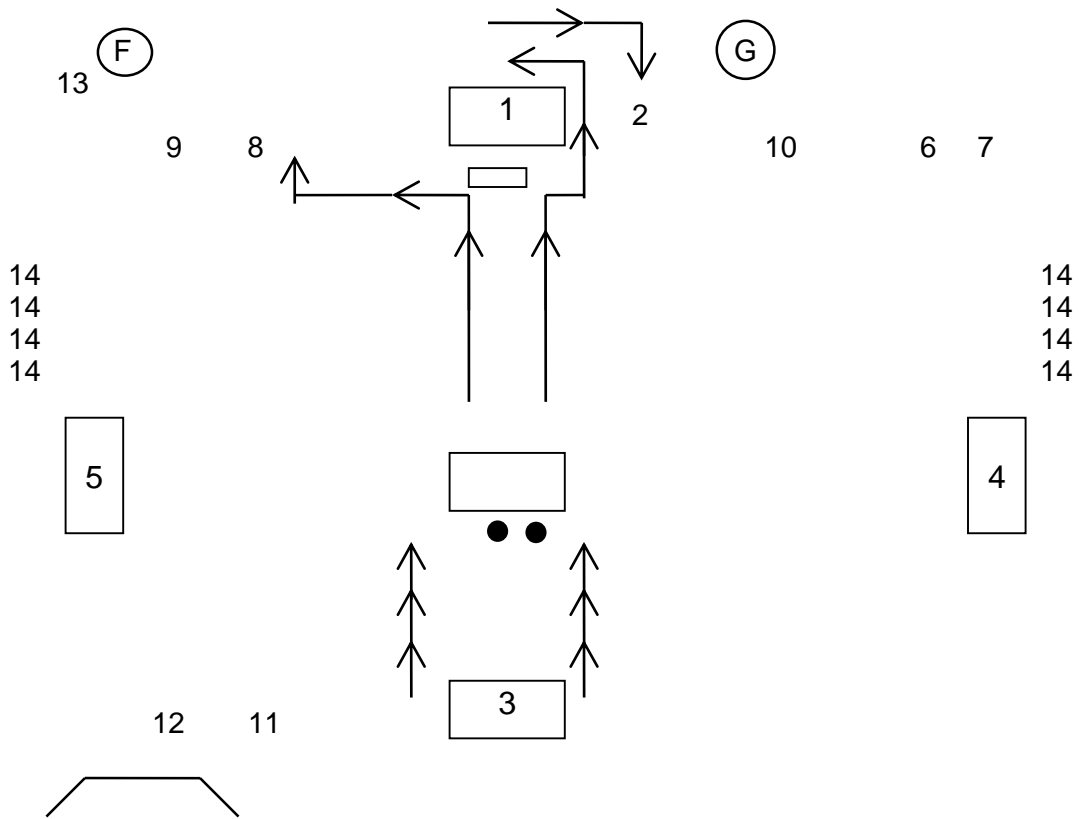
*The 1st Vice President/Associate Royal Lady, 2nd Vice President/Loyal Lady and 3rd Vice President/Lecturing Lady will return directly to their positions. All others return to their places led by the Drill Team.*

**PRESIDENT/HONOURED ROYAL LADY - Remember well these words you have spoken. Let them dwell in your heart, never to be forgotten.**

*The Conductress and New Member(s) remain at the Centre Station,*

*During the singing of the Ode, the President/Honoured Royal Lady and Chaplain return to their positions walking together from the Centre Station, as soon as the President/Honoured Royal Lady reaches their station, the Immediate Past President/Immediate Past Honoured Royal Lady will vacate it and return to their position.*

**DIAGRAM 23 - PRESIDENT/HONOURED ROYAL LADY, CHAPLAIN  
AND IMMEDIATE PAST PRESIDENT/IMMEDIATE PAST HONOURED ROYAL LADY RETURNING  
TO THEIR POSITIONS**



**INITIATION ODE**

**With robes of Royal Purple, our noble Order clothed;  
 Its precepts and its teachings by all of us beloved;  
 Protected by its raiment's of Virtue, Duty, Love,  
 Our firm faith in our Members is true as stars above.  
 And when 'tis time to say good-bye to friends and loved ones dear,  
 We want to have our Members of The Royal Purple near.  
 So, Lord teach us ne'er to forget the vow sincere we took,  
 That we may surely have our names inscribed within your Book.**

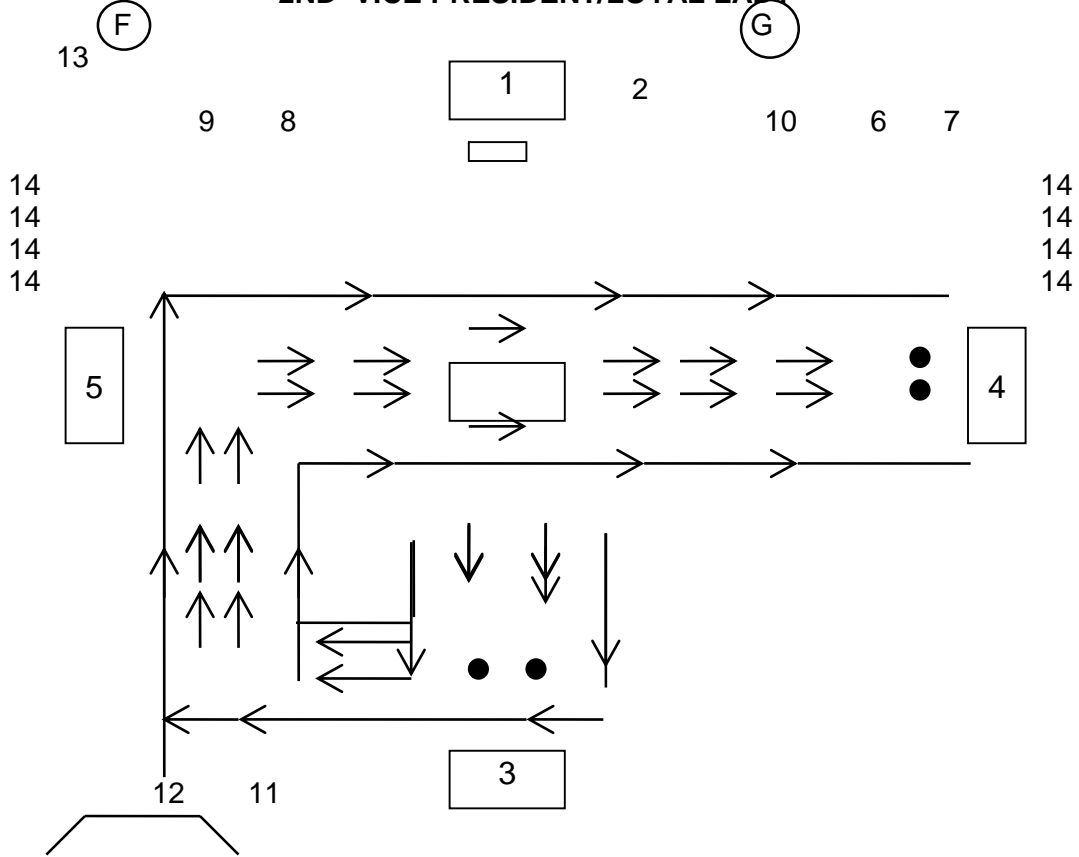
**PRESIDENT/HONOURED ROYAL LADY - (-O-)**

**PRESIDENT/HONOURED ROYAL LADY - You will now be taken to the stations of our Officers who will instruct you in the four principles of our Order, JUSTICE, CHARITY, LOVE and SERVICE. Conductress, you will escort our new Member to the station of the 1st Vice President/Associate Royal Lady.**

*The Drill Team will about face and go directly to the position of the 1st Vice President/Associate Royal Lady.*

*NOTE: The end Members of the Drill Team are now leading.*

**DIAGRAM 24 - CONDUCTING NEW MEMBER TO THE 1ST VICE PRESIDENT/ASSOCIATE ROYAL LADY AND 2ND VICE PRESIDENT/LOYAL LADY**



**CONDUCTRESS - 1st Vice President/Associate Royal Lady, I bring a new Member for instruction.**

**1ST VICE PRESIDENT/ASSOCIATE ROYAL LADY -** The principle of Charity is a two-fold blessing, it blesses those who give and those who receive. Giving to the needy and less fortunate betters our community, our Country and the world at large. Our Charity is spontaneous. Whenever misery can be relieved or the tears of sorrow dried, there will be found work for a Member of the Royal Purple. The Conductress will now take you to the station of the 2nd Vice President/Loyal Lady.

*The Drill Team will march directly to the station of the 2nd Vice President/Loyal Lady. NOTE: The end Members of the Drill Team will lead to the station of the 2nd Vice President/Loyal Lady.*

**CONDUCTRESS - 2nd Vice President/Loyal Lady, I bring a new Member for instruction.**

**2ND VICE PRESIDENT/LOYAL LADY -** The principle of Justice is a principle of integrity and honesty through which we stimulate the spirit of mankind toward noble citizenship. Justice is that standard which teaches us to deal fairly with others. As a Member of this Order, you are entitled to all rights and privileges. It is your duty to assume this responsibility to ensure the democratic process. The Member Services Committee has instructed you in the signs and tokens of our Order on which our meetings are conducted. The Conductress will now take you to the station of the 3rd Vice President/Lecturing Lady.

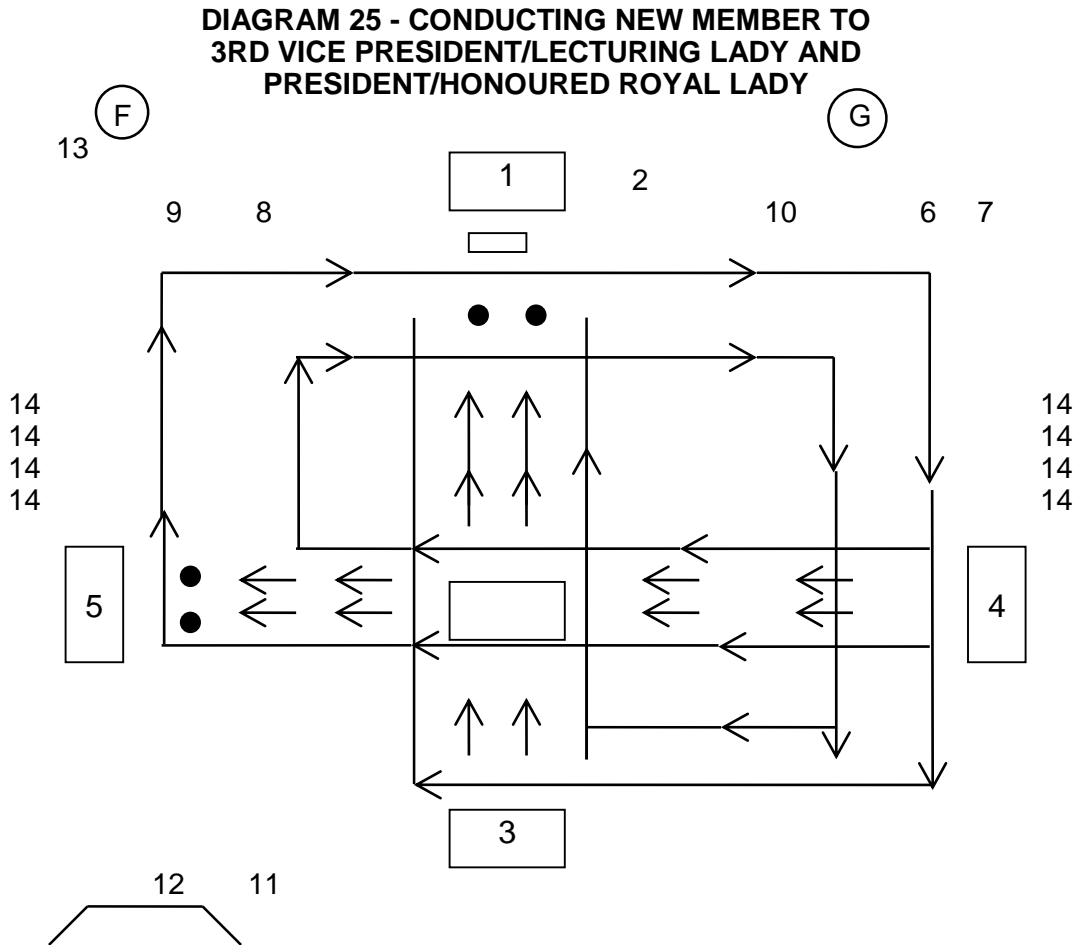


The Drill Team will about face and go directly to the position of the 3rd Vice President /Lecturing Lady.  
 NOTE: Numbers 1 and 2 of the Drill Team are now leading

**CONDUCTRESS—3rd Vice President/Lecturing Lady, I bring a new Member for instruction.**

**3RD VICE PRESIDENT/LECTURING LADY - Love is an important principle in the work of our Order. It should influence us to remember the commendable qualities of a member overlooking imperfections. Love is associated with honour and truth. It is sincere. It is compassionate. Love given without looking for return will bring happiness into the lives of others. The Conductress will now take you to the station of the President/Honoured Royal Lady.**

The Drill Team will lead the Conductress and Prospective Member to the position of the President/Honoured Royal Lady.



**CONDUCTRESS - President/Honoured Royal Lady, I bring a new Member for instruction.**

**PRESIDENT/HONOURED ROYAL LADY - Service is the principle of dedication. We must always strive to be true to our Obligation, to live within the laws of Canada and to act towards one another with Justice, Charity, Love and Service. Remember that in fulfilling our Obligation, life will be more rewarding and the world will be a better place in which to live. It is a pleasure to welcome you as a Member of the Canadian Royal Purple and to present to you a copy of the laws of our Order.**

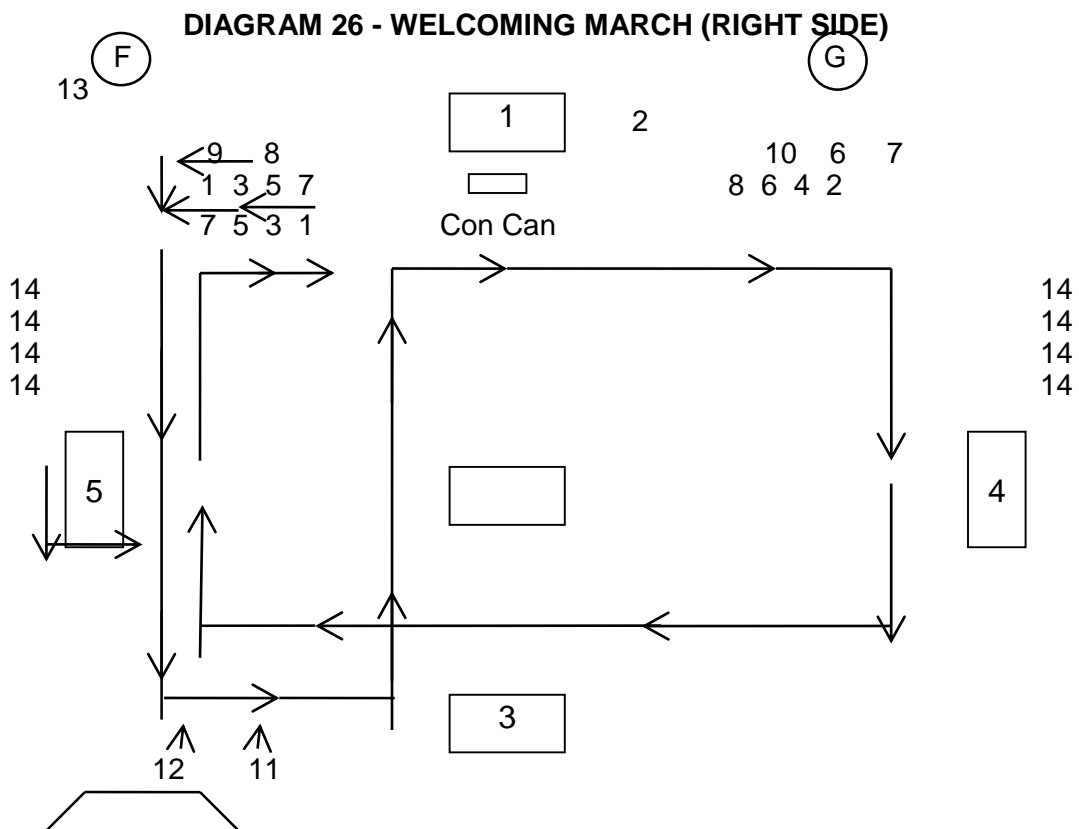
The President/Honoured Royal Lady remains at their station and the Conductress guides the New Member to the President/Honoured Royal Lady's right for any presentations.

**PRESIDENT/HONOURED ROYAL LADY - You may now have the opportunity to welcome \_\_\_\_\_ as a Member of this Lodge and the Canadian Royal Purple Society. (-O-O-O-)**

Welcome March is optional. Lights are turned on for the Welcoming March and dimmed for the Pansy Ceremony. Conductress turns the new Member(s) to face the assembly.

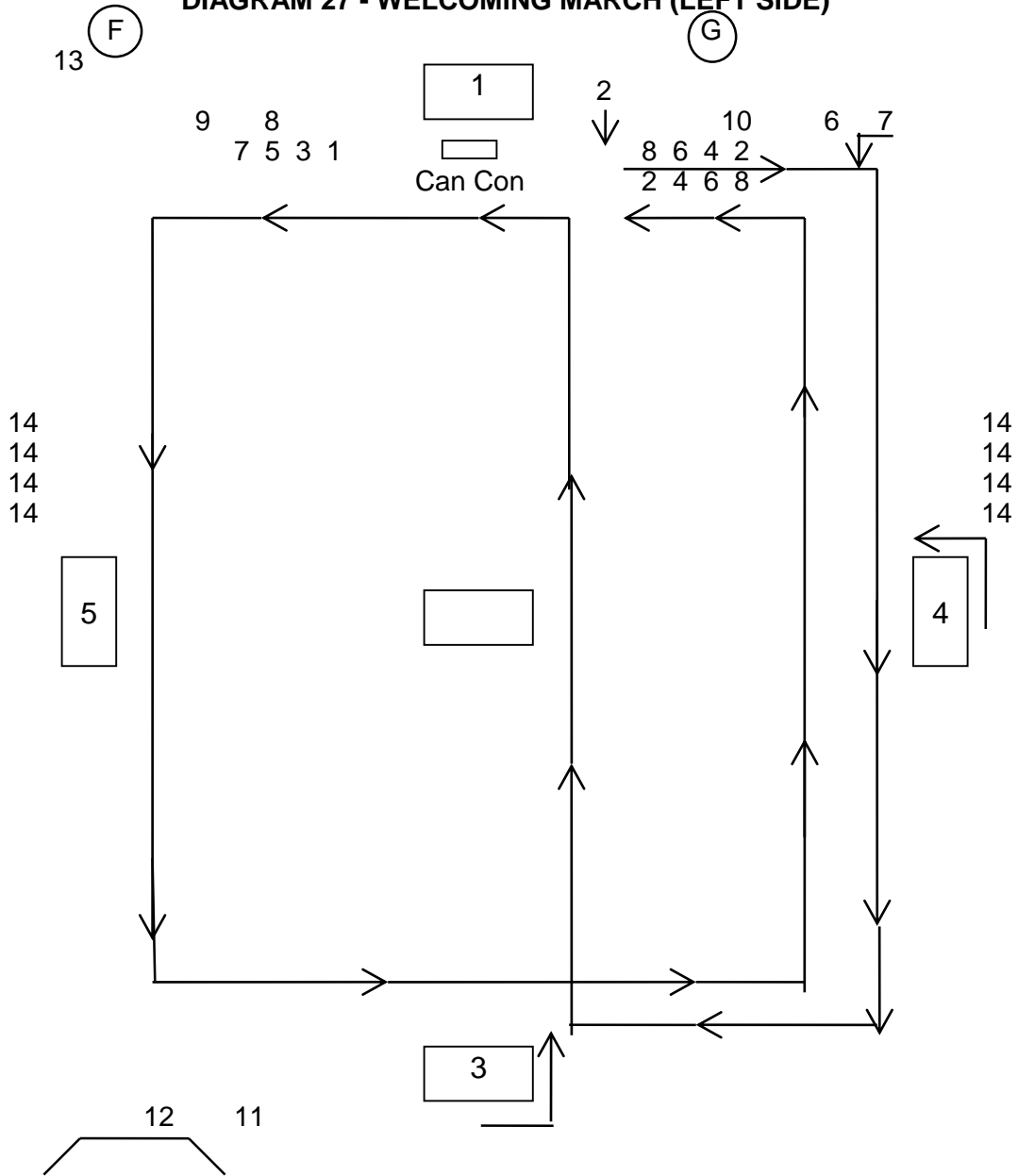
During the Welcoming March, the Conductress will stand first to the right of the New Member and then to the left. Each Member will introduce themselves to the New Member.

Number ONE of the Drill Team leads in the Welcoming March, and the Officers and Members on the RIGHT of the President/Honoured Royal Lady follow. The Drill Team shall be in reverse order when they return to their places



Number TWO of the Drill Team leads, and the Officers and Members on the LEFT side of the President/Honoured Royal Lady follow. The 1st Vice President/Associate Royal Lady joins this line of march. The Drill Team shall be in reverse order when they return to their places.

**DIAGRAM 27 - WELCOMING MARCH (LEFT SIDE)**

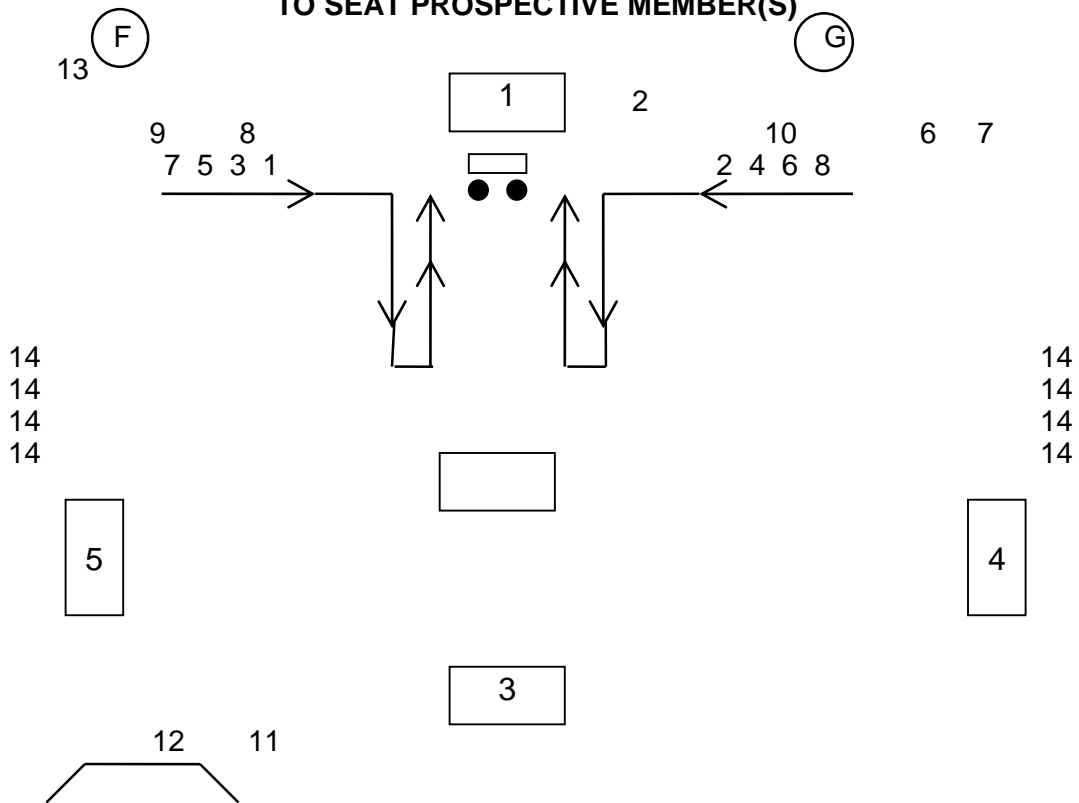


**PRESIDENT/HONOURED ROYAL LADY - \_\_\_\_\_, this completes your Initiation and we trust that your Membership will be of mutual benefit. Please remain at the close of this meeting to transact business required by the Secretary.**

**PRESIDENT/HONOURED ROYAL LADY - Conductress, you will conduct \_\_\_\_\_ to their seat.**

**(-O-)**

**DIAGRAM 28 - DRILL TEAM TAKING POSITION TO SEAT PROSPECTIVE MEMBER(S)**



**PANSY CEREMONY**

*(Lights to be dimmed)*

*When the President/Honoured Royal Lady calls "Justice" the 2nd Vice President/Loyal Lady will immediately stand, as will the other two Officers as their principles are called.*

**PRESIDENT/HONOURED ROYAL LADY - I ask you to listen attentively while JUSTICE, CHARITY, LOVE and SERVICE approach our Centre Position, that they may give to each one of us a thorough understanding of the importance of these great principles.**

*When all Chair Officers are standing, they shall, in unison, pick up their Pansies and stand in front of their respective positions. The Pansy is held with the right hand, with the flower resting on the palm of the left hand. While the President/Honoured Royal Lady is away from their position, the position is occupied by the Immediate Past President/Honoured Royal Lady. Appropriate music shall be supplied (if available) as Officers approach the Centre Position.*

*When all Officers are in front of their respective positions, they shall, in unison, approach the Centre Station, stopping at a point two paces away from the Centre Station,*

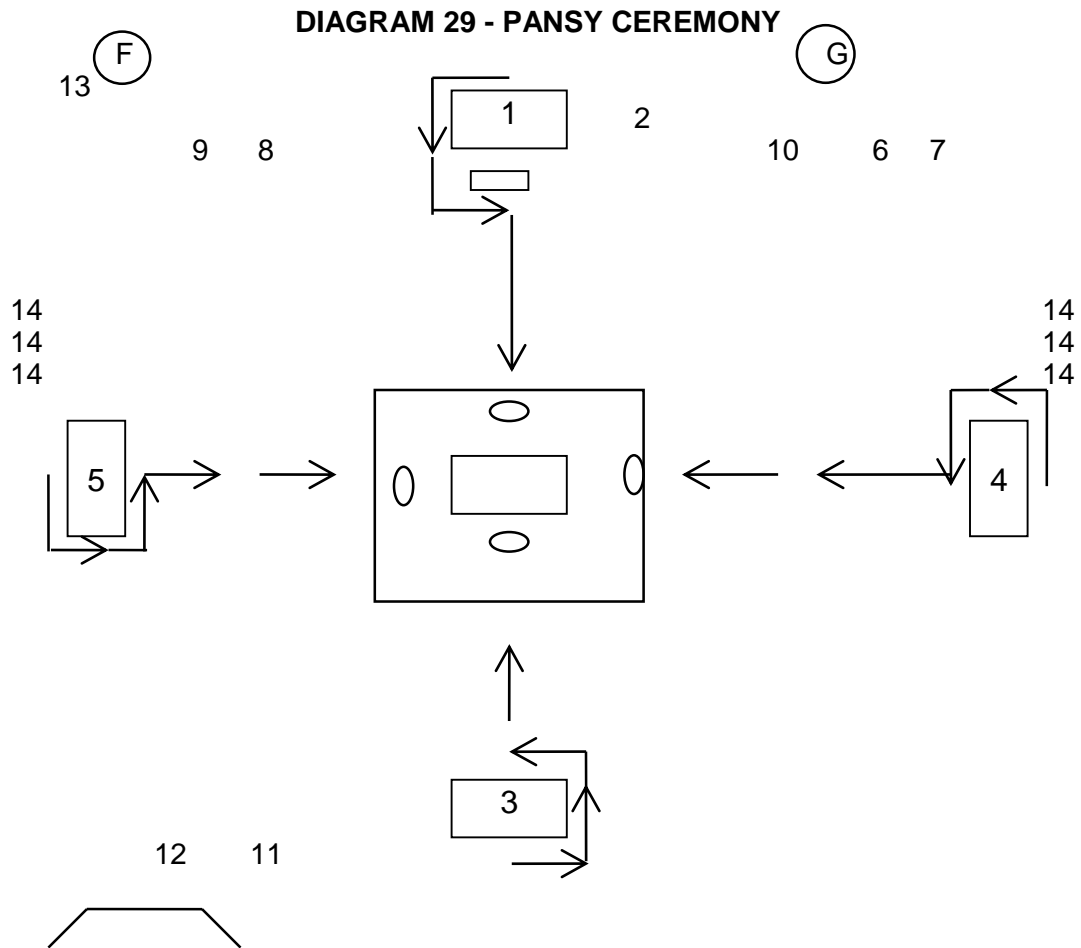
**2ND VICE PRESIDENT/LOYAL LADY - I hold in my hand the floral emblem of our Order, a purple Pansy, and pray that at all times JUSTICE will prevail and shine forth in all our actions.**

**1ST VICE PRESIDENT/ASSOCIATE ROYAL LADY - As the gentle rain beautifies this Pansy, let us remember that the greatest of all virtues is CHARITY and that it should be practiced in all our undertakings.**

**3RD VICE PRESIDENT/LECTURING LADY - All nature changes, even this Pansy, but our LOVE is made stronger in the knowledge that by our actions cheer and happiness are brought into the lives of others.**

**PRESIDENT/HONOURED ROYAL LADY - As I hold this Pansy, I pray that our lives will be lives of service, that we will be faithful to our Obligation and act towards each other with JUSTICE, CHARITY, LOVE and SERVICE. May God bless this Lodge.**

*When the President/Honoured Royal Lady finish their verse, all four Officers take two steps in and place the Pansies on the Centre Position.*



*Top view of Centre Station, to illustrate position of Pansies on the Centre Station, Line of march taken by four Chair Officers.*

*Immediately after this, "Bless This Lodge" or "Blest Be the Tie" is sung either as a solo or quietly in unison.*

*During the singing, the four Officers take up the Pansy Chain, step back making a complete diamond with the Chain (kneeling is optional), step forward and place the Pansy Chain on the Centre Station, then turn in unison and slowly return to their positions and remain standing.*

*The Chaplain extinguishes the candle on the Centre Station without form. The respective Officers will also extinguish their candles in unison with the Chaplain.*

*When the Chaplain has returned to their position, they and the four Officers will all resume their seats in unison.*

*No rap of the gavel is given.*

**Following the Pansy Ceremony, a Drill of the Lodge's choice may be exemplified.**

**BLEST BE THE TIE**

Blest be the tie that binds  
Our hearts in Christian **love**.  
(Pick up chain)

The fellowship of kindred minds  
Is like to that **above**.  
(Step back)

God, who this diamond keeps,  
He slumbers not nor **sleeps**.  
(return chain)

In perfect peace keep Thee and me  
Through all **eternity**.  
(turn and return to position)

**BLESS THIS LODGE**

TUNE: "BLESS THIS HOUSE"

Bless this Lodge, Oh Lord we pray,  
Make it grow from day to day.  
Bless our Members one and all  
Help us follow duty's **call**.  
(Pick up chain)

From our actions may we find  
Justice done to all mankind  
That this Lodge may ever be  
Giving willing service free  
Help us ever one and **all**.  
(return chain)

May we walk in friendship's way,  
Do kind deeds without delay.  
Lives of service full and free  
Our allegiance Lord we pledge to **Thee**.  
(Open chain)  
(turn and return to places)

Harken to the needy's call  
Then our Lodge will grow to be  
A place of service Lord to thee.  
Bless this Lodge and grant that we  
May live, O Lord for Thee

## REPORTS

*The Honoured Royal Lady shall determine prior to the meeting, the Officers, Standing Committee and Special Committee Reports to be heard and include same on her Agenda.*

**PRESIDENT/HONOURED ROYAL LADY - We will hear the Officers reports.**

- A) **OFFICERS:** *Officers will report completion of specified duties assigned to their Office - i.e. Chaplain reports sending a letter of condolence. - Secretary, and Treasurer give semi-annual reports, etc.*

**PRESIDENT/HONOURED ROYAL LADY - We will hear the Standing Committee Reports.**

- B) **STANDING COMMITTEES:** *Member Services, Finance, Judiciary, Charities*

**PRESIDENT/HONOURED ROYAL LADY - We will hear the Special Committee Reports.**

- C) **SPECIAL COMMITTEES:** *If elections are to be held, the President/Honoured Royal Lady shall call upon the Chairman of the Nominating Committee to give their report (on whether they have a full slate of Officers).*

**PRESIDENT/HONOURED ROYAL LADY - (-O-)**

## REPORT OF SUNSHINE AND SICKNESS

**PRESIDENT/HONOURED ROYAL LADY - Members, we will hear the report of the Sunshine Chairman.**

## SUNSHINE MARCH

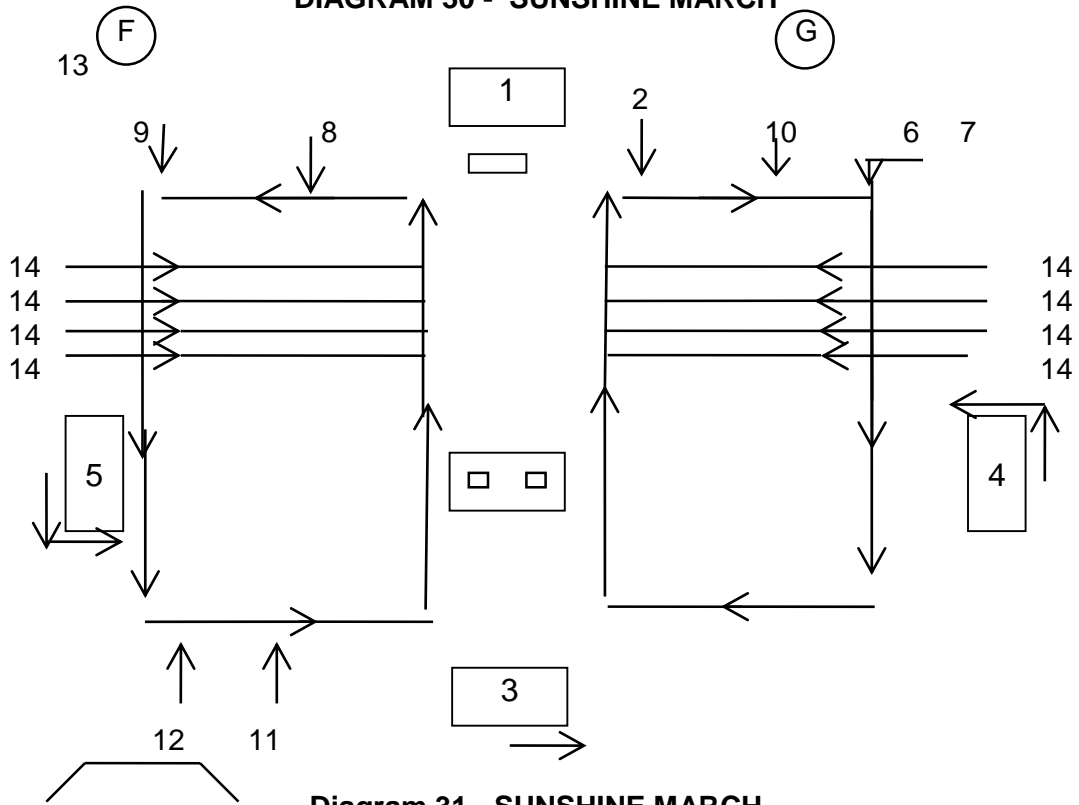
**PRESIDENT/HONOURED ROYAL LADY - We shall now have the Sunshine March.  
(-O-O-O-)**

*The Conductress takes the Sunshine Boxes to the President/Honoured Royal Lady and Pianist, using a direct line of march, then proceeds to the Centre Station places the boxes and returns to their position.*

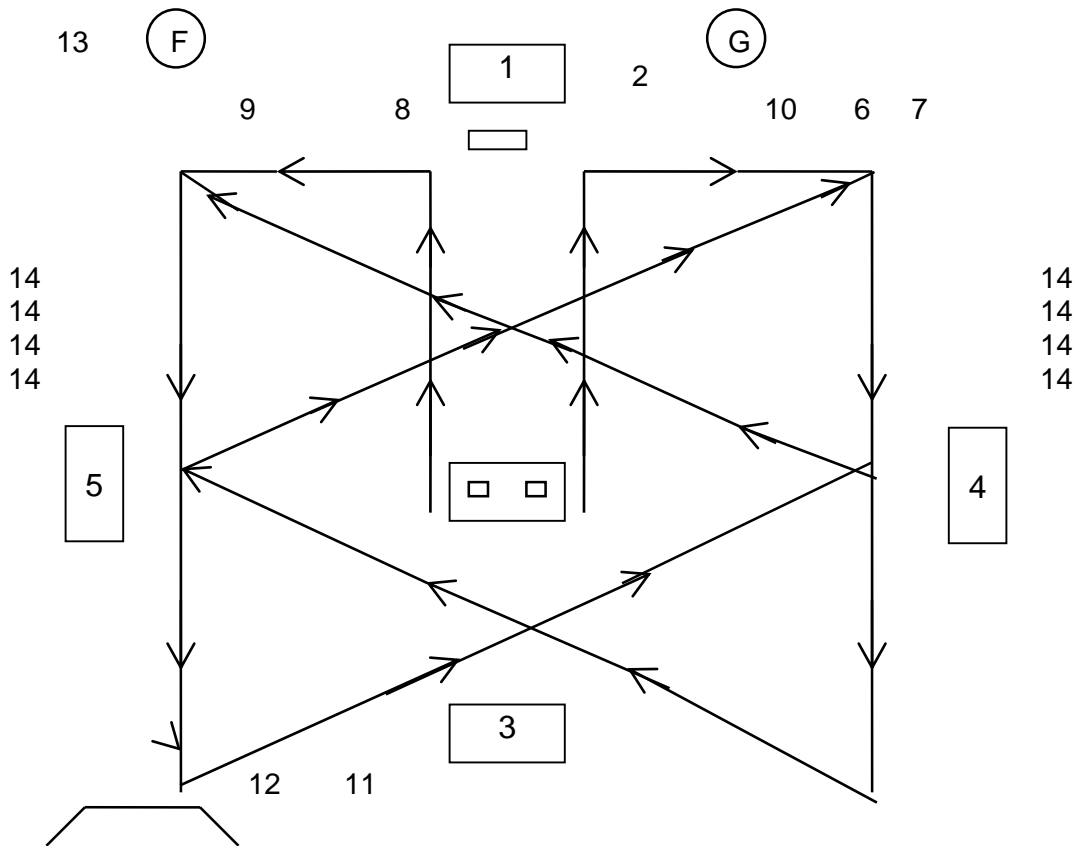
*Drill Team leads, Members and Officers follow. The Immediate Past President/Immediate Past Honoured Royal Lady shall follow behind the Conductress and the Conductress shall follow immediately behind the Drill Team.*

*The 1st Vice President/Associate Royal Lady follows the same line of march as the Drill Team and Members. In the absence of the Drill Team, the Conductress and Chaplain shall lead the Sunshine March.*

**DIAGRAM 30 - SUNSHINE MARCH**



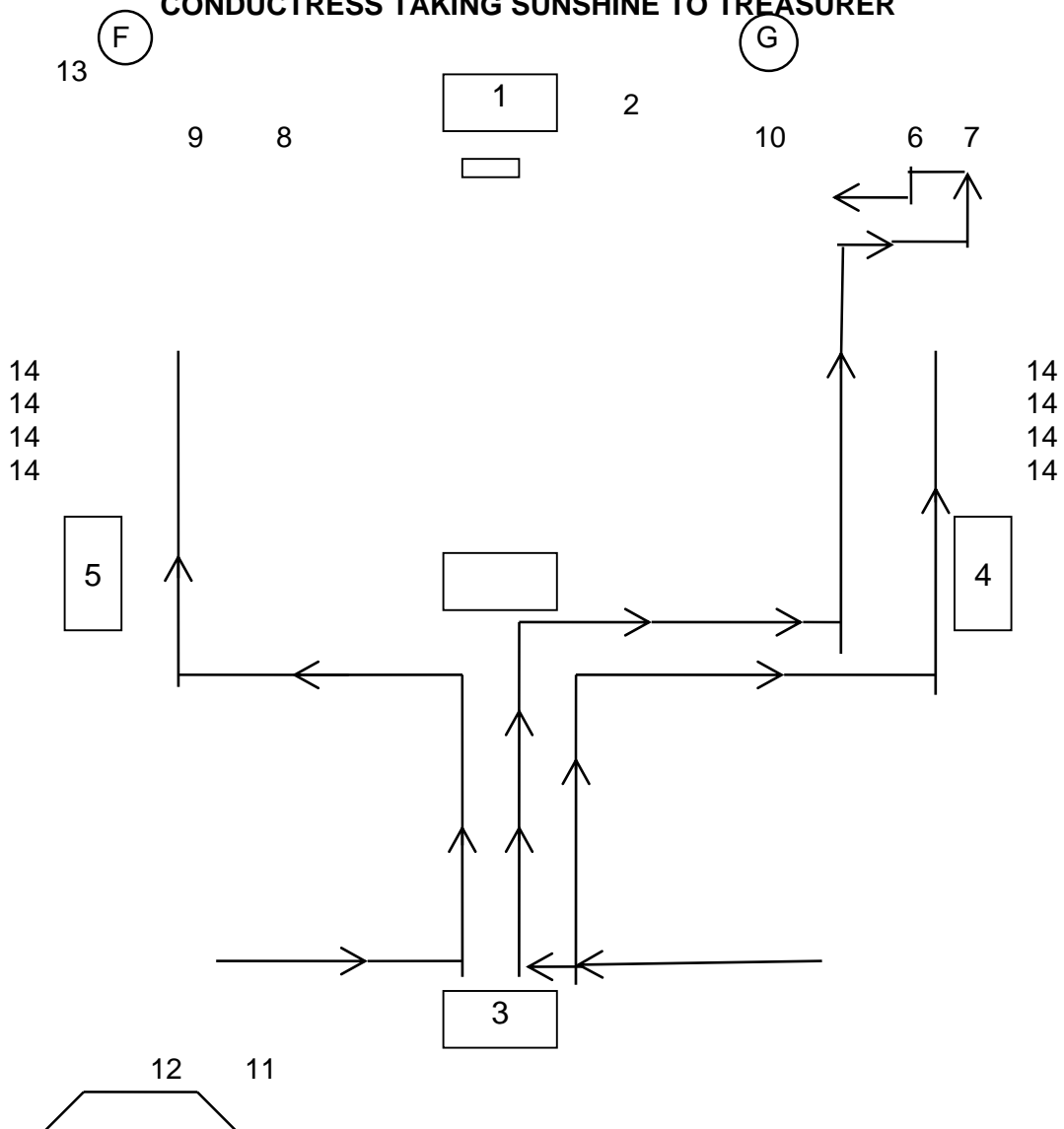
**Diagram 31 - SUNSHINE MARCH**







**DIAGRAM 33 - SUNSHINE MARCH  
CONDUCTRESS TAKING SUNSHINE TO TREASURER**



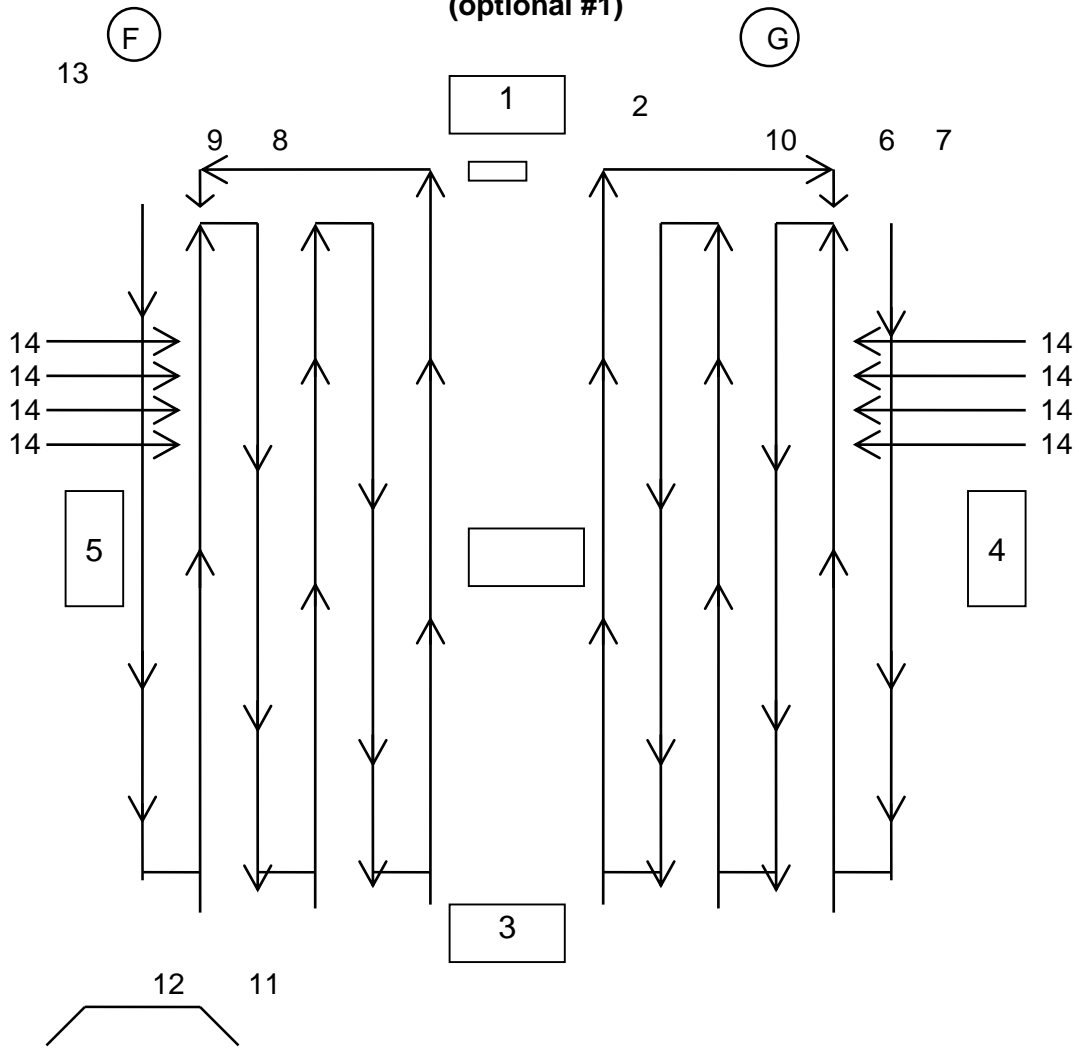
**PRESIDENT/HONOURED ROYAL LADY - (-O-)**

**OPTIONAL SUNSHINE MARCH**

*Drill Team will take two steps out; turn to the right/left; proceed to the bottom of the hall; start at the outside and continue working into the Centre Station. Members and Officers fall in behind the Drill team as they pass and return to their places.*

DIAGRAM 34

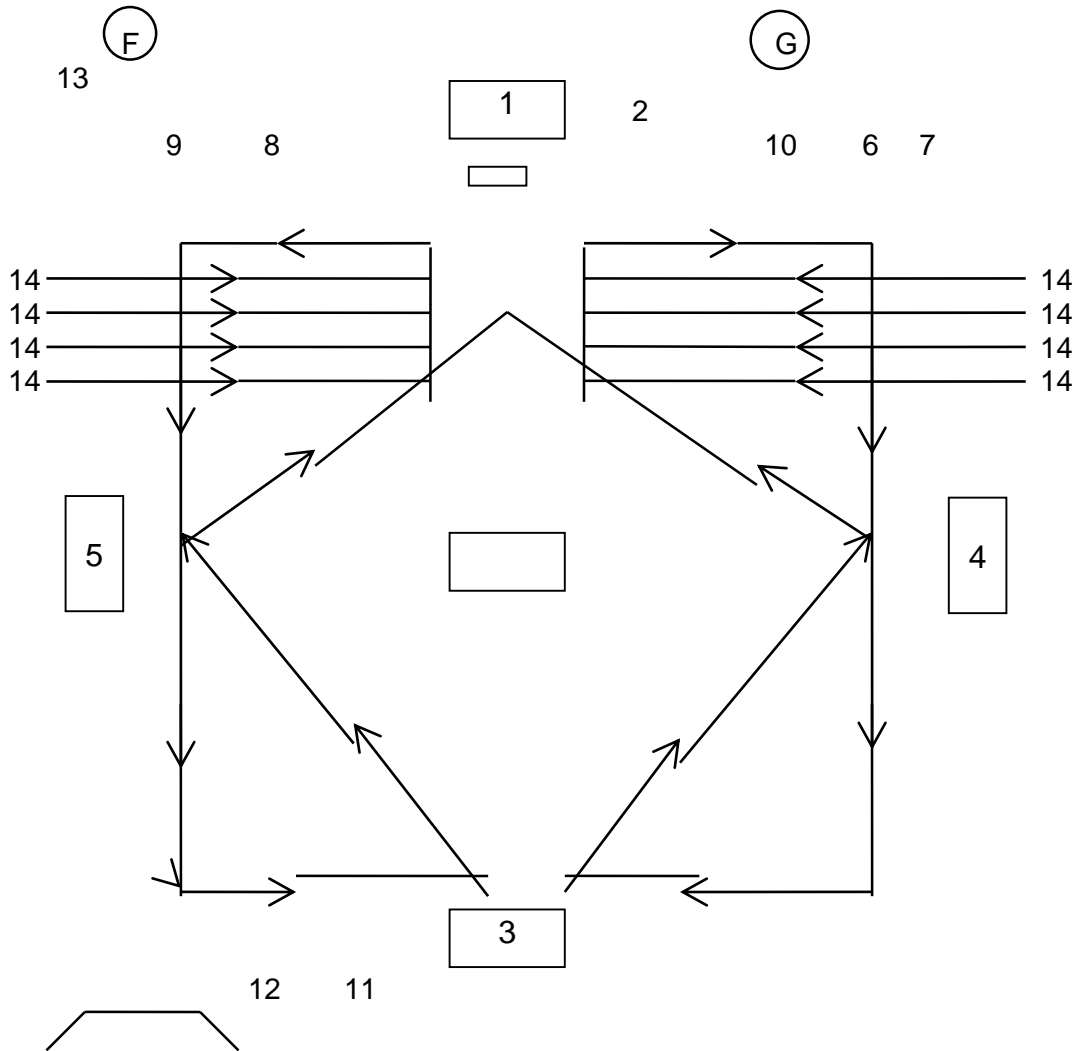
SUNSHINE MARCH  
(optional #1)



**DIAGRAM 35**

**SUNSHINE MARCH  
(optional #2)**

**ENTERING THE DIAMOND**



*In the absence of the Drill Team, the Conductress shall lead the march.*

*The Offices and Members drop off as they reach their places, and only the Drill Team return to the Centre Station and then to their places.*



### UNFINISHED BUSINESS

*The President/Honoured Royal Lady shall present such unfinished business as they shall have on their agenda and upon completion of such unfinished business shall say:*

**PRESIDENT/HONOURED ROYAL LADY - Secretary, do you know of any unfinished business?**

**SECRETARY—President/Honoured Royal Lady, there is none (or report if there is).**

**PRESIDENT/HONOURED ROYAL LADY - (-O-)**

### NEW BUSINESS

*The President/Honoured Royal Lady shall present such new business, as they shall have on their agenda:*

**PRESIDENT/HONOURED ROYAL LADY - Is there any further New Business?**

**PRESIDENT/HONOURED ROYAL LADY - (-O-)**

*(Nominations and Election of Officers are dealt with under New Business.)*

### PROCEDURE FOR NOMINATIONS AND ELECTION OF OFFICERS

*On the night of Election of Officers, the President/Honoured Royal Lady shall instruct the Conductress and Chaplain to inspect all dues receipt cards prior to the time the President/Honoured Royal Lady calls the Lodge to Order.*

**PRESIDENT/HONOURED ROYAL LADY - We will now have the Nominations and Election of Officers. You have heard the report of the Nominating Committee. Our Regulations also provide for nominations from the floor. Nominations are now in order for the Office of \_\_\_\_\_ . The Nominating Committee has placed the name of \_\_\_\_\_ . Are there any other nominations?**

*Pause, rap the gavel; repeat the question two more times in the same manner. If there are no other nominations, the President/Honoured Royal Lady says:*

**PRESIDENT/HONOURED ROYAL LADY - Nominations are now closed. Secretary, you will cast the vote of the Lodge in favour of \_\_\_\_\_ and I declare you elected to the Office of \_\_\_\_\_ by acclamation.**

*The Secretary shall place the name of each candidate elected by acclamation or by ballot in a separate envelope, seal them and keep them for thirty (30) days after which time they will be destroyed. If there are other nominations, after the ballot vote, the President/Honoured Royal Lady says*

**PRESIDENT/HONOURED ROYAL LADY - \_\_\_\_\_ Having received the majority vote, I declare you elected to the Office of \_\_\_\_\_ .**

*The above procedure is to be used for the election of all Officers in rotation. For the Office of Secretary, the President/Honoured Royal Lady shall request a Member other than the Secretary to cast the vote of the Lodge.*

**GOOD OF THE ORDER**

*President/Honoured Royal Lady thanks pro tem Officers, lunch committee, etc. Expressions of thanks, presentations, guests invited to speak, announcements are given at this time.*

**PRESIDENT/HONOURED ROYAL LADY - (-O-)**

**CLOSING CEREMONY**

**PRESIDENT/HONOURED ROYAL LADY - Officers and Members, do you know of any business neglected or left undone?**

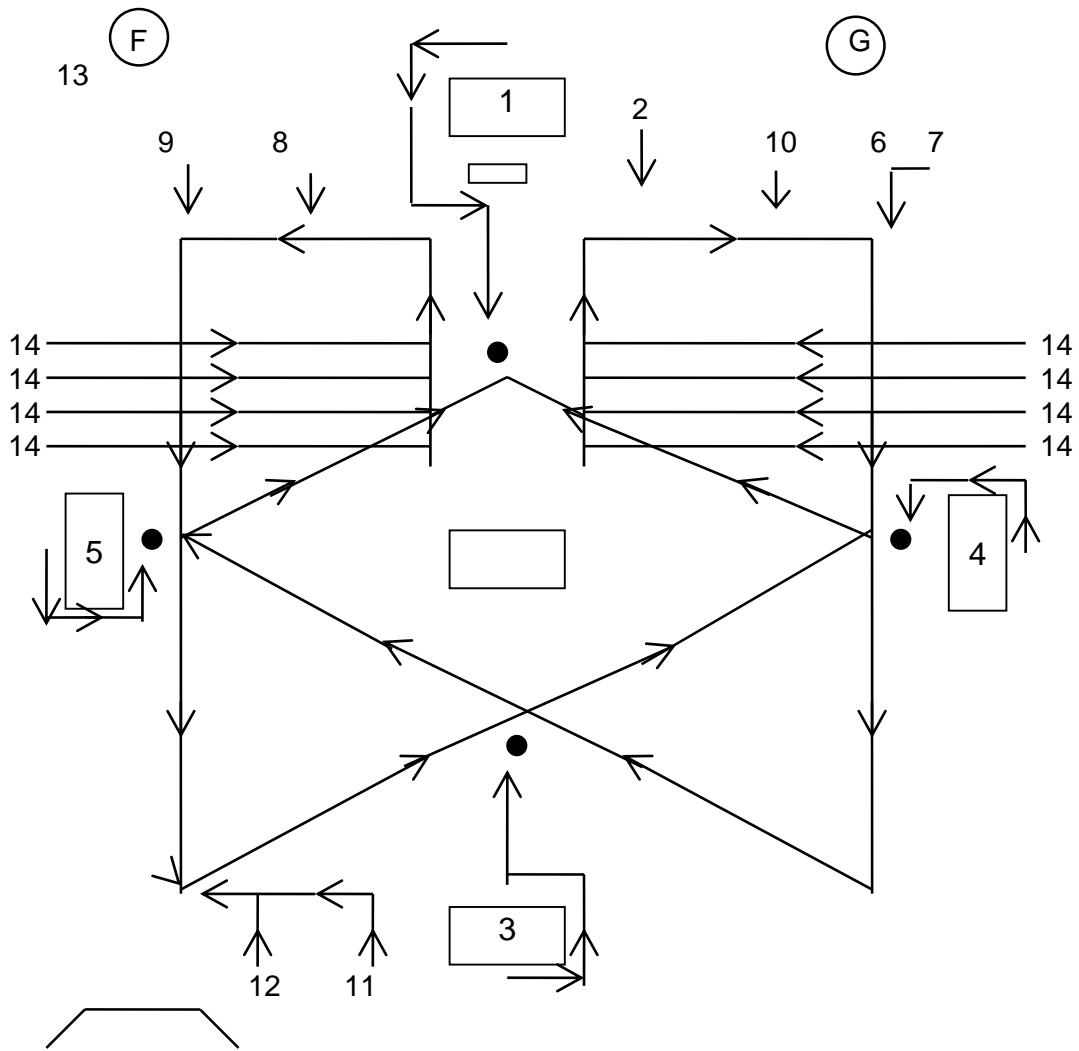
**1ST VICE PRESIDENT/ASSOCIATE ROYAL LADY–President/Honoured Royal Lady, the work is finished.**

**PRESIDENT/HONOURED ROYAL LADY - Officers and Members form the Diamond.  
(-O-O-O-)**

*After the Members have formed the Diamond, the four Chair Officers shall step out of their respective positions to form the points. After forming the Diamond, all turn in unison, join hands and repeat the Mispah Benediction. All hands remain clasped until after the singing of the Closing Ode.*

*In the absence of a Drill Team, the Conductress and Chaplain shall lead in forming the Diamond.*

**DIAGRAM 37 - FORMING THE DIAMOND**



**MISPAH BENEDICTION**

May the Lord watch between me and Thee, while we are absent, one from the other.

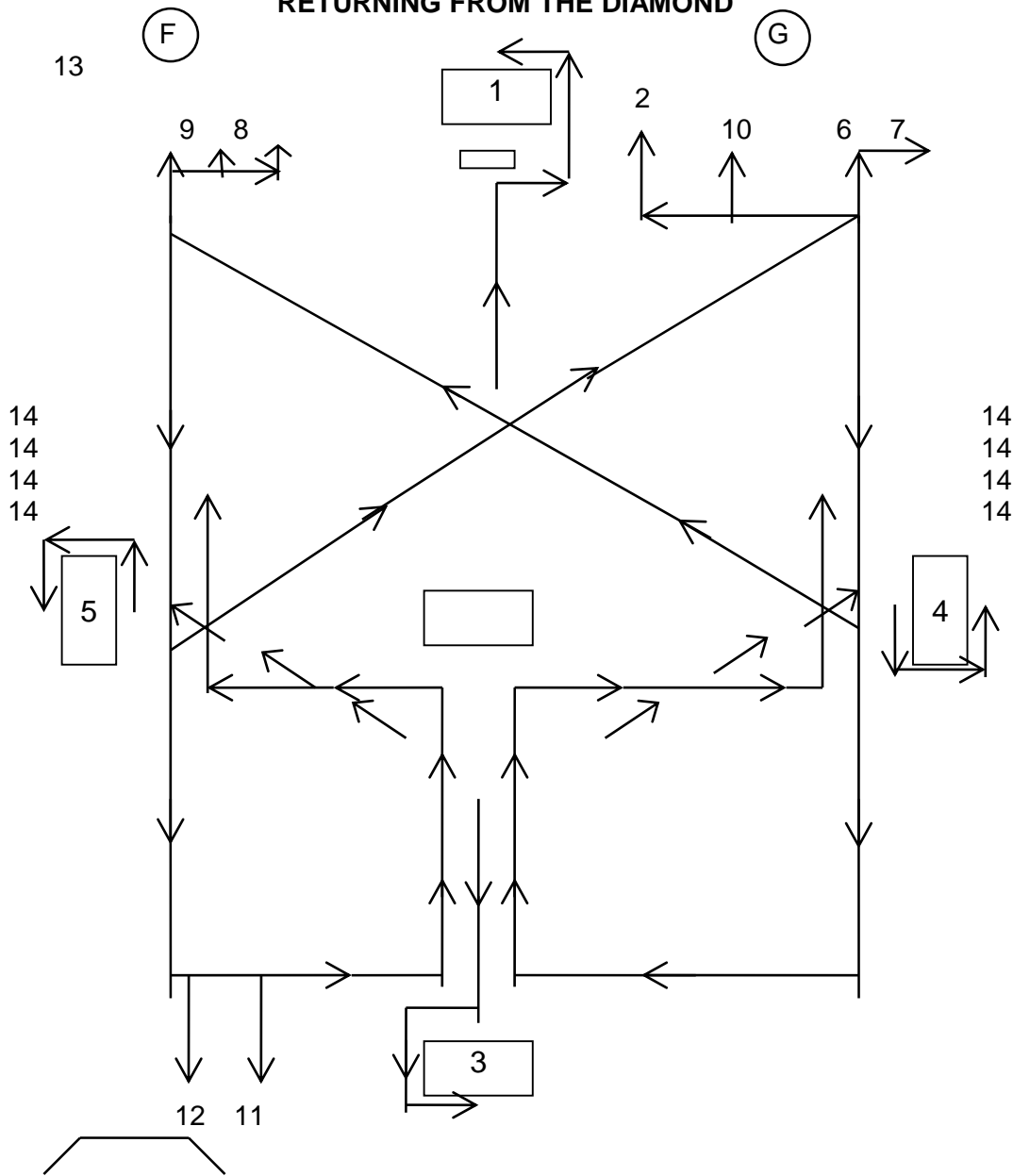
**CLOSING ODE**

God be with you till we meet again,  
By His counsel guide, uphold Thee,  
With His sheep securely fold Thee,  
God be with you till we meet again.



**DIAGRAM 38**

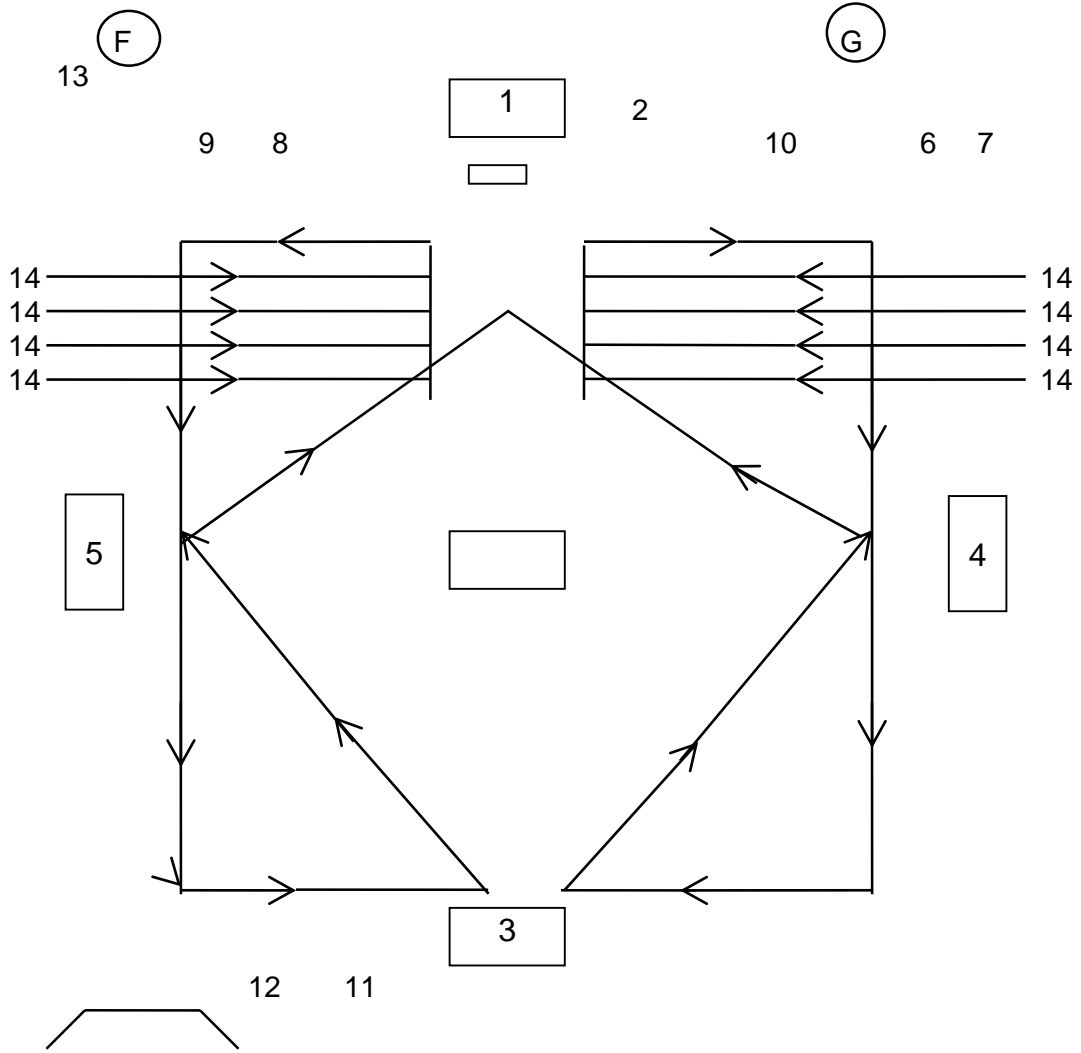
**RETURNING FROM THE DIAMOND**



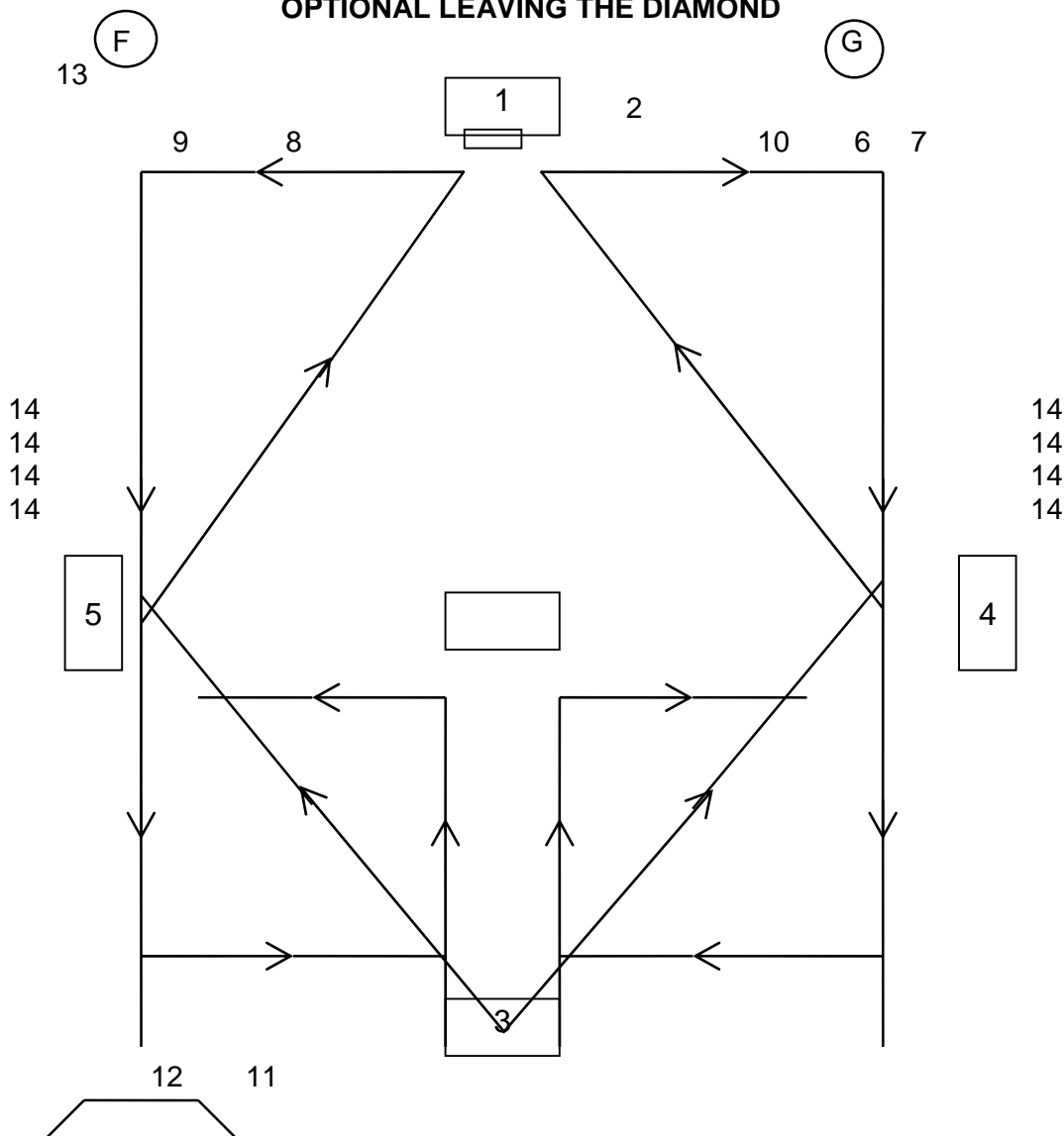
*The four Chair Officers will turn and go directly back to their positions. All others will return to their places led by the Drill Team.*

*Optional Entering the Diamond and Optional Leaving the Diamond Drills are very helpful for a large Membership.*

DIAGRAM 39 -OPTIONAL ENTERING THE DIAMOND



**DIAGRAM 40  
OPTIONAL LEAVING THE DIAMOND**



*The Officers and Members drop off as they reach their places, and only the Drill Team return to the Centre Station and then to their places.*

**PRESIDENT/HONOURED ROYAL LADY - Chaplain and Conductress, you will attend the Centre Station.**

*The Chaplain and Conductress approach the Centre Station. The Chaplain repeats a closing prayer, closes the Bible.*

**CHAPLAIN - Oh Lord, protect, guide and guard all our Members and their families and bring Peace and Happiness to the world. Amen.**

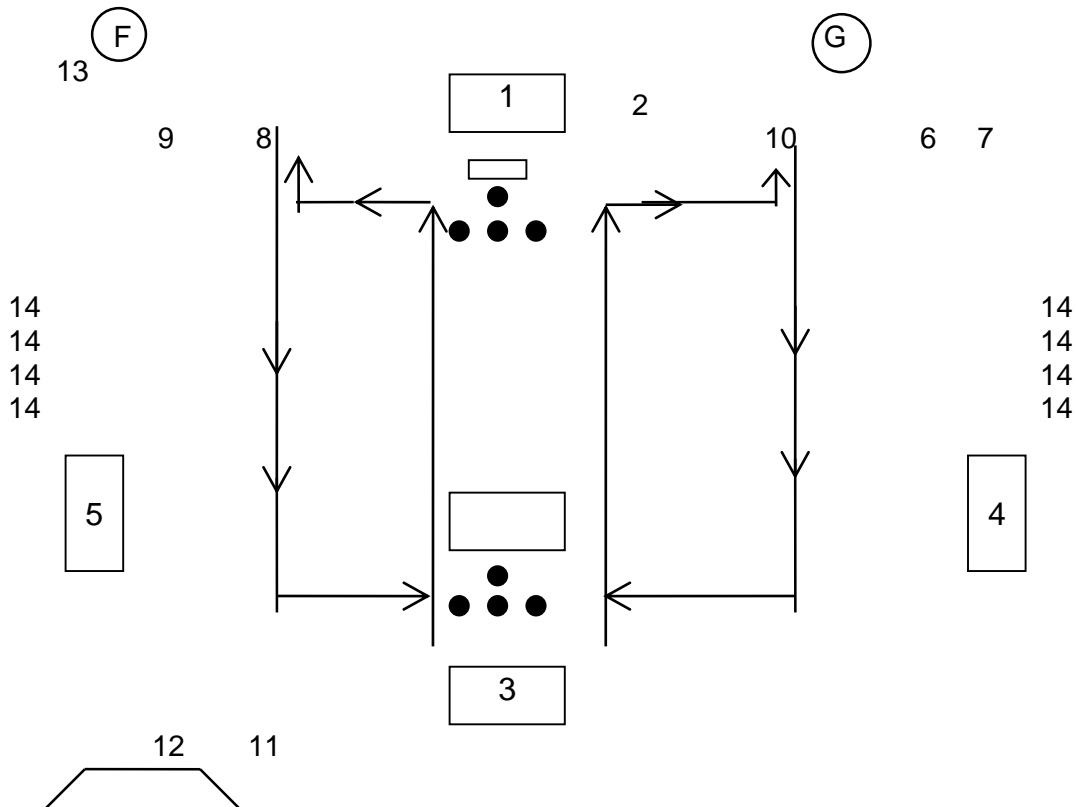
**OR**

Now that our meeting is over,  
 And at the closing of the day  
 Let Kindness and Love be our watchword  
 As we pass along Life's way.  
 May God grant us the wisdom  
 And this of Thee we ask  
 That we may soon meet again  
 To work and resume our task. Amen

**OR**

Lord, Bless us and our day's work.  
 Keep us safe throughout the night.  
 Fill us with understanding of thy ways  
 And the wisdom to judge our errors  
 Grant us the blessing of a new day  
 And a new opportunity to serve Thee.  
 Amen

**DIAGRAM 41  
 CHAPLAIN AND CONDUCTRESS ATTENDING CENTRE POSITION**

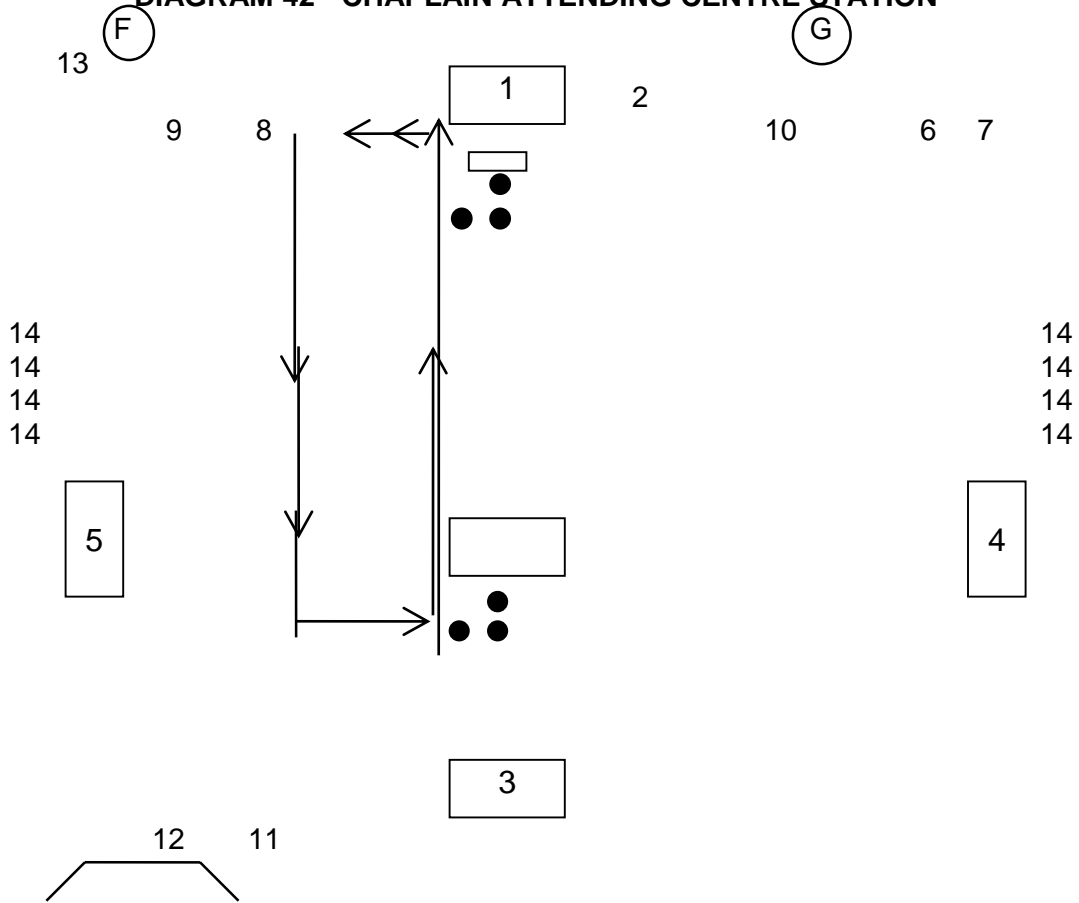


**NOTE:** If the Centre Station is attended by both the Chaplain and the Conductress in the Opening Ceremony, then both the Chaplain and Conductress shall attend it in the Closing Ceremony.

When a recess is called, the above procedure does not apply. The Chaplain alone, walks directly to the Centre Station, closes the Bible and returns to their position.

If the option to have the Chaplain only attend the Centre Station was used in the Opening Ceremony, the following procedure shall be used:

**DIAGRAM 42 - CHAPLAIN ATTENDING CENTRE STATION**



**PRESIDENT/HONOURED ROYAL LADY -** Chaplain, you will attend the Centre Station.

**CHAPLAIN -** Oh Lord, protect, guide and guard all our Members and their families and bring Peace and Happiness to the world. Amen.

(see following two alternatives)

**OR**

Now that our meeting is over,  
 And at the closing of the day  
 Let Kindness and Love be our watchword  
 As we pass along Life's way.  
 May God grant us the wisdom  
 And this of Thee we ask  
 That we may soon meet again  
 To work and resume our task. Amen

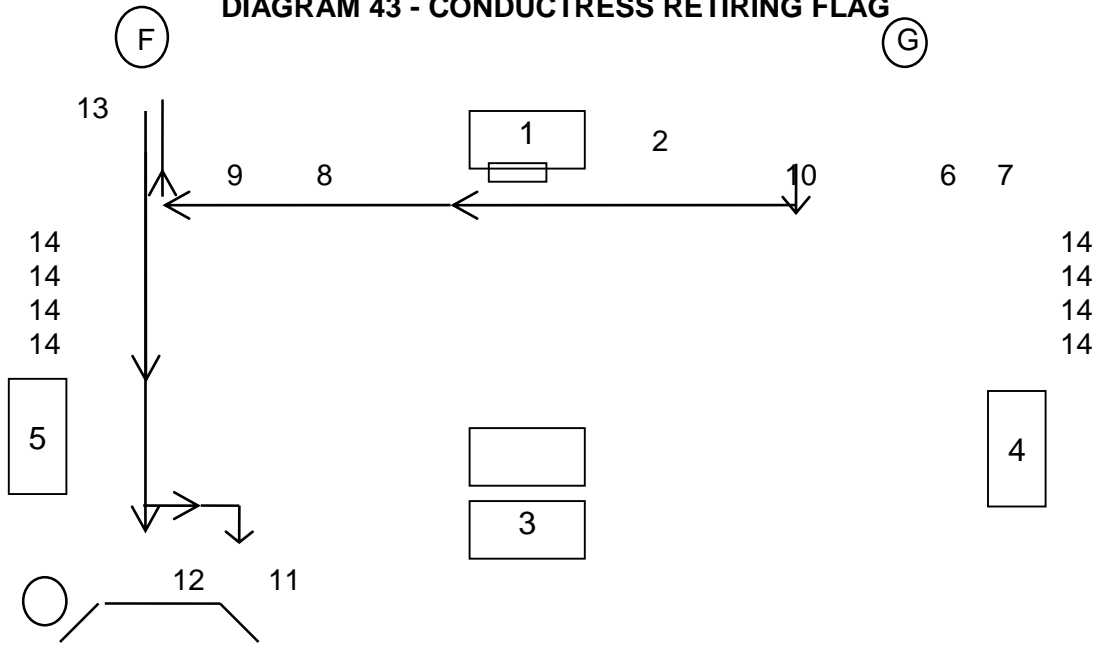
**OR**

Lord, Bless us and our day's work.  
 Keep us safe throughout the night.  
 Fill us with understanding of thy ways  
 And the wisdom to judge our errors  
 Grant us the blessing of a new day  
 And a new opportunity to serve Thee.

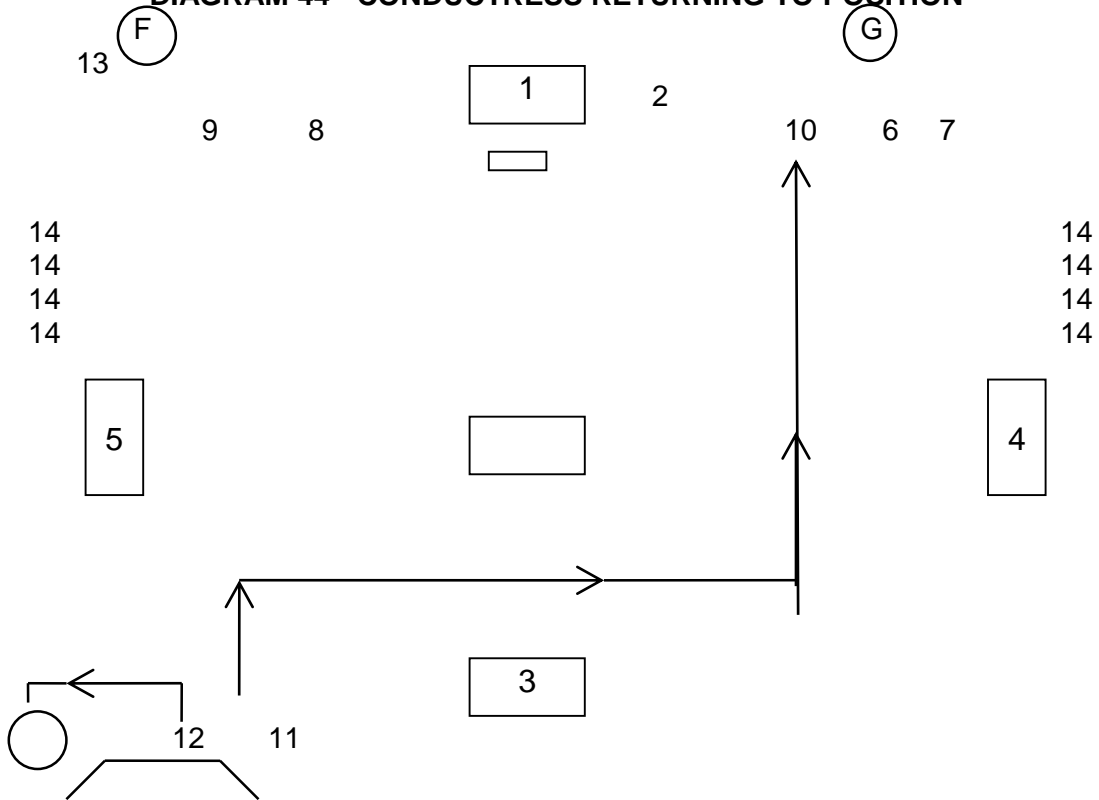
Amen

**Note:** If the Flag is presented, it **MUST** be retired in Closing Ceremony. If the Flag is not presented it is not retired.

**DIAGRAM 43 - CONDUCTRESS RETIRING FLAG**



**DIAGRAM 44 - CONDUCTRESS RETURNING TO POSITION**



**PRESIDENT/HONOURED ROYAL LADY - We will sing the Queen.**

## THE QUEEN

God save our gracious Queen,  
Long live our noble Queen,  
God save the Queen.  
Send her victorious,  
Happy and glorious  
Long to reign over us,  
God save the Queen.

**PRESIDENT/HONOURED ROYAL LADY - I now declare \_\_\_\_\_ Lodge No. \_\_\_\_ of the Canadian Royal Purple closed until its next regular session, unless sooner convened in special meeting by my order. (-O-)**

## RETIRING MARCH

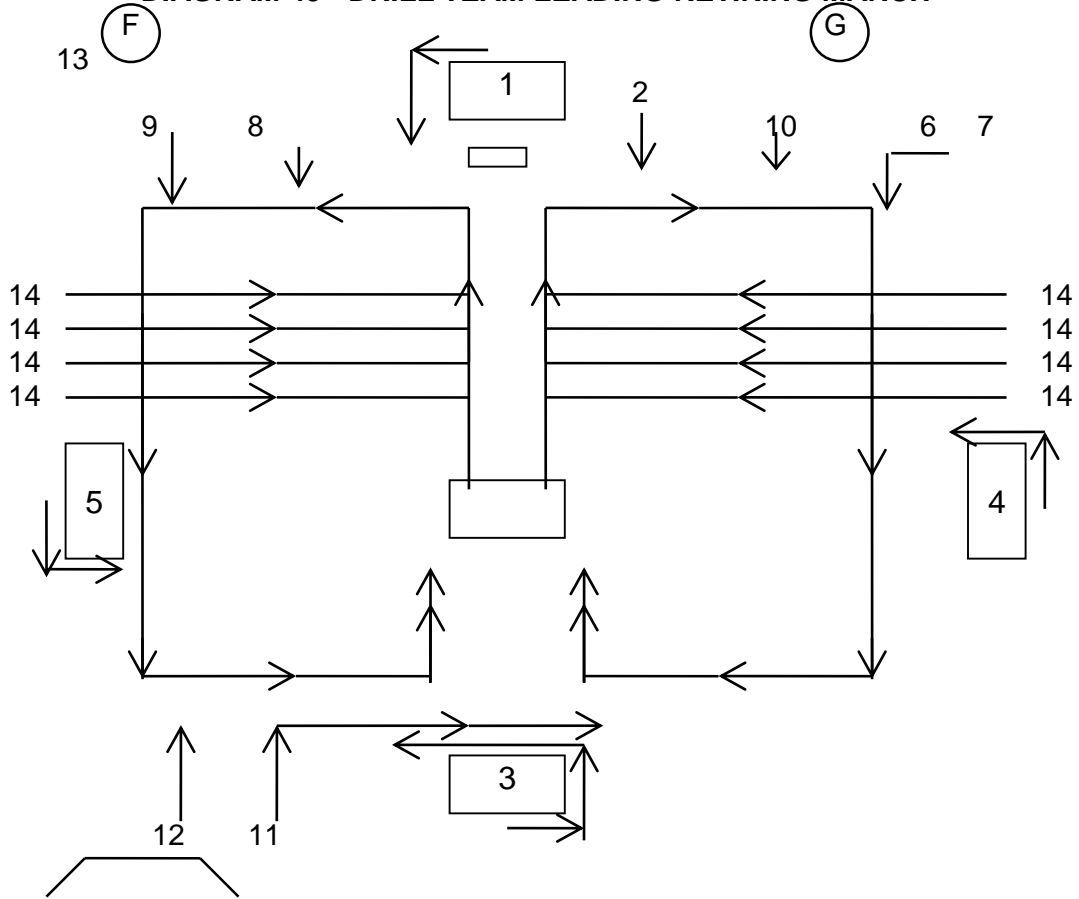
**PRESIDENT/HONOURED ROYAL LADY - We will now have the Officers Retiring March. (-O-O-)**

*President/Honoured Royal Lady joins the line immediately behind the Drill Team to the RIGHT, followed by the Chaplain and Historian. The 3rd Vice President/Lecturing Lady falls in behind the President/Honoured Royal Lady when the line reaches their station. The 1st Vice President/Associate Royal Lady falls in behind the President/Honoured Royal Lady when line reaches their station.*

*The Immediate Past President/Immediate Past Honoured Royal Lady joins the line immediately behind the Drill Team to the LEFT, followed by the Conductress, Secretary and Treasurer. The 2nd Vice President/Loyal Lady falls in behind the Immediate Past President/Immediate Past Honoured Royal Lady when the line reaches their station.*

*The Inner and Outer Guards will join the line at the 1st Vice President/Associate Royal Lady's position.*

**DIAGRAM 45 - DRILL TEAM LEADING RETIRING MARCH**



**NOTE:** The 1st Vice President/Associate Royal Lady and the Guards/Guard get into position to join the lines of march as soon as the Pianist starts to play. After making the turn at the President/Honoured Royal Lady's station, the Officers will walk together in pairs as follows:

President/Honoured Royal Lady  
 1st Vice President/Associate Royal Lady  
 3rd Vice President/Lecturing Lady  
 Chaplain  
 Historian  
 Outer (Guard/Guard)

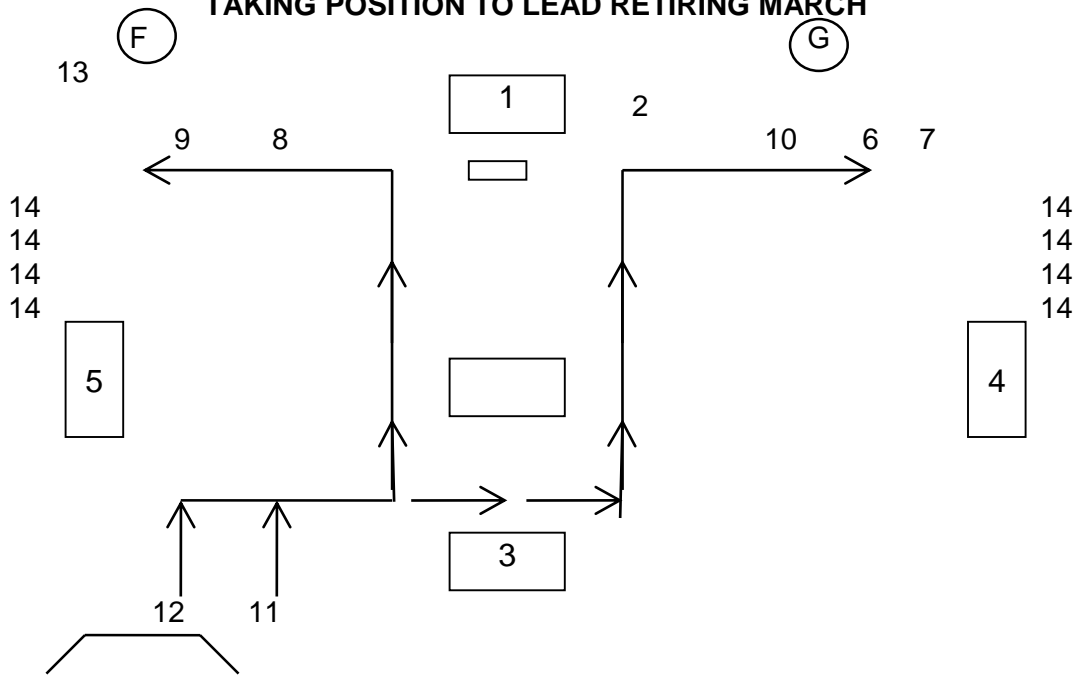
Immediate Past President/Honoured Royal Lady  
 2nd Vice President/Loyal Lady  
 Conductress  
 Secretary  
 Treasurer  
 Inner Guard

**NOTE:** If the door is on the other side of the Lodge room, the Guards will also be changed in the line.

In the absence of a Drill Team, the Inner and Outer Guards will lead the Officers Retiring March.

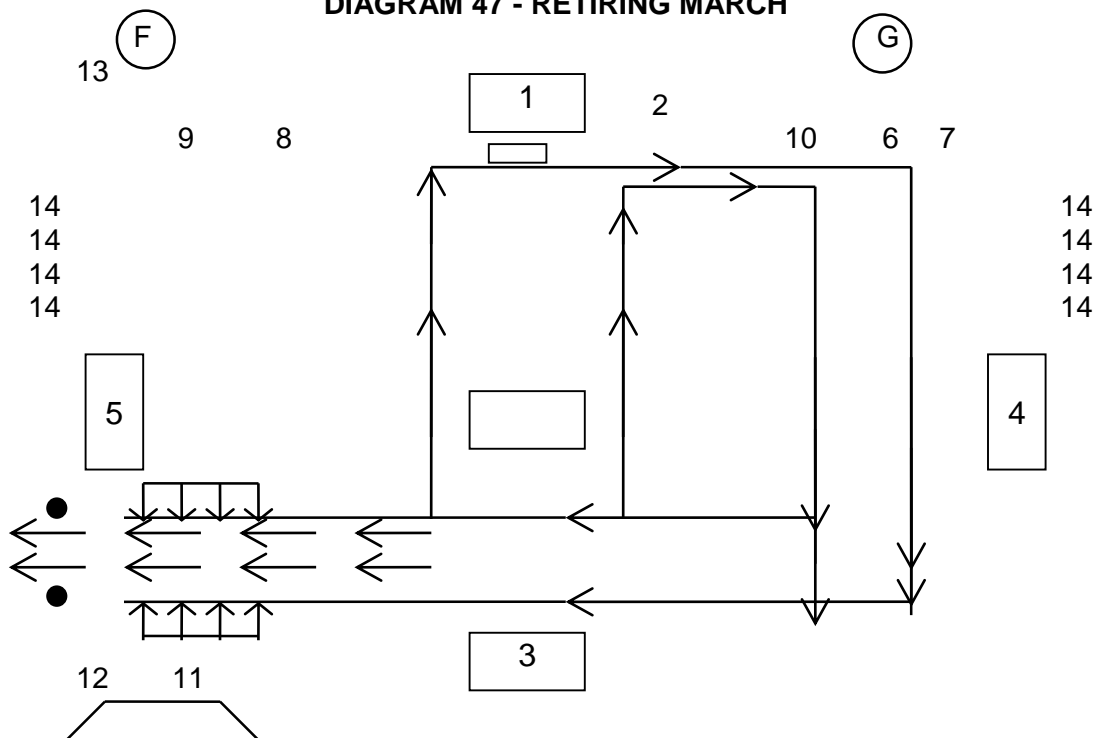


**DIAGRAM 46 - INNER GUARD AND OUTER GUARD  
TAKING POSITION TO LEAD RETIRING MARCH**



When the Drill Team and Officers reach the final turning corner, they will separate and walk at least three feet apart. At the back of the hall they will halt.

**DIAGRAM 47 - RETIRING MARCH**



A chord will be struck for the lines of march to turn and face each other, then another chord for the Officers to remove their collars in unison. If desired, the Drill Team may remove capes or sashes at this time.

*When the music again begins to play, the Guards will walk together to their positions at the head of the Drill Team to receive the collars. If there is only one Guard, the other line will be led by the Treasurer.*

*When there are two Guards, The Historian and Treasurer shall allow the Guards time to reach their positions at the head of the Drill Team before proceeding.  
The Drill Team will follow in pairs and retire.*

### **INSTALLATION OF OFFICERS**

*Before the meeting, the Installing Officer shall ascertain that all monies due the National Office have been paid. The Secretary shall ensure that the acknowledgment is available to the Installing Officer. The Drill Team may be used throughout this Ceremony and elaboration of floor work is permissible. Nomination and election of Officers occur annually in accordance with the Regulations. Officers shall be installed in accordance with the Regulations, provided the Lodge has properly completed and submitted its report on Membership Fee and Membership to the National Office. The Installation may be deferred by the National Board of Directors when the best interests of the local Lodge demand it. The Installing Officer may be the National President/Supreme Honoured Royal Lady, Past National President/Past Supreme Honoured Royal Lady, Provincial President or Past Provincial President, District Deputy or Past District Deputy, Past Lodge President/Past Honoured Royal Lady, or any Member as selected by the Lodge.*

**PRESIDENT/HONOURED ROYAL LADY - This Lodge will come to order. The appointed time has come when we, the Officers of this Lodge, must descend from our positions, divest ourselves of our collars, and mingle again with the Membership.**

**PRESIDENT/HONOURED ROYAL LADY) -** *(turning to the Installing Officer on her right, who rises),* Installing Officer, I now place in your hands the gavel and assign to you the position and duties of Presiding Officer of this Lodge.

**INSTALLING OFFICER -** By virtue of the authority vested in me, I shall now proceed with the Installation of Officers of this Lodge. I hereby appoint \_\_\_\_\_ as Assistant Installing Officer, \_\_\_\_\_ as Installing Secretary and \_\_\_\_\_ as Installing Pianist.

**INSTALLING OFFICER -** Assistant Installing Officers, please take your places.

*The Assistant Installing Officer, Installing Secretary and Installing Pianist will take their places in the Lodge room. The Assistant Installing Officer will proceed to the front of the Secretary's desk.*

**INSTALLING OFFICER –** Treasurer, have all monies due the National Office been paid?

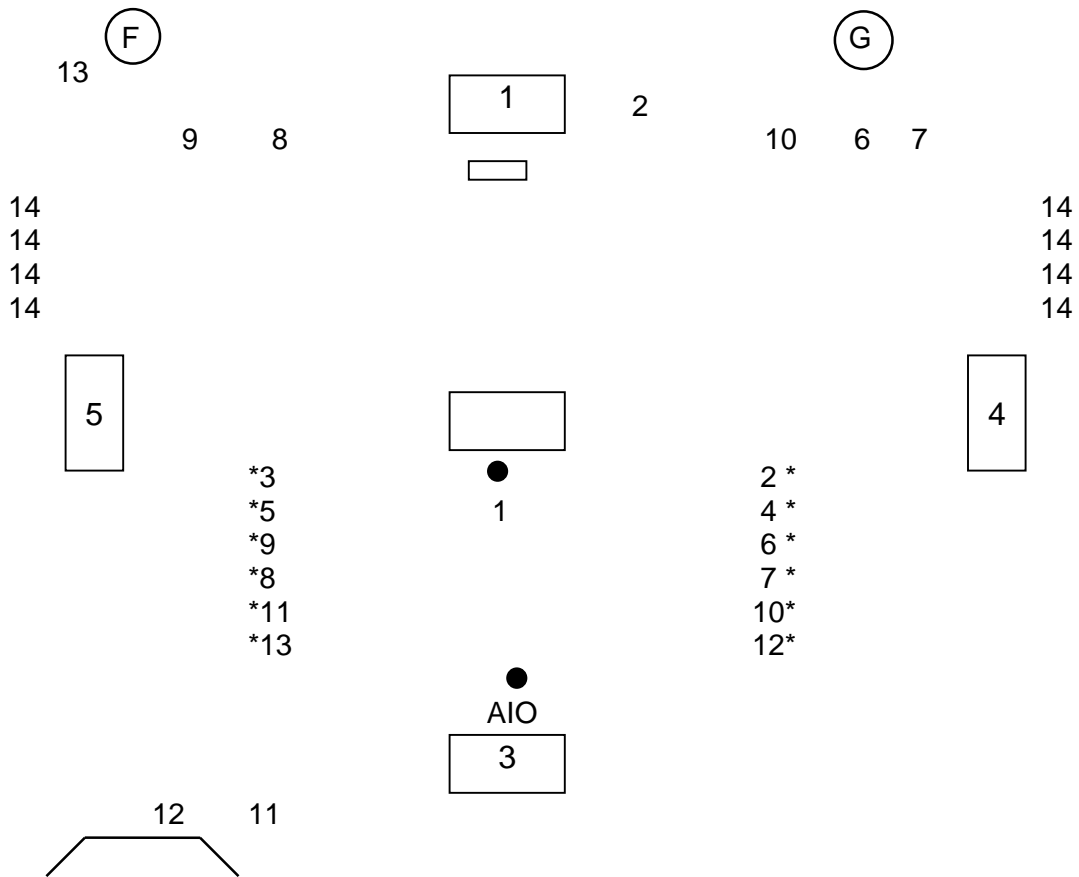
**TREASURER -** They have.

**INSTALLING OFFICER –** Secretary, has the required report on the Membership of the Lodge been completed and forwarded to the National Office with the accompanying Membership Fees?

**SECRETARY -** It has.

*After the acknowledgment of the Report, chairs for the Officers to be installed may be placed between the Centre Station and the 1st Vice President/Associate Royal Lady's position with one chair in the center for the President/Honoured Royal Lady.*

**DIAGRAM 48 - OFFICERS AND ASSISTANT INSTALLING OFFICER IN POSITION**

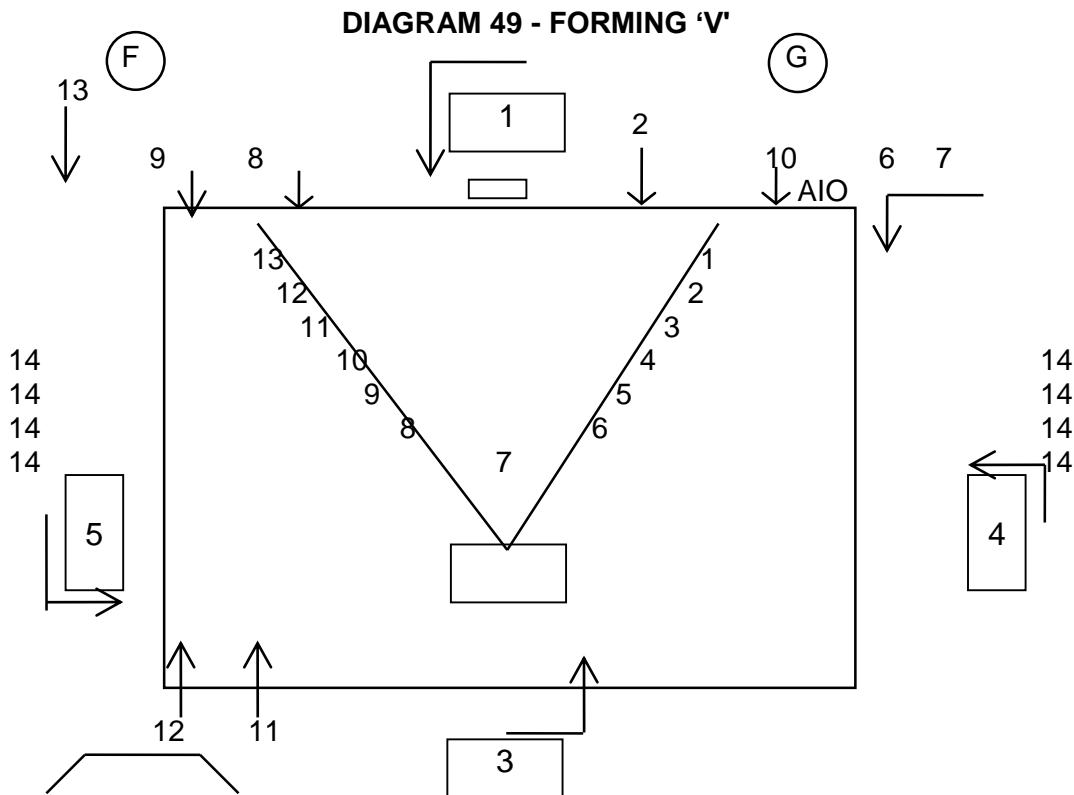


(\* Designates Drill Team)

*Retiring Officers march around the room twice, led by the retiring President/Honoured Royal Lady or by the Assistant Installing Officer, followed by the other Officers in rotation, and ending in a 'V' formation in front of the Installing Officer. The Assistant Installing Officer marches in position to the left of the Conductress' chair and to the top point of the 'V' to receive the collars.*

*The Immediate Past President/Immediate Past Honoured Royal Lady serving a consecutive term shall not be installed a second time and shall not participate in the retiring march, unless determined otherwise by the Lodge.*

**INSTALLING OFFICER – Officers of \_\_\_\_\_ Lodge No. \_\_\_\_ of the Canadian Royal Purple, you will leave your Positions and proceed to the Installing Officer. (-O-O-)**



**INSTALLING OFFICER -** Members of the Royal Purple, once each year we shall divest ourselves of our collars and mingle again with the Membership. Your unselfish devotion to the cause of duty in the past year, while not individually rewarded, has earned the appreciation of the Society which your labours have helped to build and strengthen. You will now divest yourselves of the insignia of your position and retire.

*Officers remove collars and give to the Assistant Installing Officer who deposits the collars on the desk of the Installing Secretary. The Officers then retire to the ante room or a place in the room, to await further instructions.*

**INSTALLING OFFICER - (-O-)**

*The names of the Officers shall be called individually and in rotation, starting with the President/Honoured Royal Lady. When the Installing Secretary has called the name of an Officer, they shall wait for the Officer to take their designated place before calling the name of the next Officer. The President/Honoured Royal Lady is seated first if Officers are seated individually.*

**INSTALLING OFFICER – Secretary, you will call the names of the Officers for the ensuing year.**

*The Officers may be escorted to their chairs collectively or individually, by the Assistant Installing Officer, after which the Assistant Installing Officer will take their place in front of the 1st Vice President/Associate Royal Lady's place and those being installed will report to the Installing Officer.*

**ASSISTANT INSTALLING OFFICER -** Installing Officer, the Officers are in order and await your instructions.

**INSTALLING OFFICER - (-O-O-O-)**

*Installing Officer advances to the front of the Centre Station and addresses the new Officers.*

**INSTALLING OFFICER - Members, you have been chosen for the office designated by your Secretary. Do you signify your willingness to accept the office to which you have been chosen? If so, answer "I do."**

*This being an Obligation, Officers only use the Obligation Sign.*

**INSTALLING OFFICER - You will assume the Obligation Sign, pronounce your name and repeat after me:**

**INSTALLATION OBLIGATION**

**I, \_\_\_\_\_, promise to fulfill the duties of the position to which I have been chosen. I will endeavour to promote the interests of the Organization and increase its Membership. I promise to deal honestly with this Lodge, its Members, and the National Office. At the end of my term, I will deliver all property of the Lodge in my possession to my successor, or to the duly authorized representative of the Society. All this I promise to fulfill to the best of my ability.**

*The Installing Officer returns to their station and gives charges to the newly obligated Officers from there.*

**INSTALLING OFFICER - (-O-)**

**INSTALLING OFFICER - Members, it becomes my duty to call your attention to the Regulations of the Society which completely set forth the duties of all Officers. It is required that these articles must be carefully read by each Officer before the next regular meeting of this Lodge, in order to acquaint yourselves with your duties. Assistant Installing Officer, assisted by the Drill Team, you will present the Officers for further instructions as their names are called.**

**INSTALLING OFFICER - The Drill Team will now take its position at the Centre Station to assist in this Ceremony.**

*Pause while Drill Team assumes their position.*

**INSTALLING OFFICER - Assistant Installing Officer, you will present the \_\_\_\_\_.**

**ASSISTANT INSTALLING OFFICER - Installing Officer, it gives me great pleasure to present to you, \_\_\_\_\_ who has been chosen for the office of \_\_\_\_\_ for the ensuing year.**

Assistant Installing Officer steps back after presenting Officer, allowing the Officer to remain alone for the charge, and then guides the Officer to the Installing Officer's right to receive the collar for their position. The Officers are each in turn escorted to their places by the Assistant Installing Officer. Each Officer is accorded a hearty handclap when being seated.

*It shall be optional for Officers to be presented individually or in the following combinations:*

*Pianist (optional)*

*Inner and Outer Guards or Guard*

*Historian and Chaplain*

*Conductress*

*Secretary and Treasurer or Secretary/Treasurer*

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

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

*1st Vice President/Associate Royal Lady*

*Immediate Past President/Immediate Past Honoured Royal Lady*

*President/Honoured Royal Lady*

**INSTALLING OFFICER:**

*Lodges using tapes or records may install the operator as Pianist.*

*Optional:* **PIANIST** - \_\_\_\_\_, your duties are to supply musical accompaniment for all floor work. The Lodge relies on you to lend colour and rhythm. Your place is at the piano.

*For Lodges installing only one Guard, please use the charge for the Guard and not the Inner or Outer Guard charge.*

**OUTER GUARD** - \_\_\_\_\_, your duties are to see that all regalia of the Lodge is in proper condition and safely stored before leaving the Lodge room after the meeting is closed. It is also your duty to attend to the Member's register, the door and the telephone if required. Your place is at the door.

**INNER GUARD** - \_\_\_\_\_, your duties are to assist the Outer Guard with the door and telephone and admitting Members after the meeting is called to order. Your Position is beside the Outer Guard.

**GUARD** - \_\_\_\_\_, your duties are to see that all regalia of the Lodge is in proper condition and safely stored before leaving the Lodge room after the meeting is closed. It is also your duty to attend to the Member's register, the door and the telephone, if required, and admit Members after the meeting is called to Order. Your place is near the door.

**CONDUCTRESS** - \_\_\_\_\_, your duties are to conduct candidates through the Initiation Ceremony and receive and introduce visiting Members and guests. You shall distribute before the session and after the close of the meeting, collect all property of the Lodge and hand it to the Outer Guard (*Guard*) for safe storage. Your place is to the left of the Immediate Past Lodge President (Honoured Royal Lady)).

**CHAPLAIN** - \_\_\_\_\_, your duties are to have charge of the devotional exercises of the Lodge, to assist in the Initiation Ceremony, to attend the Centre Station, and to repeat the Lodge Grace when required. You shall write words of comfort and offer condolence to the bereaved. Your place is to the right of the President/Honoured Royal Lady.

**HISTORIAN** - \_\_\_\_\_, the glory of every Lodge is its history and heritage. Your duties are to keep past records, and to record present activities and events so that the history of the Lodge may be preserved. Your place is to the right of the Chaplain.

**TREASURER** - \_\_\_\_\_, your duties are to receive all monies due to the Lodge, and pay out the same as authorized by the Lodge. You shall make a detailed report every term, keep a correct record of receipts and expenditures, and submit your books for audit. Your place is to the left of the President/Honoured Royal Lady.

**SECRETARY** - \_\_\_\_\_, your duties are to keep a correct record of the proceedings of the Lodge, preserve and file all reports, and attend to correspondence. You will receive the signature of all Members to the Bylaws of the Lodge. Your Office is a most important one. Be faithful and prompt on the fulfillment of your duties. Your place is to the right of the Treasurer.

**SECRETARY/TREASURER** - \_\_\_\_\_, your duties are to keep a correct record of all the proceedings of the Lodge, preserve and file all reports and attend to the correspondence. You will receive the signatures of all Members to the Bylaws of the Lodge. You will receive all monies due the Lodge and pay out same as authorized by the Lodge. You shall keep a correct record of

receipts and expenditures and submit your books for audit. Your Office is a most important one. Be faithful and prompt in the fulfillment of your duties. Your place is to the left of the President/Honoured Royal Lady.

**3<sup>rd</sup> VICE PRESIDENT/LECTURING LADY** - \_\_\_\_\_, your duties are to assist in the Initiation Ceremony and give instruction on the principle of Love. In the absence of your higher ranking Officers, it becomes your duty to preside over the sessions of the Lodge. Your station is to the right of the President/Honoured Royal Lady and directly opposite the 2<sup>nd</sup> Vice President/Loyal Lady.

**2<sup>nd</sup> VICE PRESIDENT/LOYAL LADY** - \_\_\_\_\_, your duties are to assist in the Initiation Ceremony and give instruction on the principle of Justice. In the absence of your higher ranking Officers, it becomes your duty to preside over the sessions of the Lodge. Your station is to the left of the President/Honoured Royal Lady and directly opposite the 3<sup>rd</sup> Vice President/Lecturing Lady.

**1<sup>st</sup> VICE PRESIDENT/ASSOCIATE ROYAL LADY** - \_\_\_\_\_, your duties are to act as coordinator of Committees, assist in preserving order, and act for the President/Honoured Royal Lady in her absence. You will assist in the Initiation Ceremony and give instruction on the principle of Charity. Your station is opposite the President/Honoured Royal Lady.

**ASSISTANT INSTALLING OFFICER** - Installing Officer, it gives me great pleasure to present to you Lady \_\_\_\_\_ who will serve as Immediate Past President/ Immediate Past Honoured Royal Lady for the ensuing year.

**IMMEDIATE PAST PRESIDENT/IMMEDIATE PAST HONOURED ROYAL LADY** - \_\_\_\_\_, as you retire from the position of President/Honoured Royal Lady, we honour you with the plaudit, "Well done, thou good and faithful servant." I proclaim you Immediate Past President/Immediate Past Honoured Royal Lady. Your presence and advice are desired at all times. Your place is to the left of the President/Honoured Royal Lady.

*If the Lodge is in a position to present the Immediate Past President/Immediate Past Honoured Royal Lady with the Immediate Past President/Immediate Past Honoured Royal Lady's Jewel, now would be the appropriate time. This may be presented by the Installing Officer, or someone especially appointed. A charge is added for an Immediate Past President/Immediate Past Honoured Royal Lady who wishes to be reinstalled with the rest of the members.*

\_\_\_\_\_ as you serve this Lodge once again as Immediate Past President /Immediate Past Honoured Royal Lady, we honour you with the plaudit "Well done, thou good and faithful servant" I proclaim you Immediate Past President/Immediate Past Honoured Royal Lady. Your presence and advice are desired at all times. Your place is to the left of the President/Honoured Royal Lady.

**PRESIDENT/HONOURED ROYAL LADY** - \_\_\_\_\_, the position to which you have been chosen is the highest within this Lodge. To you are given the privilege of presiding over its sessions. You are the Leader and should be the guiding and directing force. You are to decide all questions directly by the law. Personal opinions or preferences must never be allowed to govern a presiding President/Honoured Royal Lady. Any discordance may be eliminated and every difficulty adjusted by your tact and discretion. The headstrong are to be restrained, the timid encouraged, and the indifferent stimulated by your prudence, your guidance, and your zeal. You may make yourself the friend and comforter of every Member. Guard all the interests of your Lodge, increase its Membership and keep a watchful eye on its general welfare, so that when the

term for which you have been chosen shall have expired, you may receive the plaudit, "Well done, thou good and faithful servant."

**INSTALLING OFFICER –** Chaplain, we will close this ceremony in prayer. (-O-O-O-)

**CHAPLAIN -** Oh Lord, Bless the Officers who have taken their Obligations and give them wisdom and strength as they perform their duties throughout the year. Bless their families and friends and grant them peace and happiness. Amen.

**INSTALLING OFFICER - (-O-)**

**INSTALLING OFFICER -** Now, by virtue of the authority vested in me, I declare the Officers of \_\_\_\_\_ Lodge No. \_\_\_\_, of the Canadian Royal Purple installed for the ensuing term or until their successors shall be chosen and duly installed.

**INSTALLING OFFICER –** President/Honoured Royal Lady, I now surrender into your keeping the gavel of power, and I trust that your Lodge may have a very prosperous year.

*President/Honoured Royal Lady in receiving the gavel shall:*

1. *On behalf of herself and the Members express appreciation to the Installing Officer and Installing Assistants.*
2. *Address the Lodge briefly.*
3. *Ask dignitaries to speak.*

#### **SHORT FORM CLOSING**

1. Attend the Centre Station
2. Give Installation Prayer
3. Retire the Flag (Optional)
4. Sing the Queen
5. Declare Lodge Closed
6. Officers` Retiring March (Optional)