



INSTRUCTIONS FOR RECORDERS OF CHAPTERS

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

Chapter Recorders should send *all* communications through the District Recorder.

1. Annual Return and Dues

Chapter Recorders must complete the Annual Return forms in their possession as soon as possible after the 30th of June each year, following carefully the instructions regarding the completion of the forms and the remittance of Annual Dues. They will to be checked, collated for Inspector General by the District Recorder, before being entered into the Duke Street Online (DSO) database.

2. Application, Joining/Re-Joining Petition and Obligation Forms

Out of date forms are still being used. The latest versions are Jan 2025. Please check that you have deleted or properly disposed of all older versions:

Current Forms can be found and available to download, on the District Website:

- Application by Candidates for Perfection - Form **PERF/Jan 25**
- Petition and Obligation of Allegiance - Form **POA/Jan 25**
- Joining/Re-Joining Member - Form **JRJ/Jan 25**

All applications for Perfection and Affiliation must be made on Form **PERF/Jan 25**.

A Petition and Obligation of Allegiance Form **POA/Jan 25** must also be completed by all candidates for Perfection and Affiliation and this form must accompany the application form to Supreme Council. It will be returned to the Chapter for Chapter records with the Supreme Council Certificate.

All Application for Joining/Re-Joining members must be made on Form **JRJ/Jan 25**. Please ensure that all membership forms are printed in RED, and double sided for Perfection and Joining/Re-Joining Forms. Single sided forms are not accepted by The Supreme Council.

Please write the full names (particularly Christian names), and not just initials on all forms. The full details are required by Supreme Council.

Form submissions and payment for Supreme Council.

Supreme Council will now accept forms and payment electronically where the following conditions are met. Forms may be submitted as good quality pdf images. The pages (Perfection form front, back and Petition and Obligation) should be scanned into one file with the brother's name as the file name.

Forms are still required to be submitted to the District Recorder and can be sent by email. The District Recorder will then maintain the District Record and forward them on to The Supreme Council.

Don't forget to sign the application form as the Chapter Recorder (Part C) when the Candidate has been perfected and submit the appropriate fee of £36.00 (£30.00 +VAT) made payable to **The Supreme Council 33°**, (not Supreme Grand Chapter). The preferred method however is by BACS and can be sent direct to **Supreme Council**.

Bank Account No: 30435811 Sort Code: 82-12-08. Use a 'Suitable' reference.

Please provide the District Recorder with the Transaction receipt details (or image of confirmation message from the bank) if paying by BACS. This will enable Supreme Council to verify payment.

There is no fee for Joining/Rejoining members.

All completed forms are sent to Supreme Council, and they will count towards your Chapter Annual Return dues.

3. Candidates for Perfection

A Candidate for Perfection must have been a Master Mason for **at least 6 months** and be in good standing within the Craft at the date on which the ballot takes place.

4. 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 Chapter Recorders should initiate enquiries via the District 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.

5. 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. If is not completed on the Enthronement evening, please send Enthronement Reports within a week of the *Meeting (Rule 32 of the SC.)*

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).

6. Summons

A copy of every Summons shall be sent to Inspectors General via the District Recorder. The Summons for a meeting at which a ballot for election of a Candidate

will take place **must** contain his full particulars as per *Rule 40 of the SC*. (See Additional Helpful Information below (See Guidance Note 3 – April 2025)).

Candidates balloted for at a meeting before that of Perfection shall have the date of such ballot included in the Summons for the Perfection meeting.

Chapters which qualified for the 'Development Fund Rose' are permitted to display a Rose on their Summons. Chapters identified as such by a rose symbol against their names can be found in the Supreme Council Yearbook.

The use of the Supreme Council double headed eagle is not permitted by private Chapters (but may be used by Inspectors General as the Representatives of Supreme Council).

7. 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 of the SC*). 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.

8. 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.

9. Changes of Chapter Membership

Higher Degree Changes Form for 31° and 32° must be fully completed and sent to the District Recorder who, after entering details onto the DSO database, will

forward onto Supreme Council. The Change of Details Form for 18° and 30° must also be fully completed and sent to the District Recorder who, after entering details onto the DSO database, will forward onto Supreme Council. ***It is apparent these forms have not been used by many Chapters, and it is now imperative that they are completed to aid ensuring Annual Returns are as accurate as possible.***

Chapter 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.

10. 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 a copy **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 of the SC* and they should be followed precisely. In such cases Chapter Recorder shall forward **two copies** to the District Recorder, to be forwarded by him 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".

11. Correspondence

District Recorders 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

Additional Helpful Information:

1. If a MWS has been re-elected to serve a second year, Chapters **should** call a Past Sovereigns Meeting, preferably after the Enthronement Proclamation meeting, to propose the promotion of the outgoing Sovereign **if he has completed all the work**. Just because he is carrying on for a second year it is not necessary to hold him back if he has completed the work **and demonstrated** the Enthronement. The recommendation form can be signed by any Past Sovereign.
2. All Meetings should start no later than 1800 hrs. This is recognised as being essential so that members can go home at a reasonable time. Aim for all being done by 2200 hrs.

3. Summons:

Chapters in this beautiful Order hold **Meetings** (not conclaves, convocations, communications etc).

- The list of Officers will conform to *Rule 28 of the SC*. Common mistakes are:
- Incorrectly spelling Marshal (Marshall is incorrect)
- Incorrectly spelling Raphael (Rapheal is incorrect)
- DC in the wrong seniority
- Inclusion of non-existent offices (Asst. Prelate, Dep. DC, Choir Master etc.....).

- The Most Wise Sovereign is **Enthroned** not Installed.
- Use of P.M.W.S. for P. Sov.

Candidates Details on the Summons - (Rule 40 of the SC).

The summons for a meeting at which a ballot for the election of a candidate will take place shall contain the following particulars:

- (a) In all cases - the full name, home address, business address (if any) and date of birth of the candidate and the names of his proposer and seconder.
- (b) In the case of a candidate for Perfection - **the name and number of all Craft Lodges of which he is, or has been a subscribing member**, together with the **date of his Raising** and the **name and number of the Lodge in which it took place**; where that Lodge belonged to a jurisdiction other than that of the United Grand Lodge of England that jurisdiction must be named.
- (c) In the case of a candidate for joining or rejoining the name and number of any Chapter under this Supreme Council of which he is or was a member.
- (d) In the case of a candidate previously owing allegiance to another jurisdiction - the name and jurisdiction of the Chapter in which he was perfected and the date of his Perfection.
- (e) When a candidate is not Perfected on the day of his election, the date of such election shall be stated on the summons for the meeting at which he is to be perfected.
- (f) A statement, in any case where any special requirement in a particular case are prescribed by these Rules, that the particular Rule has or Rules have been complied with.

Only details of Craft qualifications of Candidates are necessary (Rule 40(b) of the SC). Other Degrees or Orders (Royal Arch, Mark, KT etc.) are not required and must not be printed.

The Grand Patron, Inspector General of the District, the Most Wise Sovereign, (and Sovereign-elect at Enthronement Meeting) may be printed on the 'Title' page, but no others. *The Sovereign Grand Commander is not to be shown on the Title page.*

Prefixes must conform to *Rule 74 of the SC* 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. A standard full stop or a \ is suffice.

Use of word '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.

4. It is recommended that Recorders prearrange the Risings - First Supreme Council News, Second District News, and Third 'any other matters' relating to the Chapter (apologies and general news re membership etc).
5. Keep a supply of Flimsies.
6. Also keep a sufficient supply of i) The Rules of the Supreme Council 33°; ii) Chapter By-Laws; iii) 2025 Ritual Books and iv) Intermediate (1st to 17th) Degree books - for presentation to the Candidate on his Perfection. Order forms for official publications also attached to this document.
7. Keep a supply of Application Forms, Petition of Obligation & Allegiance Forms and Joining Re-Joining Forms handy for any requests to join your Chapter.
8. Encourage all Sovereigns, Past Sovereigns to consider joining Kent Chapter RC No 1071. Every MWS is encouraged to do so, and there is no charge for him attend during his 'year in the Chair' (other than his dining fee).
9. During an Enthronement, the Recorder will leave his desk and stand to the right of MWS facing the West when reciting the conditions to the Sovereign Elect. A court bow to the MWS is given before returning to the desk.

Please refer to the Chapter Recorder Guide for all documentation requirements.

MEETING PROCEDURES - GENERAL

1. Always address the MWS as 'Most Wise Sovereign' and **NOT** Most Wise.
2. The MWS Baton should be offered to the IG immediately after the Chapter is opened when he is present.
3. The IG should be seated in the seat next to and to the right of the MWS. The MWS will offer his Chair and Baton to the Inspector General in accordance with his obligation.
4. No knocks to be given during the meeting except for a) the opening, risings and closing. B) the Intermediate Degrees & c) knocks on the door for the Black Room.

Use a gavel NOT the baton.

- There are no knocks to introduce Items on the Agenda.
 - There are no knocks in the Refectory.
5. The Baton stays always in the RED ROOM and is never taken with the Sovereign into the Intermediate or Black Room.
 6. The head of the Pelican on the floor cloth in the black room must be to the East.
 7. Perambulations in the black room are generally at fault with the incorrect circuits, For the Sovereign & Prelate (1 perambulation), 32°, 31°, 30°, (2 perambulations) and 18°, (3 perambulations) then Marshal and Perfectee (4 perambulations) being correct. Sitting in the right order (i.e by rank) before ceremony starts assist counting circuits.
 8. CoG can count circuits which helps get it right and usher members out at right point.

9. On occasions, the Marshal forgets to take the first three letters from Perfectee on the ladder before he receives the last four.
10. The Marshal holds the veil while the Candidate steps off the ladder and then immediately returns to his seat.
11. At all times during the ceremony the Marshal should lead the Perfectee and never take his arm or walk beside him (this takes its rise from leading an Eastern family along a pathway by the head of the family).
12. Alms must be collected in silence while standing. The collection should be offered by the Prelate standing in front of the altar with the words '**Lord all things are of thee and of thine own we give thee**' and then taken back to the Records table, all in silence.
13. The WORD is sometimes left exposed on the altar during the Third point. It is suggested that the WORD is removed (or the block turned to the plain face) and replaced by the flimsy before the Third point commences.
14. The address to the Perfectee before the third point must be done outside the Red Room. (Usually by the Recorder). The Perfectee then follows the Marshal in procession and is placed outside the circle once it is complete.
15. The Third Point often catches **at least one** member crossing his arms.
16. When passing the Goblet of Fraternal Affection, the holder says 'Emmanuel' (not Emanuelle'), the recipient gives the sign of the Good Shepherd and responds Pax Vobiscum. The sign must be held until the holder has sipped the wine and is about to offer the loving cup. This is a directive from The Supreme Council.
17. Members are forgetting to give the sign of the Good Shepherd with 'Amen' at the closing of the Chapter. *When the Sovereign says "..... who liveth and*

reigneth world without end”, the Sign of the Good Shepherd is adopted and dropped after a pause on the word ‘Amen’.

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	A Brother, Perfected in a Chapter under this Supreme Council, who becomes a member of another Chapter under this Constitution.

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”.

Affiliation

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.

The permission of both Supreme Councils concerned* must be obtained and the procedure laid down in Rule 39(b) followed.

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

FORMS REQUIRED BY MEETING TYPE				
Ser.	a.	b.	c.	e.
1	Summons (Rule 23.) To be dispatched no later than 14 days before the meeting.			
2	Enthronement Meeting	Supreme Council Enthronement Report Form - ENTHRONE/Jan25 (Rule 32.) Required within 7 days of the Enthronement. *Please "tick" the small box at the bottom left of the Form if an Enthronement Certificate is required. (£30.00 + VAT).	District of West Kent Enthronement & Annual Report Form. (ENTHRONE/Jan25) Required within 7 days of the Enthronement.	If a Joining or Re-Joining Member Form - Form JRJ/Jan25. No fee.
3	Perfection Meeting	Perfection Form (Form PERF/Jan25). Fully completed.	Petition of Obligation & Allegiance Form (Form POA/Jan25).	If a Joining or Re-Joining Member Form - Form JRJ/Jan25. No fee.
4	Lecture or Business Meeting.			If a Joining or Re-Joining Member Form - Form JRJ/Jan25. No fee.
5	Additional Forms whenever applicable.	30° Recommendation Report. Required within 7 days of the Enthronement. To be submitted when a Sovereign has completed all sections of the ritual. Verified against the District Annual Report Form.	Change of 18° & 30° Change of address or circumstances Died/Resigned/ Hon/Excluded.	Change of Higher Degrees 31° & 32° Change of address or circumstances Died/Resigned/ Hon/Excluded. Form HDC/Jan 25.
				Chapter Accounts. The Inspector General/ District Recorder will need to see the signed copy of the Chapter Accounts at Enthronement meetings. No hard copy required.