



SCOTTISH RITE CLUB MANUAL

**Edited by Reese L. Harrison, Jr., 33°, PVM, PWM, PC, PVMK
Assisted by James A. Rodriguez, 32° KCCH, PC
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**Believed to be Originally Edited by John E. Jack Kelly, 33°,
but origin of same is lost in the mists of time.**

PREFACE

This Handbook has been prepared as a guide for officers and members of Scottish Rite Clubs in conducting their activities.

These guidelines are not intended to subordinate the By-Laws for the operation of individual Scottish Rite Clubs. Rather, they are intended to augment the By-Laws by setting forth suggestions designed to promote the activities and real purpose for which a Club is formed – all to the end that Scottish Rite – AND BLUE LODGE or CRAFT– Masonry may be promoted.

Three copies of this handbook are furnished for use by the President, Senior Vice President and Secretary of the Club. It is strongly recommended that other officers of the Club be given an opportunity to read it.

SCOTTISH RITE CLUBS OF TEXAS

The aims and purposes of a Scottish Rite Club, while many, are primarily intended as a vehicle with which to convey to its local community the philosophy, ideals and precepts of the Ancient and Accepted Scottish Rite of Freemasonry.

Scottish Rite Clubs are social, fraternal, and charitable, non-partisan, non-profit, unincorporated organizations composed of members in good standing who have attained the 32nd Degree of the Ancient and Accepted Scottish Rite of Freemasonry, and who remain in good standing as such.

MISSION

Fundamentally, the mission of a Scottish Rite Club is to promote the visibility, the activities of Scottish Rite Masonry. Scottish Rite Masonry in South Texas has another vital, most important mission – TO REINFORCE BLUE LODGE MASONRY. Every plan the Club makes, every action it takes, should be aimed at helping the Blue Lodges in its influence area. It is most important to remind the members on a regular basis that your Scottish Rite Club, and the Scottish Rite Bodies in San Antonio, are primarily committed and totally dedicated to the advancement of Blue Lodge Masonry. We support the Masters, Wardens and Secretaries Associations... we support the District Deputy Grand Masters in all their efforts we support the Grand Master and all Grand Lodge programs. If Brethren want to be the best possible members of the Scottish Rite, they should give first priority to active support to the Blue Lodge. Club members should assure that Club activities do not get in the way of their support to the Blue Lodge.

Remember one thing: without the Blue Lodge, there will BE NO OTHER MASONIC ORGANIZATIONS!

PURPOSES

The purposes of a Scottish Rite Club are:

- To promote and put into practice the teachings, principles and policies of the Supreme Council of the Ancient and Accepted Scottish Rite of Freemasonry, as promulgated by the Supreme Council and by the Sovereign Grand Inspector General in Texas.
- To promote true fraternal fellowship among their members.
- To develop a clearer knowledge of the benefits of membership in the Scottish Rite.
- To instill within their membership a deeper understanding of the true dignity and worth of the Scottish Rite.
- To study and discuss the doctrines, principles and teachings as exemplified in the degrees of the Rite
- To encourage, develop and engage in such constructive activities that will advance the ideals and influence of the Rite.
- To encourage and support the practice of Freemasonry in the Blue Lodge; and by helping to promote Blue Lodge programs, attending Blue Lodge meetings, and taking active interest in Blue Lodge work, assist in the accomplishment of the great purposes of symbolic Freemasonry.
- To encourage the Order of DeMolay and to serve as sponsors of Chapters.
- To encourage the Order of Rainbow for Girls and to serve as sponsors of Assemblies.

WHY SCOTTISH RITE CLUBS?

To give organization and direction to Scottish Rite Masons in cities, towns and areas not favored by the presence of a Scottish Rite Temple.

To assist Blue Lodges; Masters, Wardens and Secretaries Associations, and the Grand Lodge in their programs of visibility, community relations, and other public relations activities.

To give recognition and opportunity of service to outstanding Scottish Rite Masons of the community, by making an active force for Masonic good.

To act as the right arm of the Scottish Rite Valley membership committee; to develop and promote membership programs: and to seek out and encourage Brethren to take part in membership committee activities.

To plan and execute projects which will stimulate the activities and growth of the Club, such as raising funds for the Cathedral Endowment Fund, scholarships, the Scottish Rite Foundation, the Order of DeMolay, the Order of Rainbow for Girls, or any worthy Masonic endeavor.

To establish a local area coordinating agency for the Scottish Rite Valley, for the purpose of working with the York Rite, Shrine and affiliated organizations in the general promotion of Freemasonry.

To provide a convenient opportunity to Scottish Rite Masons to participate in the observances of the Feast Day of each of the four Scottish Rite Bodies.

To encourage members to serve in all possible capacities during Scottish Rite Reunions; to organize and develop degree teams, and assist in degree work where needed.

To hold an annual Club Banquet for Scottish Rite Masons and their ladies, promoting the attendance of Master Masons and their ladies as special guests.

To organize a degree team of members of the Club for the conferral of the Masters Mason's Degree, with excellence as the key word.

To organize a degree team for conferral of a Scottish Rite Degree.

To work diligently to promote the understanding and practice of the Scottish Rite Creed, to the end that Scottish Rite Masonry will fulfill its obligation and achieve its destiny by moving the hearts of men to a greater fulfillment of peace and happiness through the practice of Masonic living.

CEREMONIES AND RITUALS

The Ceremonies and Rituals to be used by the Club in conducting special events such as the Feast of Tishri of the Lodge of Perfection or the Ceremony of Remembrance and Renewal of the Chapter of Rose Croix are contained in the book *Forms and Traditions of the Scottish Rite* (Chapters 7 and 8, respectively). A copy of this book will be furnished to each Club and additional copies may be obtained through the Supreme Council. There are no prescribed Ceremonies and Rituals to be used for the Feast of Foundation of the Council and the Feast of the Manifesto of the Consistory.

COMMITTEES

Every Club should have a staff of active, well-directed committees. Every committee should have current projects and direction, and should, without fail, be responsible for reporting its activities at regular Club meetings.

Committees should include:

- Membership and Attendance (includes both Scottish Rite Membership and Club Membership)
- Club Programs and Social Functions (includes Feast Days mentioned above)
- Public Relations and Blue Lodge Support (includes club reporter and bulletin, along with DeMolay, Rainbow and other external programs)
- Administration and Service (includes Club Reunion Chairman and Reunion Support, and the Almoner)

RECORDS, REPORTS AND RELEASES

Keep a scrapbook of everything that happens to your Club. This may include copies of Lodge Bulletins where your Club is mentioned; newspaper clippings; reunion programs, etc. Scrapbooks may be placed as a permanent archive in the Scottish Rite Cathedral in the library of the San Antonio Scottish Rite Library and Museum, Inc., so that they will not be lost.

Prepare a periodic report to the Secretary, Recorder and Registrar of your Valley about the meetings of the Club; the programs and projects being sponsored; any other information you believe important to the Valley and the Orient.

News releases are extremely important, but far too often are either ignored or considered a waste of time. News papers, radio and television stations will print your news releases **IF YOU HAVE SOMETHING TO SAY.**

GENERAL ACTIVITIES OF A SCOTTISH RITE CLUB

There is a broad field of very worthwhile programs and services in which a Club can become engaged. With a little ingenuity, and by adhering to the real intent and purpose of a Scottish Rite Club, many splendid activities can be carried on.

The Club must have the following:

- The annual meeting for the election and installation of Club Officers;

The Club may have one or more of the following:

- The observance of the Ceremony of Remembrance and Renewal (formerly Maundy Thursday), which is the Feast Day of the Chapter of Knights Rose Croix;
- The observance of the Feast of Tishri, which is the Feast Day of the Lodge of Perfection.

In addition, the Consistory has a Feast Day of the Manifesto each year on May 31 and the Council of Knights Kadosh has a Feast Day of Foundation each year on January 13 according to Article XV, Section 10 of the *Statutes of the Supreme Council of the Thirty-Third Degree* (revised October 2005) or on January 18 according to the book *Liturgy of the Ancient and Accepted Scottish Rite of Freemasonry Part IV, xix-xxx* (Charleston, South Carolina, reprinted, 1944 at p. 232). The Feast Day of the Consistory is held specifically to celebrate the Manifesto of 1801 which created the first Scottish Rite Supreme Council in Charleston, South Carolina. The Feast Day of the Council commemorates the founding of the first Council of Kadosh in Charleston, South Carolina, on January 13, 1797, and the founding of the Order of the Temple on January 18. While no specific programs are outlined for either of these Feasts, it is important to observe them with the proper decorum by scheduling an interesting speaker or presenting some other program of Masonic education or celebration. Each of these Feasts are held “on or about” instead of on exact dates so that they may coincide with a stated meeting of the Coordinate Body in question.

NOTE: Each Club MUST schedule their Feast Days with the presiding officer of that particular Body of the Scottish Rite in order to avoid date and event conflicts. This will assure that your Feast Day will receive the maximum possible attendance from the officers, both elected and appointed, of the sponsoring Scottish Rite Coordinate Body.

Also, there are literally dozens of interesting programs that can be staged for the pleasure of your members, their ladies, non-Scottish Rite Masons, and interested non-Masons. In offering these programs, your principal decision concerns whether the associated expense should be taken care of by the Club, or shared by those who attend.

SUGGESTED PROGRAMS

INSTALLATION OF OFFICERS: With the relative informality of a Club, the installation can be effectively handled as an after-dinner function in what can be developed as THE annual installation dinner. A light after-dinner speech could be the highlight. All local dignitaries, District Deputy Grand Masters, State officers and heads of other Bodies, and especially Masters and Wardens of area lodges should be specially invited. This event can be built into the one big occasion in which the Scottish Rite really shines -- and encourages all others to shine!

PUBLIC SCHOOLS SUPPORT: In addition to supporting the Grand Lodge program for Public Schools Week, the Club might hold at least one program each year devoted to the Free Public School System. School Board members, teachers, PTA and concerned citizens can be your target for developing strong public schools.

FAMILY ACTIVITIES: It is vital that, throughout our Masonic and Masonic-affiliated organizations, more care and attention be paid to programs which involve the family. Great care should be taken in planning Club social activities to assure the big majority include the ladies. One of these programs that few Clubs seem to try (probably because of the work involved) involves the family basket picnic, a splendid opportunity for fraternal and family fellowship. Arranging an all-around program for young and old, games, softball, volleyball, contests, games for children, can be tremendous fun, and pay great dividends.

SCOTTISH RITE CLUBS CAN RENDER A TREMENDOUS RANGE OF SERVICE

"Service unlimited" can be the motto of the highly energized and motivated Scottish Rite Club. The possibilities are almost unlimited.

We cannot overemphasize the importance service to the Blue Lodge. Scottish Rite Masons are taught there is no higher prestige than that of Master Mason, and that the noblest and most significant emblem is the apron of a Master Mason. The first

three degrees are the exclusive property of the Blue Lodge in the United States of America. The Scottish Rite confers the Fourth through the Thirty-Second Degrees exclusively. Scottish Rite acknowledges the Grand Lodge and the Grand Master as Freemasonry's supreme authority. When a Freemason loses his standing in the Blue Lodge for any reason, he loses his membership in the Scottish Rite. It behooves us to be continuously interested and active in the Blue Lodge.

You can think of many ways to be of service to the Blue Lodge. Here are a few:

- Regular attendance upon Blue Lodge stated meetings.
- Attendance at Masonic Burial/Memorial Services; providing qualified Funeral Masters when requested.
- Participating in the conferral of the three Degrees.
- Organizing or sponsoring Degree teams for conferring any of the three Degrees.
- Attending special Blue Lodge occasions, such as visits by the Grand Master and the District Deputy Grand Master.
- Participating in Public Schools Week programs sponsored by local lodges and the Grand Lodge.
- Providing speakers to Blue Lodges for special occasions.
- Organizing a dramatic cast for the production of Masonic plays, such as "A Rose Upon The Altar," "After the Storm," etc., supplied by the Masonic Service Association of the United States.

SICKNESS AND WELFARE

"I WAS SICK AND YE VISITED ME; I WAS HUNGRY AND YE FED ME"

Too often a Brother Mason is sick or house-bound from injuries, sometimes of long duration and without the knowledge of his Brethren. Members of a family may lay seriously ill. A Brother Mason may be in distress and need attention and care.

The Scottish Rite Club can serve an extremely important function in this area of personal service. The Club should, through its Almoner's Committee, provide a reporting and follow-up service to assist all Masonic and Masonic-affiliated organizations in its area. Sick and house-bound Brethren and their families should be able to use our Clubs as information centers, helping to communicate with other Masonic and Masonic-affiliated organizations.

When death enters the household of a Brother, the Club should help the Blue Lodge wherever possible, and most particularly in assuring that retired and otherwise available members of the Club attend and support Masonic burial services. Where the death of a member of the Scottish Rite occurs in the area, the Club should not fail to notify the home Scottish Rite Bodies.

ORDER OF DeMOLAY FOR BOYS

Much can be said about the ideals and purposes of the Order of DeMolay for Boys. The Order of DeMolay was founded in 1919 for the high purpose of teaching boys to exemplify filial love, honor, loyalty, fidelity, integrity and other such fine attributes of manliness and good citizenship.

The San Antonio Bodies of the Scottish Rite strongly support the Order, and the San Antonio Council of Kadosh sponsors Albert Pike Chapter No. 58, one of the top Chapters in all of DeMolay. The leadership of Scottish Rite has, as a continuing objective, the support of the Order's activities and goals.

Scottish Rite Clubs are strongly encouraged to support the Order of DeMolay in their area. The sponsorship of a DeMolay Chapter is obviously the highest objective; however, some very successful DeMolay Clubs exist in less populated areas, and individual DeMolay members can be effectively supported in their personal efforts.

DeMolay material and assistance in promoting the Order are available through the Secretary, Recorder and Registrar. Advice on the establishment of Chapters is also readily available. For additional information see the website for DeMolay International at www.demolay.org and the website for Texas DeMolay at www.texasdemolay.org. See also the website for Albert Pike Chapter No. 58 Order of DeMolay at www.albertpikedemolay.org.

ORDER OF RAINBOW FOR GIRLS

The International Order of the Rainbow for Girls was founded in 1921 and teaches leadership training through community service. Girls ages 11-20 learn about the value of charity and service through their work and involvement with their annual local and Grand service projects. Local bodies are called Assemblies.

The San Antonio Bodies of the Scottish Rite provide meeting space for San Antonio Assembly No. 3, the oldest continuously active and one of the largest Rainbow Assemblies in Texas, which is sponsored by San Antonio Commandery No. 7 of the York Rite of Freemasonry, which meets at the Scottish Rite Cathedral. Scottish Rite Masons in the Valley of San Antonio serve on the Advisory Boards of Rainbow Assemblies throughout South Texas. The sponsorship of a Rainbow Assembly is, of course, the highest objective, but Club members should be encouraged to serve as Advisors to local Rainbow Assemblies whenever possible.

Rainbow material and membership information is readily available through the Secretary, Recorder and Registrar. Advice on the establishment of Assemblies is also readily available at the International Rainbow at www.gorainbow.org and the Texas Rainbow website at www.txior.org. See also the website for San Antonio Assembly No. 3 at rainbow.albertpikedemolay.org.

"AND THE GREATEST OF THESE IS CHARITY"

Your Scottish Rite Hospital at Dallas, owned by the Scottish Rite Masons of Texas, has gladly and lovingly provided surgical treatment and medical care since its opening in November, 1923 -- care that has resulted in total cures or maximum curative benefits for over twenty thousand children from all sections of Texas. Some of these helpless little children have been born with deformities of the spine, legs, feet, arms, etc. Some who were deformed or crippled from the terrible infantile paralysis (polio) have gone out of our hospital on their own feet to take their normal place in society. Far more than 100,000 treatments have been administered to crippled children through the Hospital's clinic or out-patient department.

The Texas Scottish Rite Hospital for Crippled Children may well be called the "Temple of Hope and Smiles," for there the maimed and crippled bodies of unfortunate little children are mended in one of the most amazing environments one can possibly experience. Just the simple act of entering the Hospital is therapeutic. As you enter, your nose is suddenly alerted to the appetizing aroma of

popcorn, and your eyes are just as suddenly filled with a veritable kaleidoscope of all colors of the rainbow. From the ceiling hangs a fascinating mobile of children at play, and in the-corners are large variable color shapes, all beckoning to the questioning mind of the child, intriguing, joyous. It's difficult to believe that it is indeed a Hospital. Every place you look, you find it is specifically designed to interest children and take their minds off their problems.

The Hospital stands as a living monument to the interest and vision of Scottish Rite Masons in Texas who saw the need in our great State for a hospital, specializing in helping crippled children whose parents or guardians were unable to send them to expensive institutions.

The Hospital admits patients who are under the age of fifteen and are legal residents of Texas (a child with scoliosis and/or rheumatoid arthritis must be less than 18 years old). They come from every section of Texas, without regard to race, color or creed, regardless of either religious or fraternal affiliation of the parents or guardians. Actually, a very small percentage of patients come from Masonic families.

The Hospital's Endowment Fund operates to perpetuate this glorious work, and many bequests have been received. Many more bequests are forthcoming through the wills and bequests of both members and friends. If you are interested in any such plan, no matter how large or small the amount, please communicate with the Hospital.

Clubs should be continually conscious of the part they play in perpetuating this marvelous undertaking. At least one meeting per year should be devoted to the interests of the Hospital. Motion pictures and slide programs depicting the operations of the Hospital are available. For major programs, a member of the Hospital Staff can be invited to speak, and the Hospital maintains a speakers bureau for all occasions. Data can be obtained to assist a local speaker in preparing a presentation. It is suggested that such meetings be open to the public.

Club members should be on the lookout at all times for crippled children who need the services available at the Hospital. Applications for admission outlining all requirements can be secured from your Secretary, Recorder and Registrar in San Antonio, or from the Texas Scottish Rite Hospital for Crippled Children, 2201 Welborn Street, Dallas 75219.

THE SUPREME COUNCIL FAVORS:

1. The American public school, non-partisan, non-sectarian, efficient, democratic, for all of the children of all the people.
2. The teaching of patriotism, respect for law and order, and undying loyalty to the Constitution of the United States of America.
3. The compulsory use of English as the language of instruction in the grammar grades of our public schools.
4. Adequate provision in the American public schools for the education of the alien populations in the principles of American institutions and ideals of citizenship.
5. The entire separation of Church and State, and opposition to every attempt to appropriate public moneys -- federal, state or local -directly or indirectly, for the support of sectarian or private institutions.

The American free public school system is the rock upon which rests the whole structure of individual freedom and free institutions in America.

As loyal American citizens, and as good Masons, we all should be concerned with upholding the principle of the separation of Church and State and the preservation of the American public school system.

To the preservation of the freedoms we enjoy and the defense of the free public schools of this Nation, Freemasons must be eternally committed.

Unremitting effort, struggle and battle are the price which the preservation of freedom everywhere entails. "Life is a battle, and to fight that battle heroically and well is the great purpose of every free man's existence who is worthy and fit to live at all."

Only free men, as Freemasonry insists upon over and over again, really live!

THE SCOTTISH RITE IS PROGRESSIVE FREEMASONRY

The 29 Scottish Rite degrees are progressive steps in moral and philosophical knowledge, based upon the three fundamental degrees of the Blue Lodge.

The Fellowcraft Degree of the Blue Lodge supplements the Entered Apprentice Degree, and the Master's Degree supplements the Fellowcraft; likewise the successive Scottish Rite degrees add to those that precede, and make a complete and comprehensive system of Freemasonry.

As a progressive science, Freemasonry is not confined to three degrees; the teaching of liberty, equality and the common welfare are extremely broad subjects, worthy of considerable expansion.

The heritage of history, philosophy, religion, morality, freedom, toleration, inspires the Scottish Rite degrees.

The portrayals honor the martyrs who have suffered and died that others may enjoy progress.

Freemasons are the leaders of the modern world against great political forces which seek to suppress freedom.

The 29 degrees of the Scottish Rite are expressive of the liberalizing forces of a thousand struggling years.

They exemplify the broadened hopes and aspirations of the Entered Apprentice, the Fellowcraft, and the Master Mason.

They progress in intellect and culture.

They fortify the institutions of the New World, America.

Scottish Rite Freemasonry is a system of Freemasonry, embodying in its Degrees important Masonic teachings and in its activities many forms of Masonic endeavor. It is widely diffused throughout the world and its organized Bodies and membership are found in almost every civilized and free country.

WHAT IS THE VISION OF THE SCOTTISH RITE?

To be the Masonic center of excellence in South Texas; led by motivated, forward thinking men of Masonic character and to make a positive impact on the quality of life for its members and society at large by teaching and practicing traditional moral, ethical, and Masonic values.

WHAT IS THE MISSION OF THE SCOTTISH RITE?

To attract, retain and develop Freemasons through proactive leadership, citizenship, and benevolent programs which ensure that brotherhood is the peculiar characteristic of Freemasonry; that its principal tenets are brotherly love, relief and truth, that we are one sacred band or society of friends and brothers who have but one aim and that is to promote peace and harmony among ourselves and neighbors.

Our Order is more than a fraternity of good fellows, engaged in the benevolent practices of friendship and relief. It is an aggressively active or militant order, a knighthood, devoted to the cause of Liberty, Equality and Fraternity.

To establish righteousness and ordain mercy, to protect the weak and combat all dogmas or doctrines that would imprison the human spirit: this is the mission of Scottish Rite Masonry.

The Scottish Rite seeks to cultivate personal morality and the sentiment of tolerance and fraternity in the hearts of men.. What has been said and done by the historic emancipators for the liberation of the human mind is vividly portrayed in its Degrees, and the Scottish Rite Mason is dedicated to the effort to make the spirit of Masonry prevalent in society.

Albert Pike, a famous Masonic scholar, said in 1858: "This is the Masonic creed: Believe in God's infinite benevolence, wisdom and justice; hope for the final triumph of good over evil, and for perfect harmony as the final result of all the concords and discords of the Universe; and be charitable, as God is, toward the unfaith, the errors, the follies and the faults of men; for all are one Brotherhood."

This is the teaching of the Scottish Rite of Freemasonry.

SCOTTISH RITE DORMITORY FOR GIRLS AT AUSTIN

One of the highest ideals of service conceived by Texas Freemasons was realized in the establishment of the Scottish Rite Dormitory at the University of Texas, Austin. This great project had its inception in the mind of the late Samuel P. Cochran, 33°, Sovereign Grand Inspector General in Texas. He submitted the proposition of erecting Scottish Rite dormitories to the various Bodies of the Rite in Texas early in 1920. All Consistories and Coordinate Bodies in the State gave unanimous response and immediately passed resolutions to provide donations.

The cornerstone of this magnificent institution was laid on November 28, 1921; and Thanksgiving Day, November 30, 1922, it was formally dedicated. Owned and operated by the Texas Scottish Rite Educational Association, its purpose is to provide protection, care, a cultural and moral background for young daughters and grand daughters of Texas Freemasons during their enrollment in the University of Texas. A standard of service and cultural environment was set by Texas Freemasons in developing the dormitory program that has continued to influence dormitory living standards in the University community.

The Dormitory is essentially a Masonic institution. Primarily, therefore, its accommodations are for those of Masonic affiliation. In furtherance of this primary objective, the Board of Directors requires that preference be given to the daughters and grand daughters of Texas Master Masons and Texas Scottish Rite Masons.

It is the only women's dormitory owned and operated by the Masonic order in the world. There is no other known dormitory that provides the service and material comforts of home which the Scottish Rite Dormitory provides for its residents, at a very nominal cost. It is not, however, a charitable institution.

The Scottish Rite Dormitory is truly a "home away from home" for the daughters and grand daughters of Texas Masons. It is completely air conditioned, with an attractive swimming pool, and newly added exercise and conditioning facilities.

Clubs should bring this most worthwhile activity to the attention of those in attendance upon meetings open to Master Masons and their families. With planning, it is also possible to obtain a speaker and a slide presentation from the Director of the Dormitory. Telephone Area Code 512-476-9131.

"When you educate a man, You educate an individual; When you educate a woman, You educate a family."

Applications for accommodations in the Scottish Rite Dormitory can be secured by writing the Director, Scottish Rite Dormitory, 210 West 27th Street, Austin, Texas 78705.

THE SCOTTISH RITE CREED

The cause of human progress is our cause, the enfranchisement of human thought our supreme wish, the freedom of human conscience our mission, and the guarantee of equal rights to all people everywhere, the end of our contention.

To implement this, the Supreme Council favors:

1. The American public school, nonpartisan, nonsectarian, efficient, democratic, for all the children of all the people.
2. The inculcation of patriotism, respect for law and order, and undying loyalty to the Constitution of the United States of America.
3. The compulsory use of English as the language of instruction in the grammar grades of our public schools.
4. Adequate provision in the American public schools for the education of the alien populations in the principles of American institutions and ideals of citizenship.
5. The entire separation of Church and State, and opposition to every attempt to appropriate public moneys -- Federal, State or local -directly or indirectly, for the support of sectarian or private institutions.

The Supreme Council for the Southern Jurisdiction of the United States of America believes that a mere listing of purposes and principles has little meaning or significance unless implemented by active, vigorous programs in support of these beliefs.

Pamphlets supporting the position of the Supreme Council are available from the Supreme Council. Check your Scottish Rite Journal magazine for more information, or contact the Secretary, Recorder and Registrar of your Scottish Rite Coordinate Bodies.

OPERATING POLICIES AND PROCEDURES FOR SCOTTISH RITE CLUBS

Section 1. Texas Scottish Rite Bodies may organize and sponsor Scottish Rite Clubs in their general influence areas. The sponsoring body assumes full responsibility and control of said club and is held accountable for all the activities and conduct of said club, the club being an entity of the sponsoring body.

The By-Laws governing the activities and function of each Scottish Rite Club shall be uniform, and shall be approved by the sponsoring Bodies prior to implementation. Revisions and changes shall be submitted to the sponsoring Body for approval prior to their taking effect.

Section 2. Scottish Rite Clubs shall be social, fraternal, and charitable, non-partisan, non-profit, unincorporated organizations, composed of members in good standing who have attained the Thirty-Second Degree of the Ancient and Accepted Scottish Rite of Freemasonry.

Section 3. Scottish Rite Clubs shall have the following purposes:

- (a) To promote and put into practice the teachings, principles and policies of the Supreme Council of the Ancient and Accepted Scottish Rite of Freemasonry.
- (b) To promote true fraternal fellowship among their members and a clearer knowledge of the benefits of membership in the Scottish Rite, and to this end to promote interchanges of visits between and among the members of the various Clubs.
- (c) To instill within the membership a deeper understanding of the true dignity and worth of the Scottish Rite.
- (d) To conduct Continuing Masonic Education regarding the doctrines, principles and teachings as exemplified in the degrees of the Scottish Rite.
- (e) To encourage, develop and engage in constructive activities that will advance the ideals and influence of the Scottish Rite in Texas; encourage the affiliation into Texas of sojourning Scottish Rite Masons; and encourage the reinstatement of Scottish Rite Masons suspended for nonpayment of dues.

To the accomplishment of this end, sojourning Brethren should be

regularly invited to the meetings of all Scottish Rite Clubs, and those suspended for nonpayment of dues should be invited to attend as guests to the non-obligatory meetings. Mailing lists of sojourning Brethren can be obtained through the Secretary, Recorder and Registrar.

- (f) To encourage the practice of Masonry of the Blue Lodge, and by regular attendance on Blue Lodge meetings and active interest in Blue Lodge work, to assist in the accomplishment of the great purposes of Blue Lodge Masonry.
- (g) To sponsor DeMolay Chapters and Clubs, and Rainbow Assemblies, with the approval of the sponsoring Bodies.
- (h) To maintain an active organization of Scottish Rite Masons in the area in which the Club is organized for the particular purpose of assisting and promoting the objectives of the Sponsoring Bodies and of the Sovereign Grand Inspector General.

Section 4.

- (a) All meetings and preliminary gatherings of members prior to such meetings should be conducted in accordance with the established general policies of the Grand Lodge of Texas, and in accordance with the established rules, regulations and general policies of Scottish Rite Masonry.
- (b) The Club shall function solely in the interests of Freemasonry in general and Scottish Rite in particular.
- (c) Programs and activities not covered in these regulations should be coordinated with the sponsoring Body prior to implementation.
- (d) It shall be permissible for all Scottish Rite Clubs (with special dispensation by the Chairman of the Executive Committee of the sponsoring Bodies) to observe the Feasts of each Scottish Rite Body, and only the approved rituals and procedures shall be used in regard to the Feast of the Lodge and the Feast of the Chapter (see Chapters 7 and 8, respectively, of the book entitled *Forms and Traditions of the Scottish Rite*). The Feast of the Council and the Feast of the Consistory have no set ritual or procedure. The date for the Ceremonies must be approved by the Master of the appropriate Coordinate Body of the Scottish Rite of Freemasonry.

Section 5: Organizing a Club

One or more Scottish Rite Masons, realizing the need for the advantages of a Scottish Rite Club in their area, are encouraged to generate discussions aimed toward the establishment of a club. Interested Brethren should contact the Secretary, Recorder and Registrar of the appropriate Scottish Rite Bodies, who will, in turn, request the Club Coordinator to meet with and advise the interested Brethren.

- (a) At least 9 Scottish Rite Masons who have attained the 32nd Degree must reside in the area for which a new club is proposed, prior to considering the preparation of a petition for charter.
- (b) To organize a club, a written-petition must be signed by at least 9 Scottish Rite Masons of the 32nd Degree, who are in good standing and who reside in the area for the which the club is to be organized. (Petitioners do not have to be members of the sponsoring Scottish Rite Bodies). Such petition shall be addressed to the appropriate Scottish Rite Bodies, and forwarded to its Secretary, Recorder and Registrar.
- (c) Upon receipt of the petition in proper form, the Scottish Rite Bodies shall give careful consideration thereto, and if approved, the approved petition, with appropriate comments, shall be forwarded to the Sovereign Grand Inspector General in Texas for final action. If approved by the Sovereign Grand Inspector General, he will authorize a Charter to be prepared and presented to the Club at the time of election and installation of its charter officers.
- (d) The sponsoring Bodies shall call a meeting of the petitioning group for the purpose of organizing the new Club. This should be a gala event, and, if appropriate, may be open to the ladies, at which the officers of the Club shall be elected and installed and the Uniform By-Laws adopted.

Section 6. Naming the Club: In each area where a Scottish Rite Club is organized, the name of the club may be taken from the name of the City, town, county, or geographical area in which the club is to function without further approval. The use of other names and titles require the approval of the sponsoring Bodies and of the SOVEREIGN GRAND INSPECTOR GENERAL.

UNIFORM BY-LAWS

ARTICLE I

Section 1. NAME - This Club shall be known as the _____
Scottish Rite Club of _____.

ARTICLE II

Section 1. MEETINGS - Regular meetings of the Club shall be at least once each three months, on dates and at hours and places Club may determine. When practicable, the Governing Board (the Officers) shall meet at least monthly.

The Club may celebrate the annual feast days of the Feast of Tishri (which falls on the 15th day of the Hebrew month Tishri), the Ceremony of Remembrance and Renewal (formerly Maundy Thursday), the Feast of Foundation of the Council (January 13th or 18th) and the Feast of the Manifesto of the Consistory (May 31st). Attendance at these meetings may be open to the Ladies and family, and only the ritual authorized by the sponsoring Bodies shall be used. Each Feast Day shall be coordinated with the presiding officer of the Scottish Rite Body responsible for that Feast Day in order to avoid date conflicts.

Section 2. NOTICE OF CHANGES IN TIME AND PLACE OF MEETINGS - In the event the date, hour and place of meetings so fixed under Section 1 of this Article are changed, the President of the Club shall immediately give written notice, by mail, preferably by electronic mail, of such change to the Secretary of the sponsoring Bodies for approval.

Section 3. SPECIAL MEETINGS - Special meetings of the club may be called at any time by the President. Special meetings shall be called by the President upon request, in writing, by at least one fourth of the members of the club, or upon request of the Sovereign Grand Inspector General, or of the sponsoring Scottish Rite Coordinate Bodies. Ten days notice, in writing, stating the purpose of such meeting, shall be given each member, and a copy of the notice shall be mailed to the Secretary of the sponsoring Scottish Rite Coordinate Bodies.

ARTICLE III

Section 1. MEMBERSHIP - Any member of the Ancient and Accepted Scottish Rite of Freemasonry, regardless of his place of residence, who has attained the 32nd Degree of the Rite and is in good standing, as evidenced by card for the current year, in a recognized body, is eligible to become a member of, and to hold

office, and may not be denied membership, and may hold memberships in as many other such clubs, wherever located, as he may desire.

Section 2. DUES OPTIONAL - The annual dues, if any, shall not exceed \$25, and may be changed by majority vote by the members present at a regular stated meeting, but not more often than once each twelve months.

Section 3. SOJOURNERS - In order to enhance the affiliation of sojourning Brethren, the club secretary may request from the Secretary, Recorder and Registrar the names and addresses of Brethren whose Scottish Rite membership is outside the Orient of Texas.

ARTICLE IV

Section 1. OFFICERS AND GOVERNING BOARD - The Officers of the Club shall be a President; one or more Vice Presidents, designated First Vice President, Second Vice President, etc.; Secretary; Treasurer; and not less than two (2) nor more than seven (7) Directors at Large who are not otherwise officers. These elective officers, together with the Immediate Past President, shall constitute the Governing Board of the Club.

(Note: As indicated, smaller clubs may find it necessary to limit the number of Vice Presidents to as few as one and Directors to as few as two.)

The President may appoint the following additional officers to serve one-year terms: Chaplain; Almoner; Tiler.

Section 2. GOVERNING BOARD - As outlined in Section 1 above, the Governing Board of the Club shall consist of the elective officers, directors and Immediate Past President, and shall meet upon call of the President. One half of the members of the Board plus one constitute a quorum. In practice, the Board is responsible for operation of the Club, the overall support of Valley programs, approving Club activities schedules; all budgetary and financial practices; fund raising activities; and projects requiring expenditure of Club or Valley funds.

Section 3. ELECTION OF OFFICERS - All officers shall be elected at the last regular meeting of the Club of each calendar year. A majority of all votes cast by the members present at the meeting shall be necessary to constitute election.

The installation of officers may be held immediately after their election, or at a called meeting within one month. The installing must be by a past or present Presiding Officer of one of the four Coordinate sponsoring Scottish Rite Bodies, or a Past President of the Club.

Section 4. NOMINATING COMMITTEE - The President shall appoint a Nominating Committee consisting of not less than three non-officer members who shall select a list of one nominee for each office. Any member may nominate from the floor **any candidate** for office other than the ones reported by the Nominating Committee. Incumbent officers may be renominated for their current office and if reelected may serve more than one term of office.

Section 5. TERM OF OFFICE - All officers shall serve for a period of one (1) year beginning January 1 and ending December 31. The Nominating Committee shall submit their recommendations and the officers shall be elected for the coming year prior to January 1.

Section 6. INSTALLATION - Before assuming their respective duties, the officers elected shall solemnly and without reservation make the following declaration:

"I _____ in the presence of these Brothers, hereby solemnly and sincerely declare upon my honor as a Master of the Royal Secret, that I will at all times exert my best endeavor to promote the true happiness and good fellowship of my Brethren.

"That in the conduct of the office to which I have been elected I will abide by the wishes of the Sovereign Grand Inspector General in Texas, and of the San Antonio Consistory and Coordinate Bodies, and will recognize their authority in all matters pertaining to the Scottish Rite in this jurisdiction.

"That in the matter of the affairs of this Scottish Rite Club I will abide by, adhere to, and observe all of the expressed and implied provisions and requirements of the By-laws as approved by the Sovereign Grand Inspector General in Texas, the San Antonio Consistory and Coordinate Bodies, and adopted by this Scottish Rite Club."

Section 7. VACANCIES - In the event a vacancy occurs in any office, the office shall be filled, for the unexpired term, by the Governing Board, and the new officer-elect shall assume the duties of the office to which he has been elected after he has been installed.

Section 8. DUTIES OF PRESIDENT - The President shall preside at all regular and special meetings of the Club; shall execute all documents, papers and communications the Club may have occasion to forward to the San Antonio Consistory and Coordinate Bodies, or through those Bodies to the Sovereign Grand Inspector General. (See also Article VII, Section 1 – Feast Days)

Section 9. DUTIES OF VICE PRESIDENTS - The First Vice President shall do and perform all the duties of the President in his absence from the jurisdiction of the Club, or from any regular or special meeting. In the absence of the President and First Vice President, the Second Vice President shall assume and perform those duties. In the absence of the Second Vice President, the Third Vice President shall assume and perform those duties. In addition, the Vice Presidents shall have the following special assignments in assisting the Committees of the Club:

First Vice President (See also Article VII, Section 2 - Membership and Attendance): As General Chairman of all Club membership activity, serve as Club Representative to the Membership Committee of the San Antonio Consistory and Coordinate Bodies; coordinate activities of the Scottish Rite Membership Committee and the Club Membership Committee;

Second Vice President (See also Article VII, Section 3 - Program and Social Functions): Serve as General Chairman of the Club Program activities.

Third Vice President (See also Article VII, Section 4 - Publicity and Blue Lodge Activities): Serve as General Chairman for all Club publicity and for Club support to area Blue Lodges.

Section 10. DUTIES OF THE SECRETARY - The Secretary shall keep a full, true and correct register of all Scottish Rite members in the area; collect dues as fixed by these By-Laws, and pay them over to the Treasurer, taking his receipt therefore; attest all papers, documents and communications; keep a record of all proceedings of the regular and special meetings; send advance notice of Club meetings to all Scottish Rite Masons in the area (preferably by electronic mail); immediately notify the Secretary, Recorder and Registrar of the San Antonio Consistory and Coordinate Bodies of the death of any Scottish Rite Mason in the vicinity of the Club; report the change of address of any member of the Club; and perform such other secretarial duties as the President of the Club may from time to time designate. No copies of the Club membership roster are to be distributed except by approval of the sponsoring Bodies. Copies of the Club membership roster may be published to the Club members.

Section 11. DUTIES OF THE TREASURER - The Treasurer shall receive all monies from the Secretary, deposit them in an accredited banking institution to the credit of the Club, and pay them out on the order of the Club. He shall promptly deliver to his successor in office all funds belonging to the Club.

Section 12. DUTIES OF THE ALMONER - Almoners, or Brethren who work day in day out in helping people, are the unsung heroes of Freemasonry. In a Scottish Rite Club, the Almoner and his committee manage the charitable affairs of the

membership. Visiting the sick and encouraging others to do the same; comforting the bereaved; assisting the less fortunate; and managing the Club's charity fund, usually called the "Almoner's Fund," or the "Box of Fraternal Assistance;" are usually considered the principal duties of the Almoner. The Almoner can very well be the inspiration that gives our Masonic membership its real meaning: "I am my Brother's keeper."

As an administrative function, the Almoner should assure the Valley's Secretary, Recorder and Registrar is advised of all deaths of Scottish Rite Masons in the area.

ARTICLE V

Section 1. ORDER OF BUSINESS - The normal order of business at regular meetings shall be as follows:

1. Meeting called to order
2. Invocation
3. Pledge(s) of Allegiance to the Flag(s)
4. Meal, if appropriate
5. Reading of Minutes of preceding meeting (if minutes are sent with the meeting notice they should not be read but simply approved as published or corrected)
6. Introductions (be brief)
7. Reports of standing committees
8. Reports of special committees
9. Entertainment or
10. Speaker
11. Benediction

ARTICLE VI

Section 1. COMMITTEES - The Club President may appoint standing committees in the following areas:

- Feast of Tishri, Ceremony of Remembrance and Renewal, Council Feast Day, Consistory Feast Day – Coordination: President;
- Membership and Attendance - Coordination: First V. P.;
- Scottish Rite Membership and Club Membership Programs and Social Functions - Coordination: Second V. P.;
- Public Relations and Blue Lodge Support - Coordination: Third V.P.;
- Club Newsletter Bulletin and Valley Reporter – Coordination: Secretary;

- Blue Lodge Activities, DeMolay Support, Rainbow Support, Texas Scottish Rite Hospital for Children, Scottish Rite Dormitory for Girls, Public Schools Week Support – Coordination: Directors;
- Sickness and Distress – Coordination: Almoner;
- Club Reunion Chairman and Reunion Support;
- Finance Committee (composed of Governing Board);
- Special Committees as required.

Section 2. FINANCE COMMITTEE - The Governing Board of the Club shall constitute the Finance Committee.

ARTICLE VII

Club Functional Areas

Section 1. FEAST DAYS (President): Today, successful Clubs concentrate almost wholly on family type activities, with the “stag” or tiled event totally a thing of the past. The Supreme Council has “opened” up the Feast of Tishri to permit families to be present for everything except the 14th Degree Obligation itself; the Ceremony of Remembrance and Renewal is almost universally a family affair; the tiled meeting is passé. Concentrate on open meetings -invite Master Masons and their ladies to share them with you. Worry less about protocol and more about warm and friendly acts, consideration for the individual, the widow and the lonely, and your Club will grow. The Feast in the Council and in the Consistory are not required to be tiled and there is no prescribed ceremony or ritual. Both are celebratory.

Section 2. MEMBERSHIP AND ATTENDANCE (First Vice President): Committees working in this area look at three separate functions: Recruiting Master Masons for Scottish Rite membership; Recruiting Scottish Rite Masons for Club membership; and working with the program committees to obtain attendance at Club and Valley functions.

Keeping the membership reminded and alerted to encourage Master Masons to join Scottish Rite is a daily operation, and always must be of maximum priority.

Efforts to recruit affiliations by sojourning Brethren will be assisted by the Valley through computer listings of sojourners living in the area. And from time to time, the Valley will request support in encouraging reinstatements by Brethren who have been suspended for nonpayment of dues.

Well-organized telephone committees and mailed notices (either postal or preferably electronic) are the two most common attendance stimulators, but

well-run, interesting meetings, with lots of warm, happy fellowship are, in the end, the most effective.

Section 3. PROGRAMS AND SOCIAL FUNCTIONS (Second Vice President):

Almost every activity of the Club serves as a membership stimulator or the reverse – and certainly, Club programs and social activities lead the way. Here is the heart of the Club, the fundamental purpose of the whole thing: fellowship. It is vital that the Program Chairman plan programs well in advance and secure good speakers and good entertainment.

Section 4. PUBLIC RELATIONS AND BLUE LODGE SUPPORT (Third Vice President): As it was noted earlier, Scottish Rite Masonry exists because of and for the support of -- the Blue Lodge. Without the Blue Lodge, THERE IS NO SCOTTISH RITE. It is critical that this thought be uppermost in every Scottish Rite Club activity. Thus, Scottish Rite public relations activities, particularly in areas away from the Scottish Rite Valley "headquarters," must be understandable to the reader or the listener, and therefore, must promote FREEMASONRY, not just Scottish Rite. The general public simply does not understand the term "Scottish Rite." The terms "Freemasonry" and "Masonry" are at least generally recognized.

And public relations and publicity ARE IMPORTANT. Every Club President must place great priority on obtaining a leader in this area, one who will see that photos of events are taken; stories written; and material forwarded to area newspapers and radio stations, and to Masonic publications, particularly the Valley bulletin, "The Scottish Rite News." The material may not always be published, but it should ALWAYS be sent.

Every effort should be made NEVER to create a conflict with area Blue Lodge functions; rather, every effort must be made to support these functions, and to use maximum influence on Club members to attend Blue Lodges. Total cooperation with District Deputy Grand Masters is imperative to assure coordination with Grand Lodge activities. Other support to Blue Lodges, such as the organization of Degree teams, participation in charitable and money-raising projects; skilled assistance in building programs, clean-up projects, celebrations and anniversaries, all help the image of the Scottish Rite Club.

Section 5. DeMOLAY SUPPORT, RAINBOW SUPPORT, SCOTTISH RITE HOSPITAL, SCOTTISH RITE DORMITORY FOR GIRLS, PUBLIC SCHOOLS (Directors): Support to the DeMolays and Rainbows in the Club area is extremely important to the future of Freemasonry. Many of these young men will become the Masonic leaders of tomorrow and the young ladies will help to ensure their future

family's continued involvement in the fraternity. Your Valley can help you if you need advice or assistance in your DeMolay and Rainbow activities.

Although Scottish Rite Club members sometimes feel they are isolated from the main stream of Freemasonry, such is not the case in this modern era of instant communications and high speed transportation. And when a child needs help to mend its bones or muscles, to help it become a useful citizen of tomorrow, the distance from Dallas is not a factor, except that it may take a little longer to get there from here. Your Club has a basic responsibility to identify and sponsor, if necessary, children who need the services of the fabulous Texas Scottish Rite Hospital for Crippled Children. There are no cash registers in the Hospital, and children of every race, religion and financial circumstance can be treated if their medical problem qualifies. Call your Valley office at 1-866-222-9293 toll-free.

The Club should be prepared to advise young ladies planning to enter the University of Texas at Austin, who are daughters or granddaughters of Texas Masons, and who may wish to consider residing at the Scottish Rite Dormitory. (See pages 16-17 for information.) Application may be made to the Secretary, Recorder and Registrar (or to a Masonic lodge) for a letter certifying the Masonic membership of the father or grandfather being used as a reference.

Support to Public Schools is a duty incumbent upon all Masons, and your Club shares this responsibility. Specific effort should be made by the Club to support local Blue Lodge programs in promotion of Public Schools Week, and if no Blue Lodges are in the area, the Club should develop its own program to help the Public Schools.

In the area of Masonic education, Scottish Rite Clubs can help in keeping local members "Masonically informed," through a program of speakers and presentations on the various aspects of Freemasonry. Assistance may be obtained from the Valley office.

ARTICLE VIII Ritualistic Activities

Section 1. The Club may organize Scottish Rite degree teams for the purpose of participating in Valley reunions. Degree team assignments and scripts should be coordinated with the Secretary, Recorder and Registrar of the Coordinate Bodies.

ARTICLE IX

Amendments

Section 1. These By-Laws may be amended by resolution, presented in writing by a member of the Club at any regular meeting. The resolution shall lay over for thirty days or until the next regular meeting, whichever is longest. During the holding period, the resolution shall be forwarded to the Chairman of the Executive Committee, Valley of San Antonio, for approval. After Valley Executive Committee approval, and if approved by a majority of those voting at the regular meeting, the amendment shall become a part of these bylaws.