



SUMMONS

The success of any Chapter depends significantly on the work of the Recorder. Some volunteer for the job and others 'have it thrust upon them'! Notwithstanding this we need to ensure that all of the summonses produced meet the requirements of the Rules of the Supreme Council 33° and therefore ensure that you are masonically compliant.

This Guidance Note has been written to aid you in the task of making sure that your summons is correct in every respect. We have identified the most frequent issues arising from produced summonses. Some will find the following more useful than others, but please accept our comments as a genuine offer of assistance and not in any way a criticism.

The summons is the official medium to communicate the business of the Chapter to its brethren and so it is very important that they are provided with accurate information that also satisfies those Rules. Supreme Council Rule 23 requires that a copy of a summons be sent/despached at least 14 clear days before the date of the meeting and at the same time a copy shall be despached to the Inspector General via the District Recorder.

Please note the following preference of the Supreme Council for the suggested change of wording on the front of Chapter summonses.

The removal of the Sovereign Grand Commander's name, since all nine SC members are of equal status and authority. The suggested preferred wording would be as follows:-

“Held under the authority of Supreme Council 33° of the Ancient and Accepted Rite for England and Wales and its Districts and Chapters Overseas.”

Grand Patron

M.:Ill.:Bro. Brother HRH The Duke of Kent KG 33°

Inspector General for the District of West Kent

V.:Ill.:Bro. Mark Robert Jason Eyles-Thomas 33°

Before a candidate's name can appear on a summons as a candidate for Perfection he must produce his Grand Lodge certificate or document to the same effect and a clearance certificate or certificates from his Craft Lodge(s) and the Sovereign or a Brother authorised by him must have explained to him fully and ensured that he understands the nature of the Obligation which he will be called upon to take (SC Rule 36(b)).

No candidate for Perfection or affiliation shall be proposed in open Chapter before he has completed and signed the prescribed form of application. Before a ballot is taken for his election, he shall further complete and sign the prescribed Petition and Obligation of Allegiance. These documents must be transmitted to the Supreme Council with the appropriate registration fee (currently £36.00 including VAT) immediately following the ceremony; until this is done his name cannot be enrolled in the books of the Order nor can a certificate of his membership be issued (SC Rule 38). Payments are to be made 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. Don't forget to sign the application form as the Chapter Recorder (Part C) when the Candidate has been perfected. 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.

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. 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. 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. No more than two candidates may be perfected at one meeting (SC Rule 42).

The list of Officers must 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.

It is often said *“Our Chapter has always done things our way. Why do we need to change our traditions and practices?”* All organisations need rules for consistency, and the Supreme Council Rules lays down the information required. Many Chapters have long established traditions. However, some “traditions and past practices” may have evolved from poor or non-existent handovers from one Recorder to his successor. The new incumbent can unwittingly pick up bad habits. What happens if you slip up? This happens. The District Recorder is always on hand to discuss any aspects or questions you may have, please do not be shy, that is what we are here for.

Please ensure that a copy of the by-laws of the Chapter is given to the candidate immediately after the ceremony. In addition, a newly-perfected candidate should also be given copies of the Intermediate Degrees booklet, the 18th Degree Ritual, the current Year Book and SC Rule Book when he is perfected (SC Rules 46 & 47 and WKRC Guidance Note 1). The use of ‘Grand Patron’ alone is incorrect. Directly below ‘Grand Patron’ we recommend the use of ‘Most Illustrious Brother HRH The Duke of Kent KG 33°’.

Held under the authority of Supreme Council 33° of the Ancient and Accepted Rite for England and Wales and its Districts and Chapters Overseas

Grand Patron
M.:Ill.:Bro. Brother HRH The Duke of Kent KG 33°

Inspector General for the District of West Kent
V.:Ill.:Bro. Mark Robert Jason Eyles-Thomas 33°

Logo or
emblem
of Chapter

Number of Chapter

THE (Name) CHAPTER
OF THE KNIGHTS OF THE PELICAN AND EAGLE
AND SOVEREIGN PRINCES ROSE CROIX OF H.R.D.M.

Sovereign
E & P Bro (name)

Logo of
Development
Fund Rose
(if applicable)

Name, Address and contact details of the Recorder

Dear Sir and Brother

You are requested to attend the next regular meeting of the Chapter to be held at (name of masonic hall) on (date and time) precisely.

By Command of the MWS

Yours sincerely and fraternally

(name and title of Recorder)

Recorder

Held under the authority of Supreme Council 33° of the Ancient and Accepted Rite for England and Wales and its Districts and Chapters Overseas

Grand Patron
M.:Ill.:Bro. Brother HRH The Duke of Kent KG 33°

Inspector General for the District of West Kent
V.: Ill.: Bro. Mark Robert Jason Eyles-Thomas 33°



No.333

**THE THREE PILLARS CHAPTER
OF THE KNIGHTS OF THE PELICAN AND EAGLE
AND SOVEREIGN PRINCES ROSE CROIX OF H.R.D.M.**

Sovereign
E & P Bro John Smith 18°



Ill Bro Peter Armstrong-Jones 30°
33 Draycote Manor,
Horton Avenue,
Gillingham,
Kent
ME21 8XZ

T: 07721 123456
E: recorder@confused.com

20 April 2025

Dear Sir and Brother

You are requested to attend the next regular meeting of the Chapter to be held at Oakley House, Bromley Common, BR2 8HA on Friday the 4th March 2025 at 5.00pm precisely.

By Command of the MWS

Yours sincerely and fraternally

Ill Bro Peter Armstrong-Jones 30°
Recorder

FORMS REQUIRED BY MEETING TYPE				
Ser.	a.	b.	c.	d. 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. If Perfection - Forms as per Perfection Meeting.
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.