

## AIDE MEMOIRE FOR DISTRICT/GROUP RECORDERS

1. The District/Group Recorder should be fully informed on all instructions from the Supreme Council. These include the Rules, especially Rules 1 to 5, Points of Procedure, Annual Circulars and the rubric (but not necessarily the ritual) of 18°, and thus be in a position to give authoritative rulings to Sovereigns or Recorders of Chapters when advice is sought. When such advice is sought of a District/Group Recorder, reference should be made to the Inspector General when rulings on matters of importance, principle or administration are involved. A District/Group Recorder must keep the Inspector General fully informed of all important matters arising within the District/Group.
2. The District/Group Recorder is the channel through whom all returns, etc., are sent to the Supreme Council. These include Annual Returns and Dues, Enthronement Reports, Change of Membership forms and Petition and Obligation forms with fee for Certificate. When received from Recorders of Chapters, these should be checked for accuracy before forwarding to the Grand Secretary General. The leaflet "Special Instructions to Recorders" is a guide to this. It greatly facilitates processing if documents are sent with the relevant remittances; no advantage is gained by sending one without the other.
3. He should receive copies of all Summons from each Chapter but note that it should be clarified whether a copy should be sent to both the Inspector General and the District/Group Recorder under Rule 23. These should be scrutinised for errors and corrections pointed out to Recorders.
4. District/Group Recorders should keep records of Supreme Council communications and also have up-to-date lists of members of Chapters and details of Higher Degree members in their District/Group for themselves, their Inspector General and their successors.
5. Although Inspectors General are responsible for recommending and forwarding petitions for new Chapters, District/Group Recorders should scrutinize these before submitting them to their Inspectors General for signature. This also applies to alterations to by-laws and draft by-laws of new Chapters. In the case of alterations exceeding a few words or figures, the inclusion of an extract from the Summons giving the detail of the amendment would be appreciated by the Grand Secretary General's office.
6. A statement of the District/Group Expenses Account should be drawn up on 30 June each year, and, after audit, a copy sent to the Grand Secretary General. The rate at which members are levied under Rule 13 should be stated.
7. The current Supreme Council forms will be issued by email to the District/Group Recorder on his appointment.
8. In the event of the death in office of an Inspector General the District/Group Recorder will refer direct to the Grand Secretary General any matters that would normally require the Inspector General's prior attention.

## Appendix to Aide Memoire for District/Group Recorders

### Glossary of terms

Petitioner	A Brother being a subscribing member of a Rose Croix Chapter in this Constitution who signs the Petition for a new Chapter.
Founder	A Petitioner becomes a Founder at the point in the Consecration Ceremony when the Chapter is formally constituted and proclaimed by the D.C.
Original Member	A Brother Perfected in a Supreme Council or Occasional Chapter opened before the Consecration. This is a rare event and has no equivalent in the Craft. The Brother concerned may be considered similar to a Petitioner, but is not defined as such, as he did not sign the Petition. A Brother Perfected in a Chapter under a Supreme Council in amity may similarly be affiliated. The permission of this Supreme Council must always be obtained before either Perfection or Affiliation is effected and the particulars required under Rule 40 printed in the Order Paper.
Original Joining Member	Normally a Brother who desired to be a Petitioner but for some reason was unable to sign the Petition. He may be proposed, seconded and balloted for at the Consecration Meeting, after the Consecration but before the appointment of Officers, thereby enabling him to be appointed to First Office during the ceremony.
Joining	<p>A Brother, Perfected in a Chapter under this Supreme Council, who becomes a member of another Chapter under this Constitution.</p> <p>There is no particular ceremony and no fee payable to the Supreme Council (Rule 43 refers); the appropriate form is "Application to become a Joining Member/Rejoining".</p>
Affiliation	<p>A Brother, Perfected in a Chapter under a Supreme Council with which we are in amity, who becomes a member of a Chapter under this Supreme Council.</p> <p>The permission of both Supreme Councils concerned* must be obtained and the procedure laid down in Rule 39(b) followed.</p>

*\*Note: The Supreme Councils of England and Scotland have delegated the granting of such permission overseas to the local Inspectors General.*

## Some Errors in Chapter Summonses

1. The title of the Supreme Council in England **and** Wales - see Year Book.
2. The use of the Supreme Council double eagle is not permitted by private Chapters but may be used by Inspectors General as the Representatives of Supreme Council.
3. Chapters in this Order hold **Meetings** (not Conclaves, Convocations, Communications, etc.).
4. The List of Officers should conform to Rule 28. Common traps to fall into are:  
  
Marshall for Marshal  
  
Rapheal for Raphael  
  
D.C. in wrong seniority  
  
Inclusion of I.P. Sov.  
  
Inclusion of non-existent offices, eg: Asst. Prelate  
Dep. D.C.  
Choir Master, etc  
  
Ass. for Asst.
5. M.W.S. is **Enthroned** not Installed.
6. Use of P.M.W.S. for P. Sov. (compare PM for Past Master not P.W.M.).
7. Omitting to include **all** details, as required by Rule 40, of candidate, joining member or affiliate.
8. When a candidate is not perfected on the same day as his election, the date of election must be stated in the Summons for the Meeting at which the Perfection is to take place.
9. Only details of Craft qualifications of candidates are necessary (see Rule 40(b)). Those of other Degrees or Orders (Royal Arch, Mark, K.T., etc.) are not required and should not be printed.
10. The names of the Sovereign Grand Commander, Inspector General of the District/Group, the Sovereign, (and Sovereign-elect at Enthronement Meeting) may be printed on the "Title" page, but no others.
11. Prefixes must conform to Rule 74 and the abbreviations should be:  
  
Ill.∴ (not Illus.), E.∴ & P.∴ Bro. (not Ex. & Perf.). The Masonic full stop ∴ sometimes causes problems with printers and is not essential.
12. Use of "Rose Croix". This should come after the word Chapter, not before, but is only necessary where confusion with Royal Arch is possible. This is hardly likely on a Summons, but might occur where a "family" of Masonic bodies have the same name.

ANCIENT AND ACCEPTED RITE  
FOR ENGLAND AND WALES AND ITS DISTRICTS AND CHAPTERS OVERSEAS

INSTRUCTIONS FOR RECORDERS OF CHAPTERS

*These amended instructions replace all previous issues, which should be destroyed.*

For the guidance and assistance of all Chapter Recorders, especially those recently appointed, the Supreme Council 33° issues the following list of Special Instructions, compliance with which will be of great assistance to the office staff and will be much appreciated.

**General**

Recorders of Chapters in Districts and Groups should send ***all*** communications through the District/Group Recorder, if there is one and if not, through the Inspector General of the District/Group. Only those Chapters not in Districts/Groups should send direct to the Supreme Council. Special instructions apply to Chapters in the London Group without a Group Recorder.

**Annual Return and Dues**

Recorders should complete the Annual Return forms in their possession as soon as possible after the 30<sup>th</sup> June each year, following carefully the instructions regarding the completion of the forms and the remittance of Annual Dues.

**Application, Petition and Obligation Forms**

All applications for Perfection and Affiliation must be made on form Perf/Jul17.

A Petition and Obligation of Allegiance form, POA/Jul17 must be completed by all candidates for Perfection and Affiliation and this form must accompany the application form to this office. It will be returned to the Chapter for Chapter records with the Certificate.

Recorders are particularly asked to ensure that their section of application forms (Part C) is fully completed, and that they are despatched as soon as possible after the meeting at which the ceremony took place, together with the appropriate fee.

**Candidates for Perfection**

Details required under Rule 40 shall be printed in the Summons for the meeting at which the ballot takes place. Candidates balloted for at a meeting previous to that of Perfection shall have the date of such ballot included in the Summons for the Perfection meeting. A Candidate for Perfection must have been a Master Mason for ***at least 12 months*** at the date on which the **ballot** takes place.

[Rule 36(a)(ii)].

**18° Certificates**

A time lag of some six weeks between receipt by the Supreme Council of Petition and Obligation forms and despatch of 18° Certificates can be considered normal, but after this period Recorders should initiate enquiries via District/Group Recorders. Delay (in some cases over four years) means that hope of tracing and recovery is sunk and the fee for a duplicate will normally be charged.

**Report of Enthronement of Sovereign**

A report of the Enthronement of a Sovereign shall be made on the appropriate form immediately after the Enthronement meeting in each year. A diploma certifying the Enthronement of a Sovereign may be obtained on application, in which case the appropriate fee should be enclosed (see schedule of fees).

**Note:** Chapters in England and Wales must add VAT at the standard rate to all dues and fees. Publications are currently not subject to VAT.

**Summonses**

A copy of every Summons shall be sent to Inspectors General and where appropriate to District Recorders. In addition, London Chapters and Unattached Chapters shall email a copy to info@sc33.org.uk.

**Affiliation from Sister Jurisdictions**

In the case of a Candidate hailing from another Jurisdiction, permission must be applied for and obtained, through the Supreme Council, from such Jurisdiction before he can be balloted for, Perfected or Affiliated (Rules 36 and 39). Please note that "Affiliation" refers only to Brethren from another Jurisdiction, Joining members being those perfected in Chapters under our own Jurisdiction.

Should Brethren who have affiliated from another Jurisdiction be subsequently recommended for promotion, approval must be obtained in accordance with Appendix B(c) to the Rules.

**Resignations**

Although in accordance with Rule 183, Book of Constitutions, under our Rule 76, resignation from a Chapter may be made to take effect at a date, specified by the member, later than that on which reported by the Chapter, this should not be reported to the Supreme Council until the effective date has passed, or, if very close to the 30th June, is imminent.

**Changes of Chapter Membership**

These forms should be used for reporting changes of Chapter membership in the 31° and 32° only, and Recorders are particularly asked to report such changes on them *immediately* they occur. *All* changes must be confirmed in the appropriate column of the Annual Return Report.

**By-Law Alterations**

In submitting these for approval, the Official Chapter copy of the by-laws must be sent with amendments clearly shown. Amendments dealing with changes in annual subscriptions and fees only, if included in the by-laws, need not be submitted for approval, but the Official Chapter copy must then be amended and kept up to date. When by-laws are merely reprinted, approval to reprint is not required. However, the Chapter Recorder shall forward two copies as reprinted to the District Recorder, to be forwarded by him to the Grand Secretary General for endorsement, and return of the Chapter's new Official copy. At the end of the by-laws the following notation shall be included:

"Reprinted (with all alterations and additions approved by the Supreme Council as at ... (date) this day of ... (date)

MWS: ..... Recorder: ....."

The need to reprint often provides the opportunity to revise the by-laws as a whole. Model By-Laws, which include all that is necessary for the private Chapter, are given in Appendix D to the Rules and they should be followed precisely [Rule 21 (c)]. In such cases two copies must be sent, through the District Recorder, to the Grand Secretary General, one for retention by the latter and one for return after approval. The latter will then replace the "Official Chapter copy".

**Correspondence**

District/Group Recorders and Recorders of London and Unattached Chapters are requested not to address communications to the Grand Secretary General or any member of his staff by name. *All* communications should be addressed as follows and only if necessary marked "Private and Confidential":

The Supreme Council 33°  
10 Duke Street St James's  
London, SW1Y 6BS.