TEMPLE RECORDERS GUIDE

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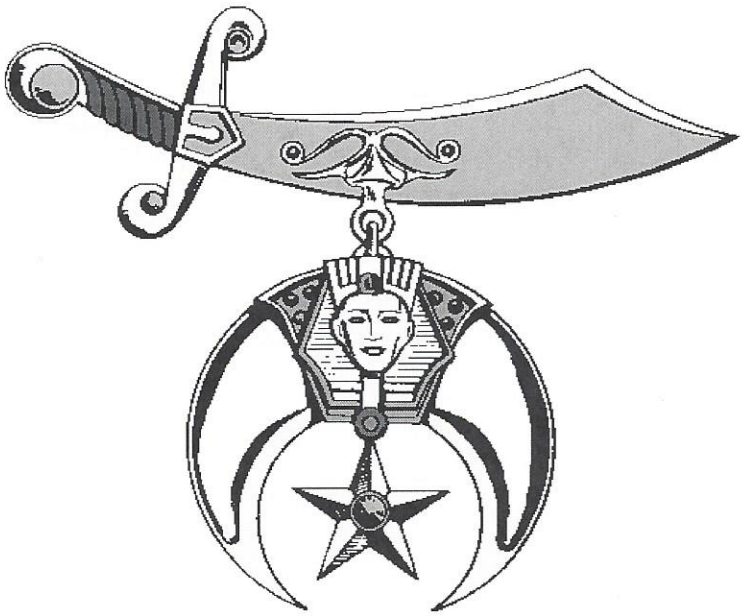
ANCIENT EGYPTIAN ARABIC ORDER NOBLES MYSTIC SHRINE
of NORTH and SOUTH AMERICA and its JURISDICTION INC.



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This reference was formed as a tool to assist all Temple Recorders with the performance of their duties and to provide them with valuable information that will assist them when needing assistances relating to Imperial Council reporting system, taxes, record keeping books, etc.

The Temple Recorder is one of the most important members of his Temple. Whenever a breakdown occurs in the Temple Recorders office, the Temple will not function efficiently or effectively. Therefore, the Temple Recorder must be proficient in all aspects of his duties at all times. All tools and equipment must be readily available for the recorder to do his work in a timely manner, no matter what subject related to his work that may come before the Temple, he must be prepared.

The work is not difficult provided you keep abreast of all current Imperial Council laws, rules and edits presented as such. However it can be extremely time communing depending on the size of your Temple and your work ethic. "A poor work ethic leads to poor results in the final product". A good Temple Recorder must stay on top of his duties by attending "recorders workshops and seminars" and having a good working relationship with the Imperial Recorder and his staff.

It would be impossible to discuss all of the work related to a Temple Recorders office in this guide, but with this tool to assist him, he will be able to help himself in the day to day operations of his Temple between workshops and special instructions from the Imperial Recorder.

Fraternally yours,
Ronald Dickens
Imperial Recorder

WORKING TOOLS OF A GOOD RECORDER

1) NECESSARY ITEMS AND OFFICE EQUIPMENT NEEDED TO PROFORM THE DUTIES AS A TEMPLE RECORDER.

Supplies:

a) Ball point pens (black and red ink) and pencils in working order.
b) Ink and pencil erasers or white-out.
c) Note books, writing pads, printed letterhead and envelops.
d) Highlighters

Forms and Documents:

e) Membership application forms for initiation or reinstatement.
f) Transfer of membership forms.
g) 5 Day Death Notice.
h) Change of address forms.
i) Notice of Pay Dues and Order to Show Cause Forms.
j) Sufficient postage stamps on hand or e-mail address to send information or letters to entire membership.

Equipment:

k) Brief Case (Temple markings affixed)
l) Small stapler and staple remover.

Other Equipment: "optional but will make the recorder much more efficient.

m) Lap top or desk top computer with internet access.
n) Tablet or mobile recorder device. (internet access)

2) PERMANENT TYPE RECORD BOOKS NEEDED.

a) Minutes and Proceedings Journal; The actual proceedings or transactions of all Temple meetings are recorded in this book.
b) Temple By-Laws and Regulations Register. The Temple by-laws and regulations should kept in this book; another copy should be kept on file with the recorders/temple computer. A back-up copy should also be kept at another site. Temple recorder should be prepared to record amendments to the by-laws at both locations.
c) **New Member Register.** Newly initiated, reinstated and transferred in (admitted or demit members, must sign their names in this book immediately after their initiation or the first meeting attended after reinstatement or consummation of transfer in (admitted). The date of

signing must proceed their signature. The recorder should then recorded this information. Best kept on his computer and back-up files.

d) **Rejection Register. Names of all rejected applicants are recorded here. T**he names of those rejected, or suspended or expelled by other Temples, so far as the Recorder or Temple shall have proper notice thereof.

e) **Member and Visitors Register.** The Outer Guard must require each Noble attending the meeting to sign the register and each visiting Noble must sign his name, and the name, number and location of his Temple. After meeting has ended, this book is returned to the Recorder.

3) **NON-PERMANENT RECORD BOOKS NEEDED.**

1) The imperial Council has adopted the QuickBooks System as its official book keeping system. Although duplicate receipt book; warrants or vouchers; and the source and disposition of the monthly receipts of the Temple Recorder should be maintained for back up. These items are incorporated in the bookkeeping system, by the Financial Record Cards for Members, Committees or Departments; Record of Cash Receipts Forms; Receipt Book; Three Part Check Voucher Forms and Two Part Summary and Statistical-Record Forms.

2) At the end of each year, the monthly Records of Cash Receipts forms, and two part monthly Summary and Statistical information forms may be stored in a permanent manner for future reference. Again this information should also be kept on the recorder/temples computer, and backed-up at a different location.

3) A regular sized composition note book for recording in draft form during meetings, the minutes and proceedings. They must be rewritten or typed in good reading form, immediately after the meeting. This first draft of Temple minutes must be read to the Temple at its next meeting for corrections or omission. If approved, they are then typewritten in the MINUTES AND PROCEEDINGS JOURNAL, neatly and legibly. Under no circumstances should an attempt be made to record the minutes of a meeting in the MINUTES AND PROCEEDINGS JOURNAL during the Temple meeting because in many instances there will be corrections and omissions.

4) **WORKING PROCEDURES FOR A GOOD RECORDER:**

1. **Do not try to run the Temple.** The administration and management of the Temple is the duty and responsibility of the Illustrious Potentate.
2. **Be present and on duty one half hour before the scheduled hour for the Temple meeting to start.**

3. **DO NOT LET YOUR WORK TO GET BEHIND.** Finish all the work related to each meeting 3 days thereafter while it is fresh in your mind.
4. **BE OBSERVANT AND WATCHFUL.**
   a) Take a good look at all petitions for initiation, reinstatement or transfer *w* especially check the name, address, donee, and telephone numbers. On petition for reinstatement, check especially the date of suspensions. Petitions must be signed and sealed before sending to the office to prevent the petitions being returned.
   b) COUNT **ALL** MONEY IN PRESENCE OF **THE** ONE PAYING.
   c) DO NOT TRUST YOUR MEMORY-WRITE IT DOWN.
   d) Be vigilant in watching books and equipment. Do not permit them to be lost, stolen or misplaced.
   e) The Recorder should have a computer on hand. Lap top or desk top.

5) **PREPARE AND MAIL ALL IMPERIAL COUNCIL REPORTS PROMPTLY.**

All reports MUST be in the office on the within the time frame (ex. Creations are due in on the office on day 10, day 11 they will be accessed the fine) to prevent a fine of $100.00 for reports, $150.00 for Annual Returns.

a) Temple Election of Officers Report-3 days after election.
b) Creation Reports..... 10 days after initiation.
c) Reinstatement Reports ..... 10 days after Temple approval.
d) Transfer Reports..... Immediately after receipt of clearance.
e) Annual Reports..... January 20 of each year.
f) Death Reports..... Immediately
g) Change of Address.....Immediately
h) Per Capita Taxes-($60.00 per Noble)..... January 20 of each year
i) Creation Taxes-($170.00 each candidate) with Creation Report
j) Reinstatement Taxes-($135.00) each Noble)..... with Report
k) Transfer Tax- ($10 .00 each Noble).....with Transfer Report

6) The Temple Recorder is responsible for all of the work related to his office and that includes the recording of the proceedings and transactions of each meeting, even though there is an assistant Recorder for this purpose. An assistant Recorder is very necessary therefore each Temple Recorder must search diligently to find this individual among the membership of his Temple and recommend his appointment to the Illustrious Potentate.

7) The Assistant Recorder must be required to read the minutes of a previous meeting to the Temple Recorder, for review and approval, several days prior to the regular Temple meeting. NOT JUST A FEW MINUTES OR HOURS BEFORE A TEMPLE MEETING. He is then required to read the same in an understandable reading manner to the Temple at meetings. The final approved and adopted minutes are type-written in the MINUTES AND PROCEEDINGS JOURNAL. The journal should be inspected periodically by the Temple Recorder.

8) The Assistant Recorder may be given the responsibility of mailing notices to the membership. However, the Temple Recorder is the responsible officer for its being done.

9) The Temple Recorder should personally handle all financial transactions.

10) The Temple Recorder is the dues collection agency of the Temple. He must remind the Temple membership in January that their dues have become due and payable.

(a) Each 3 months thereafter, a reminder, in the form of a notice to pay dues, must be sent those who have failed to pay.

(b) Immediately after the November regular meeting of the Temple, each Noble delinquent in the payment of their financial obligation (dues and assessments) to the Temple, must be sent a letter stating the amount owed the Temple and if the same is not paid on or before the date of the regular meeting of the Temple for December, or the Noble appear before the Temple at this meeting to show cause why he should not be suspended, he will be liable for suspension.

(c) A list of such Nobles must be compiled in duplicate form. Those who pay before or during the meeting, their names should be cancelled from the list. Immediately prior to the closing of the Temple meeting, the names of all Nobles delinquent in the payment of the dues or assessments at that time, should be read to the Temple. The Temple may take whatever action it desires, but if such Nobles are not suspended, their name must be placed on the semiannual returns, as being in good and regular standing, which means the Temple will be required to pay the Imperial Council Per Capita Taxes on each one of them by due date.

A Recorder cannot drop any Noble from the roll of active membership. Only the Temple has this authority and it can only be exercised at a regular Temple meeting, after a Noble has been given due and timely notice whereby he may come to the Temple to defend himself. No one can vouch for a delinquent dues paying Noble at the December meeting unless he pays the dues then and there.

11) Do not turn any money over to the Temple Treasurer without obtaining a receipt. Do not be in too big a hurry not to obtain this receipt, as it is the Recorders only protection.

Ronald Dickens
Imperial Recorder