

RULES OF ORDER

NOTE: RULES OF ORDER CAN BE AMENDED BY A MAJORITY VOTE and are effective until rescinded.

Rules of Order governing money expenditures shall be provided for in the Lodge Budget and should be reviewed annually upon the approval of the Lodge Budget.

1. **APPLICANTS:** Members in good standing may sponsor an applicant.
2. **INITIATES:** On the night of Initiation, new Members shall receive a copy of the Lodge Bylaws. They shall also receive as a gift from the Lodge a Copy of the Constitution, Procedure and Floorwork Book and an Emblem Pin and an Initiation Certificate.
3. **RESTORATION TO MEMBERSHIP:**
 - 3.1 Restoring the holder of a Voluntary Withdrawal of Membership: Applicant shall fill in the "Application for Restoration to Membership Form", pay the required National Fee and A Lodge Fee and the member shall be reinitiated and welcomed to Membership.
 - 3.1.1 Restoring a Member who has been suspended for non-payment of Lodge Fees: Applicant shall fill in the "Application for Restoration to Membership Form", pay the required National Fee and Lodge Fee and the member shall be re-obligated and welcomed to Membership.
 - 3.1.2 The National Constitution recognizes the return of all past offices and years of service. After re-instatement or re-obligation from a Voluntary Withdrawal of Membership or Suspension for Non Payment of Dues, a member must be in good standing for zero years before the Lodge must recognize past years of service with required pins.
4. **SPECIAL EVENTS:**
 - Royal Purple Day;** Shall be observed the first Wednesday in June.
 - Memorial Day:** Shall be held the first Sunday in December in conjunction with the Elks.
 - Decoration Day:** Shall be at the discretion of the Lodge.
 - Information/Membership Nights:** Shall be held at the discretion of the Honored Royal Lady and the Membership Committee.
 - Officer's Night:** Shall be held at the discretion of the Lodge.
 - PHRL Night:** Shall be held annually on the second meeting in the month of February.
5. **SERVICE AND PERFECT ATTENDANCE PINS.**
 - 5.1 **Service Pins:** Shall be presented by this Lodge.
 - 1, 5, 10, 15, 20, year pins- Yes
 - 25 year pins and additional 5 year bars up to the 45th and including the 55th year. – Yes
 - 50 and 60 year bars to be a gift of Supreme Lodge.
 - Service to be accumulative.
 - Members must attend at least 12 meetings to be eligible to receive same as a gift of the Lodge. Member may purchase same if not eligible to receive as a gift. Secretary to advise members, in writing, when due.
 - 5.1.2 **Perfect Attendance Pins:** Will not be presented by this Lodge.
6. **Attendance Vouchers:** Will not be honored by this Lodge.

7. DRILL TEAM

7.1 Drill Captain: Shall be appointed.

7.1.2 Drill Team Service Pins: Will not be presented by this Lodge.

8. RENT - Shall be paid as required.

9. SESSIONS

9.1 Meetings; Shall be held on the first and third Thursday of each month excluding July, August and the second meeting in December, unless otherwise stated and shall commence at 7:30 p.m.

10. EXPENSES AS DETERMINED BY LODGE BUDGET

10.1 Honorariums -Not applicable to British Columbia

10.1.1 Secretary –As per Budget

10.1.2 Treasurer – As per Budget

10.1.3 Pianist – As per Budget

10.2 Inter Lodge Visits

10.2.1 Inter Lodge Visits (Business) – On Approval of the Lodge - Car Drivers to be reimbursed per km, at the Supreme Lodge rate.

10.2.2 Inter Lodge Visits (Social) – the cost of gasoline to be shared between passengers, excluding driver.

10.3 District Meetings

10.3.1 District Meetings – Registration for five (5) delegates (one to be the Honored Royal Lady) be paid, provided funds are available. A written report must be submitted.

10.3.2 District Meetings – Travel Expenses, as per Lodge Budget and approved at a General meeting in March, be paid.

10.4 Supreme Lodge Convention

10.4.1 Supreme Lodge Convention – Honored Royal Lady travel expenses to Supreme Convention be paid on return when a written report is given, provided funds are available and she has attended all sessions. Travel to be most economical way. When traveling by auto, cost of gas to be covered.

10.4.2 Supreme Lodge Convention – Delegates to be reimbursed Registration Fee, provided funds are available, on return, provided they have attended all sessions and present a written report.

10.5 Provincial/Territorial Association – Delegates to be reimbursed registration fee on return from Conference provided they have attended all sessions and present a written report, provided funds are available.

10.6 Any Two of Secretary, Treasurer or Honored Royal Lady to be authorized to pay the bills during summer recess on approval of the finance committee.

11. LODGE AUDIT

The Treasurer's books will be audited every six months in the months of April and October.

12. SUNSHINE

- 12.1** a. Hospitalized Members shall receive a card when in hospital or at home, if the Lodge is notified.
b. Elks to receive a card when in hospital or at home, if the Lodge is notified.
- 12.2** a. Bereaved Members shall receive a card on the loss of a member of the Immediate family, if the Lodge is notified.
b. Bereavement Cards to be sent to Elks, if notified.
c. The sum of \$100.00, from the Gaming Account, to go to the Elks and Royal Purple Fund for Children, BC Division, in memory of a deceased member.

13. CHANGE OF ADDRESS – All Members must notify the Lodge Secretary of a change of address.

14. GOOD OF THE ORDER

- 14.1** Associate Royal Lady –
 - a. Shall be responsible for refreshments for meetings.
 - b. To arrange and advise the plans for No-Hostess Dinners, with the exception of the Past Honored Royal Ladies Night and Installations, when required.
 - c. To determine and buy all Gifts and Thank You mementos for District Deputy (with the exception of Installation of Officers) Supreme Honored Royal Ladies, Guest Speakers, Dignitaries etc.
- 14.2** Regalia – Members ordering Regalia, Name Tags and Jewelry shall prepay the cost, plus postage and tax in full to Regalia Chairman or Treasurer when ordering.
- 14.3** Tassels – the Lodge shall present the first tassel for the Honored Royal Lady. The Lodge shall present the first tassel for a District Deputy elected from this Lodge.
- 14.4** Certificate of Appreciation – The Lodge shall present a Certificate of Appreciation to a District Deputy elected from this Lodge, if not presented by the District.
- 14.5** Immediate Past Honored Royal Lady: Shall be authorized
 - a. To order jewels and pins in conjunction with the Secretary and Regalia Chairman. These shall be Gilt Metal unless the recipient desires gold, and if so, she shall pay the difference prior to ordering same.
 - b. To arrange for installation of Officers including the gift for the Installing Officer.
 - c. To arrange and advise the agenda for Past Honored Royal Ladies Night.
 - d. To arrange, in conjunction with the Elks, the agenda for Memorial Day.
 - e. To arrange, in conjunction with the Honored Royal Lady and the Membership Committee the agenda for Information/Membership Night and Officers Night.
- 14.6** Remembrance Day – A Memorial Tribute shall be purchased by the Lodge and will be laid annually at the Remembrance Day Service.

December 2, 2004
Lodge Approval Date

Honored Royal Lady's Signature

Secretary's Signature