



THE ROSICRUCIAN SUNSHINE CIRCLE

Man, in the early days, was an aqueous animal, living near and depending on brooks, streams, and rivers for his sustenance and mode of transportation. With the advent of a means whereby he might obtain food and protect himself from the rapacious wild life, the need for an abode near running water ceased and, as a consequence, crude living quarters were established on higher ground.

Gradually settlements or tribes came into being and laws were enacted that all might have equal justice. As the tribes grew, it was necessary, for the good of all, that the lame, the blind, the halt and the infirm receive care and attention. Each hunter was required to deliver a part of the spoils of the hunt for their maintenance. Assistance was given them that they might be clothed and sheltered. Thus was the realization of their responsibility for others, born in our ancestors.

Today, there are many institutions and organizations devoted exclusively to the betterment of suffering unfortunates. Means are at hand, through the charitable inclinations of prosperous individuals, to alleviate, at least temporarily, need and illness. A means of livelihood is available, through organized agencies, for the unemployed. Artificial replacements may be had for missing appendages of the body, yet withal, that warmth of personal interest, so necessary for the well-being of one who receives, is missing. "Organized charity," operating as it does, must of necessity limit itself to the immediate material needs of those in distress, else its field of activity would be curtailed and many requests might be left unattended, thus defeating its very purpose.

The immediate need is urgent and imperative for a group in each city, town, and community to supply this missing human sympathy and understanding. There is a "crying need" for a touch of kindness, a friendly smile, a ray of sunshine, and to supply this need has come into being a body of men and women whose object is to voluntarily offer their services to help those in need. They have organized themselves into what is called a "Rosicrucian Sunshine Circle" and through their efforts they endeavor to spread sunshine, figuratively, in the lives of others. These Sunshine Circles are not just another form of "organized charity"--rather they are a form of orderly help and Cosmically directed charity. They function according to Cosmic laws and not according to man-made laws.

It is confusing, because of the many movements and organizations which exist for the purpose of aiding those in distress, for the average individual to know where and how to direct his activities so that he may most advantageously contribute to the help of those less fortunate than himself. This can best be done through the Sunshine Circle. This organization does not propose to supplant or take away support from bonafide charitable organizations. Instead it adds to the work done by other groups and in addition carries on activities that are distinctly different from what is done by other organizations.

The members of a Sunshine Circle are from all walks of life, and are, therefore, capable of extending human sympathy and understanding

in cases of life's problems as faced by other men and women. The chairman of each group is chosen because of his ability, initiative, understanding, and his willingness to give a part of his time and energy to this work.

When carrying on activities of this kind, for the benefit of other people, the means cannot always be measured in terms of money. The Sunshine Circle's primary purpose is not the giving away or the loaning of money, although at times it is necessary to give material things to those in need, but rather the giving of advice, metaphysical treatments for various ailments, practical help and encouragement, are the first considerations of this work.

Then, too, those who are helped are, by means of a practical expedient, taught the law of compensation. To illustrate: A grocer who has been helped in some way by the Sunshine Circle is made to realize that he can compensate for the help he received by giving food to someone the Sunshine Circle may know to be in need. A mechanic who has been helped can compensate by giving service in exchange for what he has received, etc., etc.

The Sunshine Circle is not a propaganda agency for the Rosicrucians. Its primary purpose is service. However, literature, copies of the Rosicrucian Digest and books that are helpful to an individual are presented or loaned, but what is called strictly propaganda work for the organization is not carried on unless the individual definitely asks for information concerning the Rosicrucians.

For years the work of the Rosicrucian Sunshine Circle has been producing marvelous results, and putting into practical demonstration the principles which the Rosicrucians teach by actually influencing the lives of thousands of persons. Furthermore, this work helps the workers equally as much as it does those who are given help. You as a Rosicrucian will understand why this is true. "...you can only receive as you are ready and willing to give."

MEMBERSHIP IN SUNSHINE CIRCLES

If you like to help your fellow man, if you feel the urge to give, that you, too, may receive, then your place is in the Sunshine Circle. Your wife, your husband, the members of your family and your neighbors, who are not Rosicrucians, are also eligible for membership.

Membership in the Sunshine Circle is not strictly limited to AMORC members. Anyone who has a sincere desire to assist in carrying on the work of the Sunshine Circle is entitled to membership, whether he is a Rosicrucian member or not. However, officers of the Sunshine Circle must be members of AMORC, and a part of the general membership must also be composed of AMORC members; in fact, in all Sunshine Circles the majority of members are Rosicrucians. This is necessary in order to carry on certain of the metaphysical phases of the work, which the Sunshine Circle does as a distinctive part of its activities. Nevertheless, wherever Sunshine Circles function, anyone and all those interested in the purposes of its activities may be invited to join and help in any way they can.

SUNSHINE CIRCLE WORK NOT SECRET

The Rosicrucian teachings and principles are not discussed at meetings of the Sunshine Circle, as would be true in the case of a Lodge or Chapter; therefore, there are no secrets in the Sunshine Circle's activities. In other words, the work of the Sunshine Circle is WITH THE NEEDY and, as a consequence, non-AMORC members may affiliate freely, regardless of race, creed, or sex.

Because of this privilege to non-AMORC members, there is the possibility of the Sunshine Circle becoming "organized charity." Therefore, it is necessary for each person, (except ASSOCIATE MEMBERS) whether an AMORC member or not, on joining this group, to sign a statement that he or she will conform to and be worthy of the principles of the Rosicrucian Sunshine Circle in all of his or her actions while acting for and belonging to this organization. (This is accomplished when signing Sunshine Circle membership application.)

HOW TO ORGANIZE A ROSICRUCIAN SUNSHINE CIRCLE

IN CITIES WHERE A LODGE OR CHAPTER EXISTS:

There are two methods whereby local Sunshine Circles may come into being in cities where Lodges and Chapters exist.

The first method:

The Master of the Lodge or Chapter shall appoint an active Rosicrucian member, who is also an active Lodge or Chapter member, to each of the following positions:

Director of local Sunshine Circle.
Secretary-Treasurer of local Sunshine Circle.

The Master shall then complete, sign, and mail Form H to the Secretary-General, Rosicrucian Sunshine Circle, Rosicrucian Park, San Jose, California, indicating those he has appointed to the positions of Director and Secretary-Treasurer.

Immediately after the appointment, the new Secretary-Treasurer shall complete and sign Form A. The form shall then be signed by the Director and immediately mailed to the Secretary-General, Rosicrucian Sunshine Circle, Rosicrucian Park, San Jose, California.

When both Form H and Form A have been received by the Secretary-General, he will send a letter to the local Director authorizing the functioning of the local Sunshine Circle.

(SEE NOTE BELOW)

The second method:

If your Lodge or Chapter has no active Sunshine Circle, call upon your Master, explain to him the activities and purpose of the Sunshine Circle. Also explain the advantages of establishing a Sunshine Circle. Give him a copy of the Rosicrucian Sunshine Circle Booklet and ask him to appoint a Director and Secretary-Treasurer. When these appointments have been made, the actions indicated in the first method should be followed.

NOTE: No Sunshine Circle may function as an authorized Rosicrucian Sunshine Circle until a letter of authorization has been received by your Secretary-Treasurer from the Secretary-General.

As soon as the letter of authorization is received, the local Sunshine Circle will operate in compliance with the Rules and Regulations for all Rosicrucian Sunshine Circles as given in the booklet "Rosicrucian Sunshine Circles."

HOW TO ORGANIZE A ROSICRUCIAN SUNSHINE CIRCLE

IN CITIES WHERE NO LODGE OR CHAPTER EXISTS:

Step 1 - Phone or write your District Commissioner, making an appointment. Then call on him or her at the appointed time. (The District Commissioner's address will be furnished you on application to Grand Lodge.)

- Step 2 - Explain to him or her the activities and purposes of the Sunshine Circle. Explain the advantages to the Order and to the members of establishing a Sunshine Circle.
- Step 3 - Emphasize the fact, and make sure it is clearly understood, that there is no connection whatsoever between the activities of a Sunshine Circle and the administration, ritual, and studies of a Lodge or Chapter--that the Rosicrucian principles and teachings are not discussed at Sunshine Circle meetings.
- Step 4 - Procure from the District Commissioner such names of AMORC members as he or she has available. Then visit each of them. If they are interested in the work of the Sunshine Circle, have them fill out and sign an application blank (Form D).
- Step 5 - Contact your friends and have the District Commissioner contact his or her friends, who are not AMORC members. Explain to them the activities and purposes of the Sunshine Circle and if they are interested, have each fill out and sign an application blank (Form D).

NOTE: If you will advise the Secretary-General at least one month in advance, the date and place of your organization meeting, the Grand Lodge will notify all AMORC members in your vicinity, so that those interested may join your Sunshine Circle.

- Step 6 - You, as temporary chairman, will set a date and name a place for the organization meeting of the Sunshine Circle in your community and you will notify (at least one week before the meeting) all the individuals who have signed application blanks, asking them to attend and bring with them any persons, whether AMORC members or not, who may be interested in the work of the Sunshine Circle.
- Step 7 - When all are assembled at this organization meeting and you (as temporary chairman) have called the meeting to order, your first duty is to appoint a temporary secretary, who will make notes of all that transpires.
- Step 8 - You will next present to the assemblage a general statement of the activities and purposes of the Sunshine Circle. You will emphasize the fact that it is nonsectarian, nonpolitical, that its primary objective is service to all irrespective of their affiliations or connections. You will also state that the principles and teachings of the Rosicrucian Order will not be discussed at Sunshine Circle meetings, that meetings of this body are held only once each month and, therefore, will not interfere with an AMORC member's attendance at Lodge or Chapter and that attendance at Sunshine Circle meetings by non-AMORC members only once each month should not interfere with their activities. (At this point you will read to the assemblage the first part of this brochure, namely, from the beginning to and including "Sunshine

Circle Work Not Secret.") The meeting should then be thrown open for general discussion of the aims and principles of the Sunshine Circle and for questions on points not clearly stated. (One half hour only should be sufficient.)

- Step 9 - You should now call for nominations for the position of Director (this position can be held only by a member of AMORC in good standing), giving sufficient time for all who may desire to do so, to name a person for election to this important office. After ascertaining that all suggested names are in, the nominations shall be closed.
- Step 10- You will now call for the members to vote on the candidate or candidates. (Voting is done by a showing of hands. The temporary Secretary should record the vote for each candidate.) Each candidate's name should be presented individually and a separate vote taken on each. Where there is only one name as candidate for Director, the vote should be considered unanimous.
- Step 11- You should now call for nominations for the position of Secretary-Treasurer (this position can be held only by a member of AMORC in good standing), and the same procedure followed as in Step 9.
- Step 12- You will now call for a vote to elect the Secretary-Treasurer (same procedure as in Step 10.)
- Step 13- You will now announce the names of those elected to the office of Director (the Director shall serve as Chairman at all meetings of the Sunshine Circle) and the office of Secretary-Treasurer and you shall officially install these two officers in their respective positions.
- Step 14- Under the direction of the new Director or Chairman the members will now vote on a date and a place for future meetings. (This date should always be the same for each meeting, that is, one of the following: the first, second, third, fourth Sunday or Monday, or Tuesday, etc., of each month. The meetings should always be held at the same place, if possible, thus avoiding confusion.)
- Step 15- The Director or Chairman shall now appoint the Committee Chairmen and their Committees. (There are four necessary committees, all of which must be appointed at this meeting, namely, Executive, Welfare, Visiting and Shut-In Committees. Other committees can be appointed at once or as the Sunshine Circle grows or to meet specific needs.)
- Step 16- The assemblage should now report any known cases of distress and the Director should assign these cases to the specific committees for action. Ways and means of furthering the work of the Sunshine Circle should also be discussed.

Step 17- At the conclusion of this meeting the proper questionnaire (Form B) should be filled in and forwarded immediately to the Secretary-General, The Rosicrucian Sunshine Circle, Rosicrucian Park, San Jose, California.

NOTE: Until and unless the questionnaire (Form B) is received at the Grand Lodge, your Sunshine Circle cannot operate.

RULES AND REGULATIONS OF THE ROSICRUCIAN SUNSHINE CIRCLE

ARTICLE I

CHAPTER I

- Section 1 - This body of men and women, the incentive for its formation having been created by the Rosicrucian Order, AMORC, of North, Central, and South America, Australasia, and Africa, shall be known as the Rosicrucian Sunshine Circle, or in its abbreviated form as the Sunshine Circle.
- Section 2 - This Sunshine Circle derives its existence and power, to form into bodies and to act, from the Emperor of AMORC. It is not chartered and operates wholly by permission of the Emperor. For the purposes of clarity, it is understood that its supreme authority is the Emperor of AMORC.
- Section 3 - The headquarters of the Sunshine Circle and its supreme authority shall be located at the Grand Lodge of AMORC.
- Section 4 - All members of the Rosicrucian Order, AMORC, shall be eligible for membership in the Sunshine Circle. The Sunshine Circle membership shall also be open to non-AMORC members, regardless of race, creed, or sex.

ARTICLE II

- Section 5 - The object of the Sunshine Circle is to help, aid, and assist such worthy persons as come to its attention, by giving advice, metaphysical help for various ailments, practical help, and encouragement.

ARTICLE III

- Section 6 - It is recognized that the executive powers of the supreme authority of the Sunshine Circle shall include the right to permit the formation of Sunshine Circles, the directing of their activities, and the right to disband any already existing.
- Section 7 - It is further recognized that this supreme authority rests in and remains with the Emperor of AMORC.
- Section 8 - These Sunshine Circles are therefore subordinate to and must obey the proclamations, decrees, edicts, orders,

announcements and instructions issued by the supreme authority.

ARTICLE IV

Section 9 - The judicial powers of the supreme authority as affecting the Sunshine Circle are as follows: Those which include the decision of all controversies between Sunshine Circles and one or more members, or between members of the same Sunshine Circle or between Lodges, Chapters and the Sunshine Circle. These judicial powers shall also be of an appellate nature embracing the revision of all matters and controversies, or of discipline and the investigation of all such matters, along with the exercise of such disciplinary authority and the direction of the procedure of all trials and hearings in regard to charges brought against any Sunshine Circle member or the Sunshine Circle of which the complaining individual may or may not be a member.

ARTICLE V

Section 10- The Emperor of AMORC, or the supreme authority, at his discretion, may delegate certain powers to the Secretary-General of the Sunshine Circle or he may leave to the Secretary-General's consideration, vote or decision, such questions, rules and regulations as he may deem proper and which may be more efficiently expedited in this manner.

ARTICLE VI

CHAPTER II

Local Bodies of the Sunshine Circle

Section 11- New Sunshine Circles may be organized as outlined under the heading "How to Organize a Rosicrucian Sunshine Circle."

Section 12- There is and there can be no connection or competition whatsoever between the activities of the Sunshine Circle and the administration, rituals or studies of a Lodge or Chapter.

Section 13- Rosicrucian principles and teachings and the work of AMORC must not be discussed at meetings of the Sunshine Circle.

Section 14- Meetings of the Sunshine Circle shall be held at least but not oftener than once a month. This meeting shall always be in the same week of the month and on the same day of the week. The order of business must be as follows:

- 1 - Opening
- 2 - Roll call of officers

- 3 - Reading minutes of previous sessions
- 4 - Reading communications
- 5 - Reports of committees
- 6 - Unfinished business
- 7 - New business
- 8 - Suggestions for ways and means of making the Sunshine activities of greater benefit
- 9 - Treasurer's report
- 10 - Closing

Section 14a-Meetings (in addition to Section 14) of the various Sunshine Circle committees may be held whenever there is a need, and should be reported on Form F.

Section 15- IN CITIES WHERE NO LODGE OR CHAPTER EXISTS, the administrative year of a local Sunshine Circle shall end with the 20th day of March of each year.

Section 15a-IN CITIES WHERE A LODGE OR CHAPTER EXISTS, the administrative year shall end on the appointment date of the Director and Secretary-Treasurer, by the Master at his first business meeting.

Section 16- Each Sunshine Circle group shall keep the following books which shall be in the custody of the Secretary-Treasurer who is responsible for them to the local Circle's Director and the Secretary-General.

- 1 - A book of the names, addresses and telephone numbers of its members.
- 2 - A book showing the service calls relayed to the several members and the results of these calls. (In other words, a case history.)
- 3 - Such books as may be necessary to present clearly the receipts, disbursements, and accounts of the Secretary-Treasurer and the general financial and other transactions of the Sunshine Circle.

Section 17- Officers of the Sunshine Circle, and their respective duties, shall be as enumerated herein. They shall assume offices only as herein provided.

IN CITIES WHERE A LODGE OR CHAPTER EXISTS:

Section 17a-At the next business meeting after his installation, the Master shall appoint a Director and a Secretary-Treasurer for the existing Sunshine Circle. After such appointment, he shall immediately complete, sign, and mail FORM H (Rosicrucian Sunshine Circle Appointment Report) to the Secretary-General, Rosicrucian Sunshine Circle, Rosicrucian Park, San Jose, California. If possible this report

should reach the Grand Lodge not later than April 15 of each year.

NOTE: These appoints may be made regardless of whether the appointees are already members of the Sunshine Circle or not.

Section 17b-It is understood that the Master of a Lodge or Chapter, which has an active Sunshine Circle during his term of office is automatically a member of the Sunshine Circle and may take part in all its activities as a member. He shall be exempt from the attendance and service requirements. However, his position as Master of the Lodge or Chapter does not make him an (ex-officio or otherwise) officer of the Sunshine Circle.

Section 17c-It is further understood that the Director and the Secretary-Treasurer appointed by the Master if not members of the Sunshine Circle at the time of their appointment, automatically become active members of that organization immediately upon their appointment. As Director and Secretary-Treasurer, they must comply with and fulfill all the Rules and Regulations for Rosicrucian Sunshine Circles. However, their membership in the Sunshine Circle immediately ceases at the expiration of their term of office, unless they have, previous to the end of their term, read, completely answered, subscribed to and signed FORM D.

IN CITIES WHERE NO LODGE OR CHAPTER EXISTS:

Section 18- The annual election shall be held by each Sunshine Circle at the March meeting.

Section 19- Members may hold the same office for more than one term, provided they receive the nomination and are elected to that office as herein provided.

Section 20- At the February meeting, nominations for elective offices will be made. The Secretary-Treasurer is to read a notice to all assembled members, giving full particulars of the nomination. Each member (except ASSOCIATE MEMBERS) in good standing in the Sunshine Circle may make a nomination for office. (Nominations may be made by any Sunshine Circle member, except ASSOCIATE MEMBERS, whether he is an AMORC member or not.) The nomination must be in open meeting, in the hearing and presence of members and officers assembled. The Secretary will make a record of all such nominations, and shall record them on Form G.

Section 21- The election shall be by a show of hands which must be counted and recorded by the Secretary. The candidate receiving the plurality of votes shall be declared elected. In case there should be but one candidate for any office, the Sunshine Circle members, by motion, may

direct any officer to vote, as the representative of the entire assemblage, for such candidate. In case of tie, the Director shall, in the presence of the assembled members, select by chance.

Section 22- Notices of election are to be sent to the Secretary-General at the Grand Lodge, immediately after the election, using Form G.

Section 23- The elected officers shall be installed immediately following their election at the March meeting.

CHAPTER III

Officers and Their Duties

Section 24- Director: The Director of a Sunshine Circle is appointed by the Master in cities where there is an active Lodge or Chapter. In cities where there is no Lodge or Chapter, the Director is an elective officer. He shall hold office for one year and may be re-appointed or re-elected to succeed himself.

Section 25- The Director shall preside as chairman at all Sunshine Circle meetings and shall be administrative head of it locally.

Section 25a- In the event the Secretary-Treasurer's office becomes vacant for any reason whatsoever before the term of office to which he was appointed or elected is completed, the Director shall temporarily appoint someone to fill the post and immediately send to the Secretary-General at the Grand Lodge the name of one who he feels can successfully fulfill the vacated office for the balance of the administrative year. Upon the receipt of approval from the Secretary-General the newly appointed Secretary-Treasurer shall immediately be installed in office.

Section 26- The Director shall appoint all committees that are required by the provisions of the rules and regulations of the Sunshine Circle and shall assist them in whatever way he feels will aid the performance of their duties.

Section 27- He must be a member of AMORC in good standing, willing and able to give freely of his time and effort, to direct the activities of the Circle and be subject to call day and night.

Section 28- The Director should delegate cases to be considered to the proper individual or committee and be responsible for the general functioning and carrying out of the purposes of the Sunshine Circle.

Section 29- The Director may be of either sex, male or female.

- Section 30- The Secretary-Treasurer: The Secretary-Treasurer is appointed by the Master in cities where there is in active Lodge or Chapter. In cities where no Lodge or Chapter exists, the Secretary-Treasurer is an elective officer. He shall hold office for one year and may be re-appointed or re-elected to succeed himself.
- Section 31- He shall keep correct minutes of all meetings of the Sunshine Circle; he shall keep a record of the names, addresses and telephone numbers of all members and have this record available for use of the Director; he shall keep a record of the members' attendance at meetings; he shall record the service calls relayed to the several members and the results of these calls; attend to all correspondence; formally present all communications received by him to the Sunshine Circle; inform members when they are dropped from membership in the Sunshine Circle for whatever reason; he shall perform all such duties as are inherent and pertain to the duties of his office; he shall on the first of each month send a report (Form F) to the Secretary-General.
- Section 32- He shall make a record of all monies received and deposit same in a bank of known solvency in the name of the "Rosicrucian Sunshine Circle."
- Section 33- The Secretary-Treasurer shall pay all bills against the Sunshine Circle as ordered on vouchers signed by the Director and shall keep a correct account of the amount and purposes of disbursements. He shall, at such times as the Director or Executive Committee or the supreme authority or the representative of the supreme authority may direct or require, present for examination all books, papers, vouchers, etc., that may be necessary for a proper auditing of his accounts.
- Section 34- He shall make no disbursements, except from the bank deposits and by check.
- Section 35- He shall perform such other duties as may be incident to his office or may be required of him by the rules and regulations of the Sunshine Circle.
- Section 35a- If during the administrative year, to which the Secretary-Treasurer is appointed or elected, the position of Director becomes vacant for any reason whatsoever, the Secretary-Treasurer shall immediately assume the office of Director and shall appoint a new Secretary-Treasurer to complete the administrative year. In the event the Secretary-Treasurer does not wish to assume the office of Director, he or she shall then suggest to the Secretary-General at the Grand Lodge, the name of an active Sunshine Circle member who is willing, able, and eligible to fulfill the office of Director for the balance of the administrative year, and such appointment, if found in

order, will be made by the Secretary-General. The Secretary-Treasurer shall, at the Sunshine Circle meeting immediately following the receipt of the approved appointment from the Secretary-General, install the new Director.

Section 36- The Secretary-Treasurer must be a member of AMORC in good standing, willing and able to give freely of his time.

Section 37- He shall at the expiration of his term of office, or when relieved of his duties, deliver all records, files, correspondence, monies, and other property, pertaining to his office to his successor or to a representative of the supreme authority, as the requirements may be.

Section 38- The Secretary-Treasurer may be of either sex, male or female.

CHAPTER IV

Committees

Section 39- Executive Committee (Necessary): On the date of his installation, the Director shall appoint a standing committee to hold office for one administrative year, consist of the Director, Secretary-Treasurer, and Chairman of all other committees. This committee is to function on behalf of the Sunshine Circle in case of an emergency. It may hold special sessions as they are necessitated for the consideration of important cases or other matters. It will audit, in the months of September and March, the Secretary-Treasurer's books, and report their findings to the Sunshine Circle and to the Secretary-General. It shall consider general plans for Sunshine Circle activities (provide for an annual meeting for the election of officers, in cities where there is no Lodge or Chapter), and in every way possible promote the Sunshine Circle's activities. It may meet upon call of the Director or a majority of its members as needed.

Section 40- Welfare Committee (Necessary): On the date of his installation, the Director shall appoint a standing committee to hold office for one administrative year, consisting of as many members as the Director feels are necessary to faithfully perform the work required of them. This committee chairman must be an active member of AMORC. The committee must have at least two or three higher Degree active AMORC members who are on call day and night to do psychic work in the giving of metaphysical treatments. It is their duty to send treatments, and their responsibility never to neglect that duty. This is a Cosmic Call, and the psychic work must not be neglected for any reason. Each member of this committee should have a copy of the booklet The Art of Absent Healing regardless of what Degree he may have reached, in order to be able to follow these instructions in his treatments.

Section 41- Visiting Committee (Necessary): On the date of his installation, the Director shall appoint a standing committee, to hold office for one administrative year, consisting of as many members as the Director feels are necessary to faithfully perform the duties required. This committee shall consist of members of the Sunshine Circle to be carefully selected as to their worthiness and sincerity of purpose. They are to call upon those who may be ill in hospitals or institutions, and to investigate those who ask for help in personal matters.

Section 42- Shut-In Committee (Necessary): On the date of his installation, the Director shall appoint a standing committee, to hold office for one administrative year, consisting of as many members as the Director feels are necessary to faithfully and efficiently perform the work required. The purpose of this committee is to call upon shut-ins, those chronically ill or unable to leave their homes, and attempt to cheer them, provide them with interesting reading material, make them feel happy and as though they were still a part of society and worldly affairs. The particular needs in each case should be carefully considered, and whatever is needed--and the Circle is able to provide--given to assist in making life a little more interesting for these individuals. The name AMORC need not be mentioned to these people, neither should the Sunshine Circle supply them with medical attention or service. The Sunshine Circle is merely to bring these people out of themselves into a better understanding, if able to do so.

Section 43- Last Rites Committee: The Director shall, as the need exists, appoint a standing committee, to hold office for one administrative year, of not more than three members, all of whom must be members of AMORC in good standing and only in such cities and communities where there is no Rosicrucian Lodge or Chapter. This committee may direct a Rosicrucian Last Rites Ceremony where it is desired. A ritual will be provided for this purpose to the Director of the Sunshine Circle or to an AMORC member selected by him, from this committee, to perform the ceremony, when requested. This ritual is never used for nonmembers of AMORC.

NOTE: In cities or communities where a Rosicrucian Lodge or Chapter exists, the Sunshine Circle cannot under any circumstances direct a Rosicrucian Last Rites Ceremony.

Section 44- Clothing Committee: The Director shall, as the need exists, appoint a standing committee, to hold office for one administrative year, of not more than ten nor less than three. The duty of this committee is to supply clothing to those in need.

- Section 45- Nurses' Committee: The Director shall, as the need exists, appoint a standing committee, to hold office for one administrative year, of not more than seven nor less than three. The duty of this committee is to have available nurses on call for special help.
- Section 46- Physicians' Committee: The Director shall, as the need exists, appoint a standing committee, to hold office for one administrative year, of not more than seven or less than three, all of whom must be members of AMORC in good standing. The duty of this committee shall be to provide the names of physicians who are AMORC members or those disposed to help anyone who may be in need of special consideration.
- Section 47- Legal Committee: The Director shall, as the need exists, appoint a standing committee, to hold office for one administrative year, of not more than seven nor less than three members, all of whom are members of AMORC in good standing. The duty of this committee shall be to obtain cooperation and advice of a Rosicrucian member who is an attorney, or of an attorney who is willing to give advice free when necessary and the need warrants this advice.

CHAPTER V

Membership

- Section 48- All members of the Rosicrucian Order, AMORC, shall be eligible for membership in the Sunshine Circle. The Sunshine Circle membership shall also be open to non-AMORC members, regardless of race, creed or sex.
- Section 49- No person (except as indicated in Sections 17b and 17c) shall be considered an active member of any Sunshine Circle group unless they have read, completely answered, subscribed to, and signed FORM D.
- Section 50- Absence from THREE monthly meetings in succession without notification of the Secretary-Treasurer in writing as to cause, or failure to respond THREE times in succession when called upon for service, automatically suspends membership in the Sunshine Circle (except ASSOCIATE MEMBERS). The Secretary-Treasurer shall notify the delinquent member of such suspension.
- Section 51- To re-establish active standing, inactive members must again comply with Section 49, after which they are again subject to all the rules and regulations of the Sunshine Circle.
- Section 51a- A Sunshine Circle membership known as ASSOCIATE MEMBER is open to those who, because of existing conditions, are unable to assume the requirements of ACTIVE MEMBERSHIP. ASSOCIATE MEMBERS may not hold any office; neither can

they serve on any committee. They may attend meetings, but are not eligible to take part in voting on any matters pertaining to Sunshine Circle activities or work. An ASSOCIATE MEMBER is essentially one who assists the Sunshine Circle activities by donations. ASSOCIATE MEMBERS need sign no Sunshine Circle membership application.

CHAPTER VI

General Provisions

Section 52- Should the positions of both the Director and Secretary-Treasurer become vacant at the same time, for any reason whatsoever, the chairman of the Welfare Committee shall (in cities where no Lodge or Chapter exists) temporarily assume the office of Director and shall appoint a temporary Secretary. He shall immediately proceed with the nomination and election of a Director and Secretary-Treasurer. The order of procedure shall be that as given in this brochure beginning with Step No. 9. In cities where there is a Lodge or Chapter, the Master shall make such appointment, and shall notify the Secretary-General of his action on Form H.

Section 53- The term of office of the Director and Secretary-Treasurer elected, or appointed, in compliance with Section 52 shall expire on the following March 20. (It is understood that no special elections or appointments of the type described in Section 52 can be held or made between March 1 and March 30.)

Section 54- Any Sunshine Circle failing to report on Form F, for three consecutive months, is automatically disbanded.

GENERAL PROCEDURE (A résumé)

Membership Records:

The Secretary of the Sunshine Circle should be provided with a suitable record book or card file to keep a record of all its members (both active and ASSOCIATE): their names, addresses, and telephone numbers (this information is secured from the membership application Form D or in the case of Associate membership from the members themselves). This list should be under the supervision of the Director, and whenever it is used by the Director or any committee must be returned to the Secretary. The Secretary should keep in his book or card file a record of each member's attendance at meetings. If any active member misses three consecutive monthly meetings, or fails three times in succession to respond when called, without good and sufficient reason such as an accident, ill-health, or an emergency, his name should be removed from the active membership rolls of the Sunshine Circle. Only those members actually active and participating should be on the membership rolls as active members (except as indicated in Sections 17b and 17c). A member may be changed from active to Associate

classification or vice versa only on written application by the member to the Secretary. In addition, an Associate member may become an active member only by reading, completely answering, subscribing to, and signing Form D.

Financial Responsibility:

The Secretary-Treasurer should keep a record of all financial transaction of the Sunshine Circle, showing receipts and disbursements. There is no charge for any service rendered by the Sunshine Circle. No one rendering such service is to receive remuneration under any circumstances, although small amounts may be provided for expenses when thought advisable by the majority of the Sunshine Circle members. Monies which are received as donations by the Sunshine Circle are to be used for the promotion of its work and payment of meeting-room rent. A donation may be made from time to time to an active Rosicrucian Lodge or Chapter.

Remember, it is not the primary purpose of a Sunshine Circle to provide funds for those who request help in the form of board bills, room rent, or loans. There are other agencies which function for this purpose. Actual gifts or loans of money should be the exception rather than the rule, and should have the approval of the Executive Committee or the entire Sunshine Circle membership. At times the Sunshine Circle may find it necessary to provide groceries in case of dire distress. At such times the recipients should be informed, as pointed out in the first part of these instructions, how they can compensate for this help. Careful investigation must be made of actual money given to individuals, as unfortunately there are professional seekers of charity who hope to live through the good intentions of charity workers.

Bear in mind that the Sunshine Circle is not intended to take the place of the Salvation Army, the Y.M.C.A. or Y.W.C.A., the Catholic Charities, the Community Chest, or any other charitable organizations in your community. Do not let financial matters, except in emergencies, enter into your work, or the Sunshine Circle will lose sight of its purposes and aims.

Reports:

The Secretary of the Sunshine Circle must make a regular monthly report to the Secretary-General on the form provided for that purpose (Form F). It is the duty of the Secretary to become familiar with this form, and to communicate with the Secretary-General in advance of the first report if any questions need to be answered in regard to filling out the form properly. This form should also have attached to it a short summary of the minutes of your meeting. This summary should be condensed, yet complete, and should give a summary of the extent of your activities. Filling out the report form and preparing the summary of the minutes of the meetings should not take more than an hour once a month, and they will make it possible for a permanent record of the Sunshine Circle's activities to be established, and for the officers of the Order to keep in touch with your activities, thus enabling them to offer suggestions and advice whenever necessary. Sunshine Circles must make their reports regularly. They will not be considered as actively

participating in this work or recognized as Sunshine Circles if reports are not received. (In cities where there is a Lodge or Chapter it must be remembered that no official connection exists between those bodies and a Sunshine Circle. Therefore, under no circumstances are the reports made by Chapters and Lodges and by Sunshine Circles to be made together; Sunshine Circle reports are to be kept entirely separate.)

Regular Meetings:

The Sunshine Circle must hold a regular meeting once each month (See Section 14, Rules and Regulations). At these meetings members may make donations if they wish. Donations can be one cent or more, or anything one feels he wishes to give to the work of the Sunshine Circle. Records of donations are kept only of the total amount received at each meeting. No record should be kept of the amount each member contributes.

Meetings can be held in the home of any one of the Sunshine Circle members, or in a moderately priced room of some auditorium or hotel. The funds of the Circle may be used for such expenditures. In cities where there is a Lodge or Chapter, arrangements should be made with the Lodge or Chapter to use its quarters for the monthly meetings and a nominal donation should be made to the Lodge or Chapter for such privilege.

The primary purpose of the regular meeting is to discuss and plan for the activities of the Sunshine Circle, as well as to hear reports of committees. It must be borne in mind by every Sunshine Circle that the meeting is not in any way to be confused with a meeting of a Lodge or Chapter. Principles of the Rosicrucian teachings are not to be discussed, as the Sunshine Circle is not organized for class instruction. Neither is there any ritual to be followed. However, the Director may open the meeting by reading an appropriate selection from such a book as Unto Thee I Grant or Mystics at Prayer. Other activities which will bring interest to the meetings can be considered. For example, the following suggestions will give an idea of the type of activity which can be included in the Sunshine Circle meetings in Procedure No. 8 of Section 14, Rules and Regulations.

A physician may be invited to address the group, or a representative of another local charitable organization may be asked to give a short talk. (However, the Sunshine Circle meetings are not to be used, under any circumstances, as a means of soliciting funds for other groups, regardless of how worthy their purpose may be.) Persons outstanding in welfare work in the community may be invited to speak, or discourses in connection with the type of work to be carried on can be given by the Director from material which he can secure from various sources. Any social activity which the group may agree upon for their own enjoyment and benefit may be a part of the meetings.

Directly after every meeting a time should be set aside for a period of meditation during which members of the Order will unitedly give metaphysical treatments to all cases standing upon the records. The Director of the Sunshine Circle may explain to non-Rosicrucian members that this period is one of silence and meditation to petition help

from the Cosmic for the welfare of those who seek the help of the Sunshine Circle. The method of giving absent treatments and applying Rosicrucian healing principles should not, of course, be discussed with nonmembers of the Order.

(It must be again reiterated that the Sunshine Circle does not function for instruction in Rosicrucian principles or teachings, and particularly in cities where there is no Lodge or Chapter it is not to be considered as taking the place of such a group. Furthermore, it must be remembered that the discussion of the Rosicrucian teachings, as contained in the monographs, would be entirely out of order among those who are not members of AMORC.)

Caring for Cases:

When a call comes for assistance of any kind which the Sunshine Circle can render, the Director, Secretary-Treasurer, or person assigned to receiving calls should delegate a member of the Circle to assist, and send him Form C properly filled out. (Additional copies of this form can be prepared, or they will be supplied at the rate of 50 cents for fifty, as we can prepare large quantities for the use of all Sunshine Circles.) When the member has made a call and investigated the case, he turns in Form C with all of the information about the case, to the Secretary or committee chairman. The form is then filed for future reference. One of the cards like the enclosed, entitled "Cosmic Law Fulfills," is sent to the individual receiving help. The use of this card should be explained to the individual calling upon the one seeking help, and if the case needs more than what one individual can do, it should be brought to the attention of the Director of the Circle.

Case Records:

The individual requesting help should report either to the member of the Sunshine Circle who called upon him or direct to the Secretary. If periodical reports about ten days apart are not made, the case is removed from the active records. Experience has proved that this is necessary, otherwise your files will be filled with cases of which you have no knowledge as to whether they have been helped or still wish help.

Personal Calls:

In the case of all welfare calls the member of the Sunshine Circle who calls upon the patient or applicant should provide this individual with a copy of Liber 777 and ask him to study it and follow the suggestions and principles presented. The applicant should be instructed that he will receive benefit in proportion to his cooperation with those trying to assist him, and that he should attune to each of these periods if possible. Each committee member, and in fact each member of the Sunshine Circle, should also read and study the booklet, Cosmic Guidance, prepared by the Council of Solace. If a copy of this is not available, a request for one should be directed to the Council of Solace in San Jose. Remember that an applicant for help must really desire such help and assistance, and must express that desire before a

member of a committee should render it, or in fact will be able to really assist the individual.

FORMS ENCLOSED

With these instructions you should find enclosed a sample of each of the forms listed below. If you wish to cooperate in the organization of a Sunshine Circle in your locality, request additional quantities of Forms C, D, and F. The report form is prepared by us in quantities sufficient for a few months' use and is available for a remittance of 3 cents to cover cost of mailing. Copies of the "Cosmic Law Fulfills" card can be secured without cost, although if more than twenty-five are requested we appreciate it if the Sunshine Circle will pay postage on them.

- Form A: Questionnaire to be used if a Lodge or Chapter exists in your city.
- Form B: Questionnaire to be used if no Lodge or Chapter exists in your city.
- Form C: Notice to members of Sunshine Circle to assist with case.
- Form D: Application form to be used by those who wish to become active members of your Sunshine Circle.
- Form E: "Cosmic Law Fulfills" card.
- Form F: Monthly report form.
- Form G: Yearly nomination and election report.
- Form H: Appointment report (for use of Lodge or Chapter Masters).