

El Paso Chapter of Knights Rose Croix

Officers' Duties

Wise Master

Bylaws Duties:

The Wise Master shall preside at all meetings and shall see that the statutes, edicts, rules, and regulations of the Supreme Council and the bylaws of this Chapter of Rose Croix are enforced. It shall be his special duty to see that the dignity and standing of Scottish Rite Freemasonry is preserved and maintained. He shall not vote, except when electing officers, balloting on candidates, and when members are equally divided on other questions.

Monitor Duties:

Presiding officer of the Body. Responsible to hold meetings, instruct members, and maintain laws of the Order.

Installation Duties:

Wise Master: Wise Master-Elect, you are, of course, to preside at all meetings of your Chapter, and direct the deliberations. You will never allow your Chapter to be closed, without taking a contribution for charitable purposes; nor any Knight to retire after the Chapter is opened, without having first deposited his contribution. You will never permit anyone to be received a Knight in your Chapter, until after the strictest inquiry and full information as to his life and morals. At the first meeting after the funeral of a Knight, you will cause a funeral address to be delivered in respect to his memory; or you will cause a special annual meeting of sorrow to be held, and addresses delivered thereat, in honor of the memory of all the Knights who have died during the year. You will see to it that the Feast of Remembrance and Renewal, and the ceremonies of extinguishing and relighting the lights, be never, under any circumstances, omitted or neglected.

You will see that the secret work of the 18th degree be never printed, or copied for individual Knights; and you will allow no changes therein or in the Ritual, without the sanction of competent authority. You will, from time to time, deliver discourses to your Chapter, for instruction; and cause the same to be done by the Orator and other competent Brethren. You will permit no topics to be introduced and discussed in your Chapter, that may tend to divide and distract the Brethren, or that are not either essentially Masonic, or connected with Masonry and shedding light thereon.

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You will require the Knights to be punctual in their attendance at your meetings, and receive no excuses for absence, that are not real and sufficient. You will, to the utmost of your ability, propagate the principles and diffuse the knowledge of the truths of the degree of Rose Croix. You will labor to promote peace, harmony and good fellowship among the Brethren; and you will everywhere defend and maintain the honor of the Ancient and Accepted Scottish Rite, and labor to increase and magnify it, and to advance its interest and extend its influence. You will never permit the widow or children of a deceased Knight to continue in a distressed or destitute condition, or to want attention when sick, or his children to grow up without education; but you will cause your Chapter and all the Knights to remember that God gives these to them as Wards, whom He entrusts to them, and for whom He will exact a strict account.

Fraternal Duties:

1. Preside at all stated meetings, Reunions and fraternal events throughout the year.
2. Notify the Senior Warden in the event that you will be unable to attend a meeting or event and charge him with assuming your station and responsibility.
3. Be familiar with and conduct or arrange for a Knight Rose Croix funeral service when requested by a deceased member's family.
4. Conduct the Ceremony of Remembrance & Renewal in March or April each year.
 - a. Set the date.
 - b. Invite the widows of members deceased within the previous year.
 - c. Plan the program and conduct the Ceremony.
 - d. Prepare an announcement for "The Scottish Rite News" announcing the event and encouraging attendance.
 - e. Contact the presiding officers of each of the other three Bodies to secure their support and the attendance of the officers of their Body at this event.
5. Degree Teams of the Chapter of Knights Rose Croix:
 - a. See that each degree team from the 15° to the 18° is properly staffed and proficient by maintaining contact with the degree masters.
 - b. Obtain current degree team member information for the 15° to the 18° for publication in the Reunion program.
 - c. Encourage team rehearsals.
 - d. Personally attend each conferral of the 18°.
6. Work with the presiding officers of each of the other three Scottish Rite Bodies to coordinate efforts and to obtain the support of their officers for events of the Chapter.

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Administrative Duties:

1. Maintain weekly contact with the Secretary's office to monitor the status of projects relating to the fraternity.
2. Notify the Senior Warden in the event that you will be unable to maintain communication with the Secretary's office and charge him with assuming your responsibility.
3. Communicate with members via articles in "The Scottish Rite News".
4. Attend monthly Executive Committee meetings.