



Ordo Templi Orientis

INTERNATIONAL CAMP, OASIS AND LODGE MASTER'S HANDBOOK

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Ordo Templi Orientis
O. T. O.

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INTERNATIONAL LODGE, OASIS AND CAMP MASTER'S HANDBOOK

I. Introduction

This handbook was written to assist Masters of O.T.O. Camps, Oases and Lodges in dealing with the often daunting task of the administration of their O.T.O. local bodies in accordance with the regulations of International Headquarters. This handbook is for general use; it does not supply information regarding the conduct of initiation rituals or E.G.C. rituals, or regarding issues unique to the administration of Lodges. Questions on the initiation rituals are addressed in the Annotated Ritual Manual available to Chartered Initiators. Questions on the Gnostic Mass and other E.G.C. rituals are addressed in Article IX of the O.T.O. Bylaws and in the E.G.C. Manual. The more complex questions on administering Lodges, as well as any other questions we have not addressed here or in the Annotated Rituals, should be handled by consulting an International Headquarters Officer.

The contents of this handbook are non-confidential, and it may be circulated freely to all O.T.O. members. Any O.T.O. member who so requests must be allowed to view a complete copy of this handbook.

II. Local Bodies

In addition to its Governing and administrative bodies, O.T.O. has three levels of official local initiate bodies ("local bodies"): Camps, Oases, and Lodges. Pursuant to the Constitution of 1913 e.v., O.T.O. members are only to belong to one official body.

To facilitate international communication, the Master of any local body must be able to communicate with the Supreme Council (which consists of the following officers of International Headquarters— the Frater Superior, the Treasurer General and the Secretary General). At this time this means they must be able to speak, read and write English.

No expelled, suspended, or inactive member may be an officer of a local body.

Administering an O.T.O. local body is a privilege and a responsibility, not a right. O.T.O. local body officers may be removed, and O.T.O. local bodies closed, at any time by the Supreme Council, with or without cause.

A. Camps

The most basic level of O.T.O. local body is the Camp. Camps can be as simple as study groups and as complex as Oases. Camps may or may not provide initiation facilities, but usually do not provide initiations above the III^o.

A Camp may be established by a single O.T.O. initiate member in good standing of at least the First Degree. All Camps are encouraged to provide classes and/or publish instructional material, and to offer the Gnostic Mass on a regular basis.

Each Camp must demonstrate valid record keeping of financial transactions and must maintain a valid mailing address.

Applications for Camp charters must be directed to the Secretary General. In countries where a dues concession exists, Applications for Camp Charter can only be sent to International Headquarters by the Frater Superior's Representative for the region.

B. Oases

The next level of complexity up from the Camp is the Oasis. An Oasis is a miniature Lodge in most respects. It provides the essential functions to the membership that are expected of a Lodge: It provides initiations from 0^o to III^o, it should provide instruction in the form of classes and/or written materials, and it should endeavor to celebrate the Gnostic Mass on a regular basis.

Generally, an Oasis is created from an existing Camp, and must be established by at least three initiate members, one of whom must hold a Charter to Initiate issued by the Frater Superior. An Oasis is an initiating body; therefore, it is expected to have all facilities required to perform initiations through the III^o.

An Oasis has the same financial and reporting responsibilities as a Camp. Oases must, in addition, keep accurate records of initiations performed.

Applications for Oasis charters must be directed to the Secretary General. In countries where a dues concession exists, Applications for Oasis Charter can only be sent to International Headquarters by the Frater Superior's Representative for the region.

C. Lodges

The highest level of local body accessible to the public is the Lodge. A Lodge Master must be an Initiate Member of at least the V^o, and must hold a Charter to Initiate. A Lodge must provide initiations for the members it serves through the III^o, and must have all facilities required to perform IV^o and P.I. initiations. A visiting (or resident) Sovereign Grand Inspector General will usually perform IV^o and P.I.; however, Lodges must be able to provide 0^o through III^o initiations without outside assistance.

A Lodge has all the responsibilities of an Oasis. In addition, Lodges may be required to assist the Order in legal matters, must keep complete records beyond the usual requirements of lesser bodies, and are encouraged to produce manuscripts, periodicals, and other publications or creations for the advancement of Thelemic studies. All Lodges are expected to celebrate the Gnostic Mass as often as possible.

Applications for Lodge charter must be directed to the Secretary General. In countries where a dues concession exists, Applications for Lodge Charter can only be sent to International Headquarters by the Frater Superior's Representative for the region.

III. Local Body Reporting Requirements

A. Financial

Local bodies must maintain records of financial transactions, if any, and provide them in quarterly or annual reports (depending on volume) to the Treasurer General. When a local body collects funds from a member for dues, fees, or any other reason, it must provide the member with a receipt and keep a record of the transaction. Funds held by a local body should ordinarily be kept in a separate bank account which is reserved for Order use and contains no private funds. The Master is expected to keep his dues up to date. A local body may be suspended by the Supreme Council or the Treasurer General if its Master falls significantly behind in personal dues payments.

The local body is expected to assist the Treasurer General in canvassing for back dues, and copies of dues bills from International Headquarters are commonly sent to the last point of initiation for this purpose. The Treasurer General can provide dues statements of local group members, all individuals initiated at a particular location, and new applicants on request (allow four weeks for mail, or phone for immediate information). Local bodies are required to provide information on degree dues payments and initiations to the Treasurer General within 30 days of the event or the receipt of the payment. The amount paid must be reported in US\$ equivalent and must be adequately described (who paid for what, when). Information may be provided by electronic mail, so long as the privacy of the individual members is respected.

B. Secretarial

Local bodies must maintain a valid mailing address and keep the Editor of *The Magical Link*, Treasurer General and Secretary General apprised of any changes in address. Failure to maintain a valid mailing address may result in closure of the body. Since O.T.O. local body addresses are semi-public information, it is prudent for local bodies to use a post office box for their official mailing address. Please answer all incoming mail promptly. For Oases and Lodges, a regional O.T.O. mailing list can usually be provided by the Secretary General or Treasurer General on request. Camps need approval from the Supreme Council to obtain a regional mailing list of local O.T.O. members.

C. Administrative

Local bodies must promptly provide any information requested by International Headquarters Officers including the Frater Superior's Representative (if one has been designated for the area).

D. Initiation Related

1. Application forms. There are three types of application forms for use by candidates for the Minerval through P.I. degrees: the "Preliminary Pledge Form and Application for Admission" is to be completed by candidates for Minerval; the "I° Application and Pledge Form" is to be completed by candidates for I°; and the "Application for Advancement" is to be completed by candidates for II°, III°, IV° and P.I. These application forms are not used for the degrees beyond P.I., which are invitational.

Application forms should not be completed by candidates until they have fulfilled all requirements for their advancement, with the exception of the time requirement.

Applications for initiation must be received by the Initiation Secretary at least 40 days prior to the scheduled date of the initiation (with the exception of I° application forms when 0° and I° are taken on the same occasion or within 40 days of each other). If the candidate resides within the boundaries of a Grand Lodge, the application must be sent to the Initiation Secretary of that Grand Lodge.

The local body shall retain copies of all completed application forms submitted, and maintain them with its records. The initiator will be contacted by the Initiation Secretary within the 40 day period only if an application cannot be approved. In hardship cases, the 40 day advance notice requirement may be waived by contacting the Initiation Secretary by telephone or e-mail, but such waivers must be reported in the Green Book initiation report and Initiation Summary (i.e., "late application"). Applications for IV° should include the results of the written portion of the IV° examination and the names of at least two Minerval initiates who were sponsored by the candidate. If the graded examination results cannot be included with the application, they should be forwarded as soon as possible. Application for IV° and P.I. may be made using the same form if the IV° and P.I. initiations are to be conducted on the same occasion or within 40 days of each other.

The local body Master should check to verify that each application form has been fully and correctly completed. Incomplete or improperly completed forms may be returned for completion and/or correction.

Each application form for Minerval through P.I. requires the names and signatures of two sponsors. All sponsors must be active members of good report, and must hold at least the I° and at least the degree to which the candidate is seeking admission. Names of sponsors should be written legibly, and civil names should be used rather than magical names or mottoes. Care should be taken in sponsoring candidates; according to Liber CI, Twelfth House, "it is incumbent upon the honour of every Brother not to abuse [the privileges of membership], and the sponsors of any Brother who does so, as well as he him-

self, will be held strictly to account by the Grand Tribunal.” Before signing on as sponsors to a candidate, prospective sponsors should familiarize themselves with the candidate’s character and background.

Minerval (0°) and I° initiations may be conducted on the same occasion at all Camps, Oases and Lodges. However, you must make it very clear to the Candidate for Minerval that the I° creates a permanent link with the Order, and that there is no stigma attached to remaining a Minerval for as long as it takes to decide whether or not to proceed. Candidates for I° should be encouraged to read the reverse side of the I° Application and Pledge Form. Under no circumstances shall this form be filled out by a Candidate who has not already been initiated into the 0°. If the Candidate thinks he or she might be interested in taking I° on the same occasion as his or her Minerval, he or she should obtain a I° robe, but should wait until after the 0° ceremony to decide whether to complete the I° application and pledge form. I° application and pledge forms filled out in this manner may be sent to the Initiation Secretary after the ceremony along with the Initiation Summary and certificates.

2. Initiation Reports. The following are general instructions for all initiating bodies. Initiation reporting can be confusing in areas which hold the dues concession or if a candidate takes initiation out of his or her country of residence. A separate sheet of the most current instructions for a specific country are available upon request from the Secretary General. If you have any questions regarding any instructions, ASK.

After the initiations have taken place, an Initiation Report must be completed and submitted by the local body. The Report consists of an Initiation Summary for the Initiation Secretary, an Initiation Financial Report (Green Book) for the Treasurer General, and the dues payment. The Initiation Summary contains either a photocopy of the Green Book, or a brief letter report including the names of the officers, names and degrees of the new initiates, any changed addresses, and any unusual circumstances: e.g. candidate taking initiation away from country of residence, Frater Superior’s permission for short time between initiations or waiver of timely application by a Supreme Council officer, any untoward event at the initiation, any need for special privacy for the candidate, etc. The completed Green Book must be mailed to the Treasurer General within 30 days of the ceremony.

In countries with a dues concession, the dues are sent to the national body which holds the concession. In Canada, please pay by Canadian Postal Money Order in \$US. If the candidate travels to another country for initiation, his or her entire dues are sent to the Treasurer General no matter where the initiation is held.

In countries which do not hold the dues concession, a Giro or international money order in \$US (only, no cash, no checks or non-US currency) must be submitted to the Treasurer General. If the laws of the country permit, this payment should be mailed in the same envelope as the Green Book and placed inside the book. If the laws of the country require separate mailing of a money order, please indicate the amount to be expected on a slip of paper inserted in the Green Book. If the amount of currency to be exchanged is small compared

to the exchange fee, the local body may ask the Treasurer General for permission to hold the payment until a later date.

The Master of the Initiating Body has the primary responsibility for the accurate completion and timely submission of Initiation Reports, with the assistance of the Initiator as necessary. Please fill out the Initiation Reports as legibly as possible, and include all requested information. Complete personal mailing addresses, including legal names and postal codes, are required for each initiate. Double check the completed Initiation Report to insure that the date of the initiation, the place of the initiation and the degree initiated are included, along with each initiate's name, address and details of payments in US\$ equivalent. Dates should be written in the form in use in the country of the event, not routinely in the American standard of MM/DD/YY.

Note: If the candidate takes initiation outside of his or her country of residence, the country of residence **MUST** be noted in bold letters at the top of his or her page of the Green Book.

The local body shall retain copies of all completed Initiation Reports submitted, and maintain them with its records. Initiation Reports should never be filled out before the ceremony has taken place, but a scribe may be delegated to perform this duty during or immediately following the initiation of each candidate.

If report of initiations is delayed beyond 60 days after the event, the initiating body may be suspended by any of the three principal Supreme Council Officers. In extreme cases, the initiation may have to be repeated by the candidate(s), the official body may be closed and/or the initiation charter revoked.

3. Certificates. Standard initiation certificate copy masters are available from the Quartermasters. Local Bodies may design their own initiation certificates, but the design must be approved by the Frater Superior prior to use. The old certificate designs with hand calligraphy are now discontinued and are not to be used.

The completed certificates are to be sent to the Initiation Secretary after the initiations, along with the Initiation Summary. Signed and sealed certificates for 0° through III° will generally be returned to the specified local body, which is then responsible for the safe and prompt distribution of the certificates to the initiates. If an initiate does not live near the local body, and the local body will be unable to deliver the certificate to the initiate, the initiate's personal mailing address should be written lightly in pencil on the back of the certificate, and a special note should be made in the letter report to the Initiation Secretary. The legal name of the initiate must appear on the certificate, as we do not keep track of magical names of all the members.

Certificates which are lost or which contain mistakes should be remade, signed by the original Initiator, and resubmitted as soon as possible to the Initiation Secretary. If necessary, the Initiator may contact the Treasurer General, Secretary General, or Initiation Secretary to obtain the pertinent data. If the original Initiator is no longer available, the Initiation Secretary will prepare and sign a replacement certificate as his/her schedule permits.

4. General Requirements for Initiators. All O.T.O. initiations must be performed under the purview of a chartered local body of O.T.O., with the express

sanction of the local body Master. Minerval through K.E.W. initiations must be performed under the purview of an O.T.O. Camp, Oasis or Lodge; but IV^o, P.I. and K.E.W. initiations should ideally be performed under the purview of a Lodge. In cases where an initiation cannot be performed under the purview of a chartered local body, it may be performed under the auspices of International Headquarters with the express advance permission of, and under the supervision of, any Supreme Council Officer.

Petitions for Charters to Initiate to the Minerval through III^o are made to the Frater Superior's Representative (if one has been designated for the area). The Representative evaluates such applications and, based upon the experience of the petitioner and the local needs, makes recommendations to the Frater Superior, who has the sole power to issue Initiation Charters. The Representative shall send a copy of the petition to the Secretary General.

Initiators who travel to locations where there is an existing local body shall obtain the sanction of the local body Master prior to conducting any initiations in the area. Initiators who travel outside their area to perform initiations, or who initiate O.T.O. members who live outside their area, should first obtain clearance from International Headquarters.

5. Requirements for Candidates. "Every man and woman that is of full age, free, and of good report, has an indefeasible right to the III^o"—Liber LII.

Currently, "full age" is interpreted as the legal age of majority both for the country of initiation and the country of residence, "free" is interpreted as "not incarcerated or incapable of taking and keeping a binding oath to the Order," and "of good report" is interpreted as "not on bad report, suspended or expelled" (Note: Bad Report status may be imposed by International Headquarters if the candidate has been convicted of a serious crime.) This general right of access is to the entire Man of Earth Triad, Minerval through P.I., and invitation is not required for these degrees.

Usually, initiates must spend a minimum of nine months within the I^o before proceeding to the II^o, a minimum of one year within the II^o before proceeding to the III^o, and a minimum of one year within the III^o before proceeding to the IV^o. The IV^o and P.I. initiations may be taken on the same occasion. There is no stigma attached to remaining in a degree for as long as it takes to decide whether or not to proceed. Beyond the P.I., all initiations are by invitation only.

Minimum time requirements within the degrees may only be waived by the direct order of the Frater Superior, which can be requested by contacting the Initiation Secretary or Secretary General. Waivers of standard time requirements by the Frater Superior must be noted in the Green Book.

The Master of the Initiating Body has the responsibility to verify the dues status of the candidates initiated under his or her purview. Financial bad report results in a hold on advancement to the next degree. If local records are inadequate, a letter of request for dues statements 40 or more days in advance of the planned initiation, or a phone call to the Treasurer General, will usually yield the desired information—email inquiries will typically be answered within 24 hours. Back dues must be paid before initiation takes place, prorated to the month of the scheduled initiation. Chronic failure to collect back dues may result in clos-

ing the local initiating body responsible and/or revocation of the Initiating charter of the Initiator.

In the case of travelling members taking initiation outside their home area, the Master of the Initiating Body has the responsibility, when possible, to contact the local body or bodies where the candidate's previous initiations were taken to verify the good report of the candidate. Also, the Master of the Initiating Body should obtain clearance from International Headquarters (or the Candidate's Grand Lodge) prior to performing such initiations. The Initiator has the responsibility to assist the local body Master in performing the above duties, if necessary, but the local body is ultimately responsible.

There are certain specific requirements for advancement to particular degrees. A particular task specified in the II° ritual must be accomplished prior to advancement to the III°. This task is to be accomplished in accordance with each individual candidate's interpretation of the task, without aid, instruction or interpretation from the Initiator or local body Master. The candidate's word that this task has been successfully completed is to be considered as adequate, and further evidence is not required. Prior to advancement to the IV°, a candidate must have sponsored two persons to the Minerval degree who were subsequently initiated to the Minerval degree. Also, the candidate must take the examination issued by International Headquarters, and must pass the portion on the secrets of the preceding degrees. This portion may be taken several times on a single occasion, if necessary. The other, written portion is to be graded and attached to the application form, and the score reported to the candidate; but a low score is not grounds for denying or postponing initiation. Both parts of the IV° examination may be taken any time after the candidate has taken the III°. Outside of these requirements, minimum time requirements, and questions of dues status and good report, an Initiator may not impose additional requirements for advancement on any candidate, such as tasks or examinations.

Whenever an individual is refused initiation on any grounds, the local body Master must make a written report to the Supreme Council on the refusal and the reasons within 30 days. Individual candidates have the right to appeal directly to the Supreme Council.

E. Local Body Reports for *The Magical Link*

Reports of local body activities and similar news may be submitted to the Editor of *The Magical Link* for publication. Such reporting is optional, but highly recommended.

IV. Dues, Fees and Donations

A. General

O.T.O. operates primarily on dues and fees collected from the membership. Members are charged with the obligation of supporting the Order to the fullest extent of their financial means. Annual dues are established by the Order as a minimum contribution. Fees are set for each initiation to help defray the costs of

the initiation itself. The annual dues, or a pre-arranged portion thereof, are sent to the Treasurer General for the general operating fund of the Order. Initiation Fees and local fees remain with the local bodies.

B. Dues Concession

If O.T.O. is recognized as a legal entity within a given country (all paperwork subject to prior approval by the Supreme Council), the Frater Superior's Representative is eligible to apply to the Supreme Council for a Dues Concession. This means that half of the dues per member are sent to the Treasurer General for all degrees below VIIIth Degree, (both for initiation and annual renewal) if payment is made through a legally recognized local body. Members holding VIIth or higher degrees must pay the full amount of their annual and initiation dues to the International O.T.O. (via the Treasurer General) The remainder of the dues are to remain with the treasury of the legal entity (or local body) for the Order's use in that Country. This is not the same as the fees which remain with the initiating body. Note that the full amount of dues must be collected under this concession. Failure to do so will result in the revocation of the concession.

That portion of the dues which remains with the local O.T.O. shall not be provided to the individual O.T.O. groups in the area for their direct use. The dues concession is intended to fund a national O.T.O. central operation, including financial reserves for legal expenses, publication and various needs of O.T.O. in the area. After national needs are met, including a substantial reserve for contingencies, grants from this common fund for particular local group O.T.O. projects may be considered. Such project grants shall not include regular local operating expenses, but one-of-a-kind needs and improvements. However, O.T.O. business related phone expenses by local body officers may be paid out of this fund, subject to the decision of the national O.T.O. legal entity holding the right of the dues concession. Expenses for traveling initiators and other national O.T.O. officer expenses may be met from this fund, but travel expenses should be at least partly funded by the local groups themselves.

The local body holding the dues concession will establish a payment schedule with the Treasurer General, and pay the International Headquarters' portion of the dues according to that schedule.

C. Dues and Fees Indexing by Country using World Bank PPP Percentages

Effective June 1, 1998 e.v., the International Headquarters, acting on direction from the Areopagus, began using World Bank personal purchasing power (PPP) and cost of living indexing, reported as a percentage of the US dollar, to offset dues in countries around the world. This will not result in any change in the United States, as the cost of living index in the USA is the 100% benchmark against which other countries are calculated. The intent of this policy is to make membership in the OTO at all degrees equally affordable in all countries.

This policy only affects members in countries other than the USA, although it does involve a change in dues collection procedure in instances where visitors from other countries take initiation in a country with a different index, including the USA.

This new indexing only applies to payments by individual members for Initiation fees, Initiate dues, and back dues balances. Members outside the US with existing US dollar credits with International Headquarters will be given the maximum benefit of their existing credits. Associate Membership remains \$10 worldwide.

An example of this new policy: 3rd degree dues are US\$108. For residents of Canada, Oceania and most of western Europe, dues and fees are currently indexed at 75%. Thus, for residents of these countries, 3rd degree dues are US\$81 instead of US\$108. Initiation fees are adjusted on the same scale. Please note that members taking initiation outside their home country would pay according to their national rate, regardless of the place of initiation, which might have a different scale and resulting rate. The deciding factor for the scale that would apply to a travelling member would be their home country.

This indexing policy was made effective June 1, 1998 E.V. and does not apply to balances owed from earlier transactions to IHQ OTO by the national OTO groups and local Camps, Oases or Lodges.

Examples: The country where the member's personal mail is sent is the country whose index is used. Thus Slovenian or Croatian resident members taking initiation in Germany pay based on the 40% index, not on the German 75% index. Serbian resident members pay on the 15% index, regardless of where they receive a particular initiation. Canadian resident members taking initiation during a visit in USA pay the same as though the initiation occurred in Canada, 75% of the base dues (which is the US national rate). US resident members pay the full base rate, since the index is 100% for USA, regardless of where they obtain initiation. If a member resident in another country takes initiation outside their home country, all dues are sent to IHQ, rather than to the national treasury in countries where one exists.

In keeping with our long-established policy of leaving a fair share of dues income in initiating countries who meet IHQ requirements for legal registration and financial reporting and have accordingly been granted the "dues concession" discussed in the previous section, 50% of the dues collection at the indexed rate may be retained by such countries. In countries where no dues concession is in effect, all dues go to IHQ OTO.

These are the dues indexes for countries with sizable populations of OTO initiates, effective June 1, 1998 e.v.:

Index %	Countries
100	USA
85	Japan
75	Austria, Australia, Belgium, Canada, Denmark, England, Finland, France, Germany, Iceland, Ireland (N & S), Italy, Netherlands, New Zealand, Norway, Portugal, South Africa, Spain, Sweden
40	Bahrain, Croatia, Poland, Slovenia, South Korea
30	Brazil, Mexico
15	Bulgaria, Columbia, Macedonia, Malaysia, Martinique, Russia, Venezuela, Yugoslavia

Some of these indexes will change in future years (new World Bank data is released every spring). We therefore urge treasury operations in these countries to maintain their records in the unindexed amounts (the USD 100% value) with the index only used to adjust the balance at time of billing or payment.

Note that some longer standing members may have credit balances in their OTO IHQ accounts. The calculations necessary to adjust for changes in dues rate and application of the index can be complicated in such cases. If you have questions about your dues balance, credit, or how adjustments will be applied, please contact the Treasurer General by email.

D. Current Schedule of Dues and Fees

The following complete schedule of current dues and fees is effective September 21, 2000 e.v., and is listed here for all degrees, using the 100% value of the PPP index:

Initiation Rank	Fee	Annual Dues	Dues Pro-ration (per month)
Associate	n/a	\$10	
0°	\$36	\$36	\$3
I°	\$36	\$36	\$3
II°	\$36	\$72	\$6
III°	\$72	\$108	\$9
IV°	\$100	\$144	\$12
P. I.	\$31	n/a	n/a
K.E.W.	\$20	n/a	n/a
V°	\$120	\$180	\$15
K.R.E. (Senate)	\$60	n/a	n/a
VI°	\$120	\$216	\$18
G.I.C. (G.T.)	\$60		
P.R.S.	\$60		
VII° Theoreticus and Sovereign Grand Inspector General	\$60		
VII° Magus of Light and Bishop	\$60	\$252	\$21
VII° Grand Master of Light	\$60		

Initiation Rank	Fee	Annual Dues	Dues Pro-ration (per month)
VIII°	\$210	\$288	\$24
IX°	\$300	\$324	\$27

The above fees for initiations are expected to cover the cost of any disk, aprons, jewels, ribbons, or sashes the candidate is given during the ceremony. Please contact the quartermaster or IHQ for sources and designs.

Above VI°, the annual degree dues may be reduced to US\$150 or 1.5% of taxable income, whichever is greater.

Note: VIIIth through IXth degree dues are to be paid to the International O.T.O.; dues concession does not apply to these highest degrees. Back dues should be calculated to the nearest whole number of months; but, if only one month's back dues would be required, that may be forgiven. Fractional months are not used, with a full month's dues being required on the first day of calendar each month.

Owing to war or unusual national economic hardship, the dues listed in the above table may be subject to negotiation to lower levels or deferred payment in some regions. Any changes in the dues schedule must be made by Supreme Council resolution.

E. Local Dues and Fees

Initiation Fees may be decreased or waived by the initiating body. Additionally, the initiating body itself may, with the permission of the Treasurer General, charge its own additional dues and/or surcharges to help cover its operating costs. These surcharges and local dues should be consistent and reasonable, and should not be imposed on Candidates who come from a long distance. The exception is in the case of extraordinary expenses, such as payment of travel expenses for guest initiators when opening a new degree. In such cases, an additional assessment is warranted. If in doubt, consult the Treasurer General. The Treasurer General has the right to modify or abolish any local dues or surcharges he or she believes to be unwarranted.

Except for dues (including annual dues) and fees reported in the Green Books, no other purely local dues and surcharges are tracked in the accounting records of International Headquarters. Local bodies are required to maintain good records of all financial transactions, including amount, name, date and nature. These records must be reported to the Treasurer General annually, quarterly or on demand.

F. Payment of Dues

Dues are payable for each new initiation at the point of initiation, after approval of the application but before commencement of the initiation ceremony. Any outstanding dues balances should be paid at the same time. After the initiation has taken place, dues are payable each year by the anniversary of the date of the initiation, until the next initiation has been taken. In a country

which has the dues concession, dues are paid to the national body which holds the concession. In other countries, dues are paid directly to the Treasurer General by international money order or Giro in US funds.

If, for any reason, an initiation is canceled; or if a candidate declines to complete an initiation ceremony which has begun, the dues (but not necessarily the fees) are refunded to the candidate. Questions should be referred to the Treasurer General.

Dues for initiations should only be sent to the Treasurer General (or the national body which holds the dues concession) after the initiation, and must be sent within 30 days of the initiation unless prior arrangements have been made with the Treasurer General.

Failure of Minervals and Associates to remain dues-current results in expiration of membership (sometimes referred to as "demit"). Failure of initiate members of I^o and higher to remain dues-current results in a change of membership status from active to inactive. However, such demit or inactive status is not automatic for Minervals and other initiates. An attempt to bill the lapsed member must be made, with reasonable time for the member to respond. Thus, if a Minerval is not billed for three years, that individual remains a Minerval member with back dues accruing until such time as the member is billed and formally demitted. After demit or inactive determination, such accrued back dues are no longer payable; but if the member desires to continue in membership without demit or formal inactive time, the accrued back dues will be required.

Expired (demitted) Minervals owe no reentry fee on returning through I^o initiation. If a remaining balance from the first Minerval year or any transaction balance other than dues renewal exists, it must be paid before the I^o initiation. Initiators are expected to call attention to reentering Minervals to facilitate the work of International Headquarter's recording officers.

Resigned, Suspended or Expelled members can only be readmitted through resolution of the S.C., and no reentry fee is required. Inactive members are readmitted through payment of either twice the dues at the reentry degree level, or one year's dues at the inactive degree plus dues and fees for the next degree if initiation is taken as a part of return to membership. Inactive members must also pay any residual balance owing in their accounts, other than unpaid renewals in the last active degree.

In cases of returning members, the reentry fee is assessed at the dues rate in effect at the time of return.

G. Payment of Fees

Fees are payable at the point of initiation upon applying for a new initiation. If an initiation is canceled due to failure of the candidate to show up for the initiation, or if a candidate declines to complete an initiation ceremony which has begun, the local body is permitted to retain any authorized fees collected in advance. If an initiation is canceled for any reason other than the above, the Treasurer General must be consulted as to the disposition of any fees collected in advance.

H. Donations

Members are always welcome to make whatever additional contributions and donations they may wish. Dues, fees and donations to the Order may be tax deductible, subject to the corporation status (if any) and any limitations and restrictions set forth in the relevant government's income tax laws.

Donations to LOCAL O.T.O. operations may not be tax deductible, unless they are reported to the Treasurer General and the Frater Superior's representative (if one has been designated for the area) and otherwise conform with governmental regulations. Such donations must be irrevocable, must be for the non-profit purpose of O.T.O., must not be used for loans, must not be used to influence legislation or election and must not accrue to the benefit of any individual. The Treasurer General will respond by letter and receipt to the donor.

Donations of office equipment to local bodies or books donated to O.T.O. libraries require that the local body issue an itemized receipt. The archival name or stamp must be placed in the books. Such donations are irrevocable and any attempt to effect the return of the donated material will be grounds for bad report.

I. Expenses

International Headquarters Officers (including the Frater Superior's Representatives) and subordinate Officers (not including local body Masters in an area under dues concession) may apply their official O.T.O. business phone bills toward dues. Receipts must be submitted to the Treasurer General for credit, along with a cover page giving total amount in equivalent US dollars and instructions for credit. Local body Masters may apply official O.T.O. business phone bills toward dues in this fashion if they are not under a local dues concession. Exception: such phone expenses accrued before June 30th, 1995 e.v. may be applied toward dues even if the country is under local dues concession. After June 30th, 1995 e.v., local O.T.O. business phone expenses for countries under dues concession may be met at the discretion of the national body holding the concession, but not by International Headquarters.

International Headquarters Officers, including subordinates and members assisting temporarily in International Headquarters' business, may apply for dues credit or reimbursement of expenses made for International Headquarters' business. International Headquarters will always accede to a request to apply such expenses to dues, but may of financial necessity decline to reimburse in funds, assigning to current or future dues instead. Receipts are required. Advance approval by the Treasurer General is also required.

Purely local expenses other than O.T.O. business telephone are never assignable to International Headquarters, but they may be reported as donations via International Headquarters for the benefit of local O.T.O. Such reporting must take the form noted in section E (above) for local donations. Travel and hospitality, including room rental, are purely local expenses unless special International Headquarters meetings or special International Headquarters initiations are involved. Initiation equipment is a local expense, except for International Headquarters permanent operations and some new openings of degrees. Treasurer General advance determination is required in all instances

of International Headquarters expense allotment. Receipts are required. Travel and reasonable expenses for postage, phone and office supplies are assignable to dues or directly reimbursable for the Frater Superior's Representative acting on International Headquarters business. In all other cases (such as for local body Masters), contact the Treasurer General for a determination.

International Headquarters Officers and subordinate International Headquarters Officers (including Frater Superior's Representatives), may, with the informed consent of the Treasurer General, transfer dues credit as dues to meet obligations of other members or to provide routine initiation dues transfers to International Headquarters. Transfer of dues between individual members other than officers is subject to permission or denial by the Treasurer General.

Dues balances of deceased, suspended, expelled or resigned members are not usually refundable. Such dues balances may be transferred if the Treasurer General agrees and no claim of tax deduction has been made.

J. Fund Raising

Historically, local bodies have raised funds by publishing, seminars, guest lectures, book sales, tape sales, t-shirt sales, group garage sales, theatrical productions and many other activities. International Headquarters does not consider it appropriate to offer magical or spiritual services for monetary gain. An official fund raising activity should have a stated purpose, and all profits from the activity must be used for that purpose. In areas with a national or provincial tax exemption, activities which involve contributions which are to be tax deductible must be approved by the Frater Superior's Representative and the Treasurer General in advance and reported in full detail.

V. Miscellaneous Policy Matters

A. Publishing

1. General. If your local body is interested in publishing, it may publish its own material or Order archival material. Contact International Headquarters if you are interested in publishing a piece of Crowley's work or other Archival material. Material published by O.T.O. bodies, or any material by Aleister Crowley, regardless of the publisher, must have the following notice either on the cover or the first page after the cover:

Copyright [year] Ordo Templi Orientis

or

©[year] Ordo Templi Orientis

If there is original material in the publication, the line "and the individual authors" may be inserted after "Ordo Templi Orientis" in the above notice. It is appropriate to include the International Headquarters address somewhere in all local O.T.O. publications which are expected to reach the general public:

Ordo Templi Orientis
International Headquarters
Postfach 33 20 12
D-14180 Berlin, GERMANY

2. International Headquarters Approval. All publications must be approved in advance by International Headquarters, except for those appearing only in official O.T.O. newsletters and journals. Crowley and other O.T.O. copyright texts made available on Internet FTP, WWW or on other BBS and commercial modem access sites must be cleared with an International Headquarters officer. Sales of texts on magnetic or optical media are considered to be publications in the above sense.

3. Publishing Contracts. Commercial publication by established publishers requires a contract. Such a contract is to be negotiated with the publisher by International Headquarters. International Headquarters will make its best efforts to ensure that translators are paid for their work if they obtain the prior consent of the Treasurer General.

Small press editions (less than 200 copies, no reprints) commonly do not require a contract; only O.T.O. copyright notice and inclusion of the O.T.O. International Headquarters mailing address. However, such editions should be cleared in advance with International Headquarters. Some titles are reserved under standing contracts with commercial publishers, and other titles (chiefly initiation rituals and degree or grade related instructional papers) are not intended for public sales.

4. Literary Agent. In Germany and Switzerland, the Aleister Crowley Estate is represented by a literary agent. If you have a publication proposal in one of these countries, contact International Headquarters. International Headquarters will put the literary agent in contact with a publisher to negotiate a contract. Please note that these business relationships change from year to year, and the list of countries given above is subject to change.

5. Editorial Standards. ALL major works must be pre-approved by International Headquarters before any publishing arrangements may be finalized. This is necessary to ensure that O.T.O. editorial quality standards are maintained. Translators should submit their proposal for publication to International Headquarters, and should include their telephone number with their proposal. International Headquarters will check the translation and negotiate a publication contract.

Sometimes, the best source typescript for a book has not been published; i.e. the published edition is defective. International Headquarters would be happy to provide a qualified translator with a superior typescript.

Translators should be careful not to use the work of other editors, such as Marcelo Motta, Kenneth Grant, John Symonds, Francis King, Stephen Skinner, Israel Regardie, etc. Such usage may be in violation of international copyright laws, and may jeopardize International Headquarters' legal standing. In particular, edits, notes (including footnotes), art, diagrams and introductory material may be present in some editions and under the copyright of the editors, not the O.T.O.

International Headquarters editorial guidelines discourage the addition of commentaries to Crowley's works in translation. Translator's notes intended to clarify or to provide alternative translations are acceptable.

Translators should take care to observe scholarly standards for bibliographic citation of works in other languages. For example, titles of cited publications should be listed in their original language. If an edition exists in the language of the translation as well, that title may be added to the citation.

Translators are urged to join, and coordinate their activities with, the Translators' Guild of O.T.O.

6. Distribution. A total of four copies of all finished publications must be sent to International Headquarters, as follows: two copies must be sent to the O.T.O. International Archives (c/o the Secretary General in Berlin); one copy must be sent to the O.T.O. Secretarial Office in Berlin, Germany; and one copy must be sent to the O.T.O. Treasury in Fairfax, California.

7. Royalty Sharing. In countries where O.T.O. is legally registered, arrangements can be made for the sharing of royalty income for non-English editions. This will become increasingly likely after International Headquarters has recovered from the legal costs of establishing international copyright.

B. Advertising

All international advertising shall originate from International Headquarters only. Local advertising of events such as lectures or classes, etc. may be done by Local Bodies. It is strongly suggested that the Master of the local body contact an International Headquarters Officer for comments prior to placing any print ad.

C. Trademarks

The O.T.O. Lamens, the name "Ordo Templi Orientis" and the letters "O.T.O." are registered trademarks of Ordo Templi Orientis.

D. Letterhead

O.T.O. letterhead is to be used only by O.T.O. officers for official O.T.O. business. You may only use it for official business of your recognized O.T.O. group, not for private correspondence. The O.T.O. letterhead must not be altered to include other, non-O.T.O. groups or organizations. Officers must keep a file copy of any letters sent on O.T.O. letterhead, and files of such letters are O.T.O. property.

E. Bylaws

A copy of the O.T.O. corporate Bylaws may be viewed at any Lodge. Camp and Oasis Masters may also obtain copies by writing to the Quartermaster. At their option, local bodies may draft their own Bylaws for the approval of the Frater Superior's Representative for their Country and the Supreme Council. Such bylaws are not effective without written approval from the Frater Superior's Representative and the Supreme Council. Sample Camp, Oasis and Lodge Bylaws are available from the Quartermaster.

F. Firearms

Firearms are prohibited at O.T.O. functions and events unless carried by a licensed security guard in the performance of his or her duty.

G. Drugs

Confirmed sales or solicitation for sales of illegal substances at a place and time (including time to arrive and depart on the occasion of a meeting) of O.T.O. is grounds for expulsion; and, in the event of complicity by officers of the O.T.O. body, automatically closes the body. In addition, sales of illicit substances or solicitation for sales at a place used solely by O.T.O., regardless of the time of meetings, or by any person so acting as to convey either expressly or otherwise the impression that such sales or solicitation for sales is in any way a part of official O.T.O. activity, shall also fall under the strictures and remedies of expulsion and closure as may be appropriate to the actual status of the person or officer of the official body involved. No illegal drugs are permitted at any O.T.O. events or locations.

H. General Conduct

Here are a few helpful hints toward keeping your local body open and functioning:

- Read this document at least once every year.
- Don't modify the initiation rituals; perform them in accordance with the annotated ritual manual issued by the Frater Superior. In special cases, such as for candidates with disabilities, certain modifications to the rituals may be made, but only with the specific permission of the Frater Superior.
- Don't perform the initiation rituals or appear in O.T.O. temple regalia in public.
- Don't participate in magical wars.
- Don't give credence to magical attacks.
- Don't intervene in domestic disputes.
- Don't interfere in the private lives of O.T.O. members unduly, unless asked to arbitrate a non-marital dispute by both parties.
- Don't permit any violence or abuse of property.
- Don't attack or slander other organizations, but do defend O.T.O.'s reputation.
- Don't make media statements without International Headquarters approval, and
- Don't sacrifice animals or perform any other actions or practices which might adversely affect the Order's reputation or legal standing, including public performance of the Mass of the Phoenix, Liber Jugorum, or explicit sexual acts at official or public-access events.
- Be courteous to your neighbors. Respect their right to peace and quiet during late hours.
- Discourage gossip.
- Tolerate opinions which differ from your own.

- Maintain good relations with other local bodies.
- Maintain the peace of the Temple.
- Make guests feel welcome.
- Answer your mail promptly, including letters from people asking about O.T.O.

I. Bad Report and Complaints

Formal, order-wide bad report of an O.T.O. member can only be declared by Supreme Council resolution. A member on formal bad report may not take an O.T.O. initiation at any location until his or her bad report status is removed. Violation of this rule by misrepresentation to an Initiator or local body Master is grounds for expulsion.

Informal, local bad report may be declared by any local body Master when a member has made him or herself unwelcome through unruly, abusive, or disruptive conduct. A member on local bad report may not attend O.T.O. functions at the location under the local body Master, nor attend any functions on O.T.O. or private property administered by the local body Master; but said member shall not be restricted in any other way. In particular, other O.T.O. members shall not be told to avoid the individual on bad report or punished in any way for associating with him or her. Local bad report can be appealed to the Supreme Council.

The local body Master is responsible for the orderly conduct of the local body's business. Unruly or abusive individuals at events should be counselled to moderate their conduct, and failing success at that, should be asked to leave. Refusal to leave when asked can establish grounds for either local or order-wide bad report, depending on the gravity of the offense and the involvement of International Headquarters. Appeal to Liber OZ does not constitute a defense against a request to leave a sponsored event or official location.

A request to place a member on order-wide bad report (or for any other disciplinary action, or for arbitration of a dispute) must be submitted in the form of a complaint in writing, signed and dated, to the Frater Superior's Representative for the country. All pertinent details, including all names and dates, a clear statement of charges, a statement of requested remedies, if any, and signed and dated testimony of witnesses should be included. When the complaint involves a specific offense against a member by another member, the offended party must submit the complaint. When the complaint involves chronic behavior patterns or a history of problems, the complaint should be submitted by the local body Master. Copies of the complaint should be sent to the Supreme Council and the individual being charged. The individual being charged must be advised of their right to file a defense with the local body, the Frater Superior's Representative, and Supreme Council.

Acts greatly prejudicial to the purposes of the Order, or repeated failure to abide by the rules and regulations of the Order are grounds for suspension or expulsion from membership. Violent behavior, abuse of children, conversion of O.T.O. assets, legal action against O.T.O., and criminal conduct are considered greatly prejudicial to the purposes of the Order. Suspension and expulsion require a resolution by the Supreme Council. The only exception to this rule, is that the Frater Superior's Representative may suspend or expel a member in a

case of extreme emergency. Such action must be defended to International Headquarters within 72 hours, and ratified by Supreme Council resolution in order to be completely formalized.

Anonymous charges against O.T.O. members cannot be accepted and will not be considered. If an offended member feels he or she has a legitimate need for confidentiality due to fear of violent reprisal or blackmail, the local body Master should submit the complaint on behalf of the offended member with a cover letter confirming his or her judgment that the need for confidentiality is legitimate.

Complaints against local body Masters regarding perceptions of improper conduct of local body business, unsafe conditions, or failure to observe stated Order policies may be submitted by any member. Such complaints must be submitted in writing, signed and dated, to the Supreme Council, the Frater Superior's Representative and/or the responsible Sovereign Grand Inspector General for review.

Complaints regarding the technical performance of initiation rituals should be discussed with a Sovereign Grand Inspector General (SGIG) or filed in writing with the Supreme Council. Initiation rituals and the Gnostic Mass in progress should not be interrupted unless for a serious danger to life, health, property or security. It is better to do an initiation ritual over than to disrupt the event on a suspicion of minor error. The presence of a nonmember who is also not a candidate at an initiation requires interruption of the initiation, as soon as detected.

Decisions of the Frater Superior's Representative may be appealed to the Supreme Council. Decisions of the Supreme Council may be appealed to the Areopagus upon obtaining permission to do so from a SGIG or the Frater Superior's Representative.

J. Confidentiality

1. Confidential Membership Information. Membership of any individual in O.T.O. shall not be made known to the public (those who have not signed a Preliminary Pledge Form) except upon the informed consent of the member. The O.T.O. membership and mailing lists are only released to those O.T.O. officers who have a specific need for such information. However, a public claim to or denial of membership by an individual is deemed consent for the O.T.O. to publicly discuss the membership or non-membership of that individual to the same extent as the individual's public claim or denial.

In general, any degree held by a member should only be revealed to other members who hold a degree in the same Triad. P.I.s may reveal their rank to Minervals, and VII°s may reveal their rank to V°s. Knights of the East and West should be known as Princes of Jerusalem except to other Knights of the East and West. A certain amount of degree confidentiality may be forfeited by those who assume leadership positions; for example, most Minervals know that Lodge Masters must be at least V° and that persons acting as Sovereign Grand Inspectors General must be at least VII°.

Note that use of electronic mail to provide information to International Headquarters should be done in such a way that privacy of the members is assured.

An individual member should not be fully identified as to name, degree and address in electronic mail without the permission of that individual member. Electronic mail is not a fully private medium of communication.

2. Confidential Meetings. The proceedings and minutes of the official meetings of all governing bodies of O.T.O. are confidential unless specifically released by the governing body concerned or by the Secretary General.

Performances of O.T.O. initiation rituals are strictly confidential to the initiates of the degree being worked. Only active O.T.O. members on good report who have been duly initiated into a particular degree are entitled to the privilege of attending initiation rituals for that degree. Others shall not attend or be permitted to attend initiations or view ritual scripts or temple arrangements of that degree, and shall not be unnecessarily informed regarding anything pertaining thereto, including the oath.

3. Confidential Documents. O.T.O. considers its initiation rituals and the official instructional documents of its degrees, particularly those of the VII^o, VIII^o, IX^o and X^o, to be confidential to the initiates of the degree in question.

O.T.O. ritual scripts shall be kept in the possession of Chartered Initiators, except that they may be temporarily lent to O.T.O. members holding at least the degree in question for the purposes of study, rehearsal and working of initiations. These are not to be copied.

Any of the pirated published editions of the O.T.O. initiation rituals are to be treated as confidential documents by O.T.O. members, regardless of their accuracy or lack thereof. It is not appropriate for O.T.O. members to sell or distribute copies of such documents without the express permission of International Headquarters. Should an O.T.O. member find a copy for sale to the public, it would be appropriate for the member to purchase it; however, International Headquarters recommends that candidates for initiation into a degree of O.T.O. wait until after they have been initiated into that degree before reading the ritual of that degree.

The official instructional documents of the VII^o, VIII^o, IX^o and X^o are to be treated as strictly confidential to the members of those degrees, even though versions of some of these documents have been published. These documents, even published versions, should not be sold, circulated or distributed by O.T.O. members without the express permission of International Headquarters. If you are unsure whether a document you possess is confidential, write to the Secretary General or Treasurer General for verification.

Should any O.T.O. initiation ritual or confidential O.T.O. document be found posted on an electronic bulletin board system (BBS) or website by an O.T.O. member, the member should request that the website administrator of the BBS remove the document. If necessary, the System Operator should be informed that the document is confidential and its posting constitutes a violation of copyright laws. The member should also report the incident to International Headquarters as soon as possible.

K. Age Requirements

Candidates for Minerval Initiation must have reached the age of legal majority for the country of their residence and the country of their proposed initiation. This is not necessary for Associate Membership, which is available by writing to the Treasurer General and sending \$12.00 US dues per year.

L. Relocation

Official bodies do not automatically change locations when their Master moves. A Master of a Lodge who plans on relocating should recommend a successor to International Headquarters. A Master of a Camp or Oasis with sufficient membership to sustain continued operations may recommend a successor; their successor has the option of reapplying for a change of name.

An Initiator or Master of a local body who relocates to an area where there are existing Local Bodies should contact the Masters of said local bodies and endeavor to establish good fraternal relations with them.

M. Relations With Other Organizations

In general, O.T.O. does not take cognizance of its members' participation in other groups. However, it is inappropriate for O.T.O. members to hold membership in other organizations which: (a) claim authority in O.T.O. or E.G.C.; (b) appropriate the name "Ordo Templi Orientis," the name "Ecclesia Gnostica Catholica," or official O.T.O. rituals, documents and/or trademarks for their own use; (c) actively dispute O.T.O.'s legitimacy or right to exist; or (d) hold policies which would interfere with the conscientious observance of an O.T.O. member's obligations within O.T.O.

O.T.O. members who also hold membership in other organizations should bear it in mind that O.T.O. will not abide other initiatory organizations proselytizing among its ranks. It is not necessary for O.T.O. members to keep their other affiliations secret, but active recruitment within O.T.O. is inappropriate. This is especially important for official O.T.O. representatives such as local body Masters, who have been entrusted with protecting and advancing the interests of O.T.O. Local body Masters or initiators who, in the sole judgement of International Headquarters, have a conflict of interest, shall have their charters revoked.

The following are a few examples of what International Headquarters considers to constitute "active recruitment": proselytizing for other initiatory organizations at O.T.O. events; distributing promotional literature for other initiatory organizations at O.T.O. events; publishing advertisements for other initiatory organizations in O.T.O. newsletters; publishing notices of events of other initiatory organizations in O.T.O. newsletters (unless the event is co-sponsored by O.T.O.); and creating an atmosphere where any O.T.O. member might feel unwelcome or uncomfortable at an O.T.O. event solely because he or she does not hold membership in some other, non-O.T.O., organization as well.

On the other hand, the development of cordial relations, dialogue and fellowship with friendly organizations is encouraged. Thus, occasional mention of public events by non-O.T.O. groups and organizations may be appropriate in

O.T.O. newsletters, so long as the potential problems outlined above are not at issue. When in doubt, leave it out.

N. Translations of Official Documents and Rituals

Official documents include degree papers and instructional material pertaining to the degrees, official rituals include the initiation rituals and Liber XV. All translations of official documents and rituals must be approved by International Headquarters before they may be used. Draft copies shall be submitted to the Secretary General for approval. After approval, one copy must be sent to the Archives and one to the Secretary General. All initiations shall follow the approved, written script without deviation. Except for occasional clarification of specific points, impromptu translations of rituals are inappropriate.

O. Nonconsensual Sexual Conduct

As expressed in Liber CI, the Order exists in part to foster free and joyful relations between its members. However, sexual conduct which is not between fully consenting adults is antithetical to freedom and is not tolerated in O.T.O.

Freedom has no room for coercion, and refusing an unwanted sexual advance is not “un-Thelemic.” No O.T.O. member should ever be forced, pressured, or made to feel obligated to have sexual relations with any other O.T.O. member, for any reason. Camp, Oasis and Lodge Masters, Initiators and other O.T.O. officers, as well as members of higher degrees, should exercise caution to avoid abusing their authority, or perceived authority, in this regard. They shall also endeavor to ensure that candidates in our initiation rituals are not subjected to “groping” or other inappropriate behavior by those present. In particular, the initiatory circumstances of the I° shall always be conducted with suitable dignity and respect for the candidate.

VI. Customs and Conventions

A. Regalia

O.T.O. robes and regalia should conform to standards issued by International Headquarters. Robes and regalia should be worn only for official O.T.O. membership activities or personal workings, and should not be worn in public. Members attending an initiation within the Man of Earth Triad who possess a rank higher than that being worked on the occasion should wear only the “fixed” regalia corresponding to their rank in the Man of Earth Triad while in Temple. The “fixed” regalia includes the I° robe and anything which is intended to be permanently attached to it. Only the Initiating Officer should wear headgear while in Temple, with certain specific exceptions which are explicitly described in the ritual scripts. Regalia should be kept as simple as possible, unnecessary embellishments should be avoided.

B. Forms of Address

Certain forms or styles of address are used in formal correspondence with members of the various degrees of O.T.O. These should be employed when you

(1) are writing to someone whose degree is known to you, or (2) when you are writing to an officer whose office is associated with a particular degree, whether you know the officer's actual degree or not. For instance, if writing to the President of an Electoral College, you would use the form of address for a Senator; if writing to a member of a Grand Tribunal, you would use the form of address for a G.I.C. When in doubt, keep it simple: Dear Brother (Sister).

The official forms of address for formal correspondence are given below:

0° -III°	(Men):	Dear Sir and Brother.
	(Women):	Dear Madam and Sister.
IV°:		Excellent Companion.
K.E.W.	(Men):	Instructed Brother.
	(Women):	Instructed Sister.
V°	(Men):	Very Excellent and Perfect Prince.
	(Women):	Very Excellent and Perfect Princess.
Senate	(Men):	Very Excellent and Perfect Prince, and Reverend Senior.
	(Women):	Very Excellent and Perfect Princess, and Noble Dame of the Red Eagle.
VI°	(Men):	Illustrious Sir Knight.
	(Women):	Illustrious Dame Companion of the Holy Grail.
G.I.C.	(Men):	Illustrious and Just Sir Knight.
	(Women):	Illustrious and Just Dame Knight.
P.R.S.	(Men):	Illustrious, Just and Enlightened Sir Knight.
	(Women):	Illustrious, Just and Enlightened Dame Knight.
VII°	(Men):	Very Illustrious Sir Knight.
	(Women):	Very Illustrious Dame Knight.
Supreme Grand Council:		as VII°, adding "and Most Wise and Excellent Councillor of His Most Sacred Majesty."
VIII°:		Perfectly Illuminated and Very Illustrious Brother [Sister].
IX°:		Thrice Holy, Thrice Illuminated and Thrice Illustrious Brother [Sister].
X°:		Most Holy, Most Illuminated and Most Worshipful Father [Mother]. Other members of X° write "Brother" or "Sister" for "Father" or "Mother." The National Grand Master General is not approachable as such by any person who has not reached the VI°, except by special permission.
Frater Superior (O.H.O.):		Most Holy and Most Beloved Father [Mother] in the Lord. The O.H.O. is not approachable as such by any person who has not reached the VIII°, except by special permission.

For those addresses in which fraternity is not mentioned, the writer may add “and dear Brother [Sister]” or “and very dear Brother [Sister]” as his or her feelings dictate.

The closing (before your signature) should be as follows: Within the V° -X° , sign “In the Bonds of the Order,” with such additional expressions of duty as may be suited to the degree of the writer. For K.E.W. and all lower degrees, use “Yours Fraternally.” Additionally, the signature of members of the Supreme Grand Council and higher degrees is prefixed by the triple cross crosslet, or “eleven-fold cross” (female members of these degrees may use the triple cross with curved crosslets). The signature of members of the VII° is prefixed by the triple cross without crosslets. The Grail Name of members of the VI° is prefixed by the Cross Paltée. Members of the V° sign with the consonants of the name only.

No form of address, no signature, and no closing should be used within the C.P.I. Within that degree, the writer of the letter should be indicated, if doubt exists, by some allusion in the text.

A superscription should be prefixed to the letter in the following terms. For X° : “A Petition to His Most Sacred Majesty the Supreme and Holy King Ruling in the United States of America [or name of other country] that is in the Sanctuary of the Gnosis.” In the case of a Viceroy, the superscription should be “To His Excellency (name of addressee) Viceroy of (Country) that is in the Sanctuary of the Gnosis). For a member of the IX° , “To the Thrice, Holy, Thrice Illuminated and Thrice Illustrious (name) IX° . For a member of the VIII° , “To the Perfectly Illuminated and Very Illustrious (name) VIII° . For a member of the VII° , “To the Very Illustrious Sir Knight (name) VII° ; and so on for the lesser degrees.

It is not strictly necessary for any member below the X° to assume a Magical Title; however, many members prefer to use magical names or mottoes in lieu of their civil names. To avoid confusion, the civil name should always be included in any correspondence addressed to International Headquarters. The Latin “Frater/Soror” is an acceptable alternative to the English “Brother/Sister” when magical names or mottoes are used.

The Latin salutations corresponding to “Dear Brother,” “Dear Sister,” etc. are as follows:

Care Frater	Cara Soror
Cari Fratres	Carae Sorores
Cari Fratres et Sorores	Carae Sorores et Fratres
or	
Cari Fratres Sororesque	Carae Sorores Fratresque

C. Terminology

Much of O.T.O. terminology is inherited from Freemasonry. The term “Grand,” for instance, is equivalent to “National.” “Grand Lodge” refers to a chartered National Section of the Order. “Grand Lodge Headquarters” refers to the central administrative body of a National Section, and is usually synonymous with the Executive Council and its associated officers. The “Grand Secretary General” is the chief secretarial officer for a National Section of O.T.O., and is in charge of all O.T.O. secretarial matters within the jurisdiction of his or her Grand

Lodge. The “Secretary General,” on the other hand, is the chief secretarial officer for O.T.O. International Headquarters, and is in charge of all O.T.O. secretarial matters for international bodies. Local bodies which are not part of a Grand Lodge report to the Secretary General directly; within a Grand Lodge, only the Grand Secretary General reports to the Secretary General directly.

The term “Valley” is used on certificates and elsewhere to refer to the location, whether it is in fact a valley or not, in which a local body has been either permanently or temporarily established, primarily for the purpose of working initiations.

D. The Thelemic Calendar

1. The Dating System. The dating system used in O.T.O. publications and correspondence uses the date Crowley performed the Invocation of Horus, March 20, 1904, as day zero of year zero. Each Thelemic year begins with the Feast for the Supreme Ritual (on March 20) as day zero.

Thelemic chronology is divided into 22-year Cycles or Eras, such that each year may be attributed to a Tarot trump or the corresponding letter of the Hebrew alphabet. The notation for a Thelemic year is customarily written in upper and lower case Roman Numerals, where the upper case Roman Numerals indicate the number of 22-year Eras which have been completed and the lower case Roman Numerals, often written in superscript or subscript, indicate the number of the year within its own 22-year Era. This may be prefixed with “Anno” or “An.”, indicating “year.”

Here is a list of Thelemic years and their corresponding common dates:

Thelemic Year	Common Year (<i>era vulgaris</i>)
IIIxxi	March 20, 1991 - March 19, 1992
IVo	March 20, 1992 - March 19, 1993
IVi	March 20, 1993 - March 19, 1994
IVii	March 20, 1994 - March 19, 1995
IViii	March 20, 1995 - March 19, 1996
IViv	March 20, 1996 - March 19, 1997
IVv	March 20, 1997 - March 19, 1998
IVvi	March 20, 1998 - March 19, 1999
IVvii	March 20, 1999 - March 19, 2000
IVviii	March 20, 2000 - March 19, 2001
IVix	March 20, 2001 - March 19, 2002
IVx	March 20, 2002 - March 19, 2003

Thelemic Year	Common Year (<i>era vulgaris</i>)
IVxi	March 20, 2003 - March 19, 2004
IVxii	March 20, 2004 - March 19, 2005
IVxiii	March 20, 2005 - March 19, 2006
IVxiv	March 20, 2006 - March 19, 2007
IVxv	March 20, 2007 - March 19, 2008
IVxvi	March 20, 2008 - March 19, 2009
IVxvii	March 20, 2009 - March 19, 2010
IVxviii	March 20, 2010 - March 19, 2011
IVxix	March 20, 2011 - March 19, 2012
IVxx	March 20, 2012 - March 19, 2013
IVxxi	March 20, 2013 - March 19, 2014
Vo	March 20, 2014 - March 19, 2015
Vi	March 20, 2015 - March 19, 2016

Using an ephemeris, an astrological calendar or your computer, determine which signs of the Tropical Zodiac the Sun and Moon occupy on the date in question, and include this information as part of the Thelemic date.

In addition, you may specify the day of the week in Latin according to its characteristic planet, as follows:

English Day-name	Latin Equivalent
Sunday	<i>Dies Solis</i> or <i>Dies</i> ☉
Monday	<i>Dies Lunae</i> or <i>Dies</i> ☾
Tuesday	<i>Dies Martis</i> or <i>Dies</i> ♂
Wednesday	<i>Dies Mercurii</i> or <i>Dies</i> ☿
Thursday	<i>Dies Jovis</i> or <i>Dies</i> ♃
Friday	<i>Dies Veneris</i> or <i>Dies</i> ♀
Saturday	<i>Dies Saturnii</i> or <i>Dies</i> ♄

For convenience, the Thelemic date is usually supplemented by the conventional date. The letters “e.v.” (which stand for *era vulgari*, the Latin expression for “common era”) are placed after the conventional date whenever it is written to denote that such a date corresponds to the Old Aeon.

For example, the full Thelemic date for March 20, 2000 would be expressed as follows:

Anno IVviii
Sol in Aries, Luna in Libra
Dies Lunae
March 20, 2000 e.v.

2. The Holidays. The Thelemic holidays are set forth in Liber AL, Chapter II, verses 36-41. The specific dates attributed to them are given in the unabridged commentaries to *The Book of the Law* as paraphrased here:

The Rituals of the Elements and Feasts of the Times are celebrations to be held at the equinoxes and solstices;

The Feast for the First Night of the Prophet and His Bride is to be observed on August 12;

The Feast for Tahuti and the Child of the Prophet is secret;

The Feast for the Three Days of the Writing of *The Book of the Law* is to be observed on April 8, 9 and 10, beginning at noon on each day;

The Feast for the Supreme Ritual (the Invocation of Horus) is to be observed on March 20 and represents the opening of the Thelemic new year;

The Feast for the Equinox of the Gods is celebrated at every equinox;

A Feast for Fire is a celebration of puberty for a boy;

A Feast for Water is a celebration for menarche;

A Feast for Life is a celebration of a birth;

A Feast for Death is a celebration of a death.

Various anniversaries commemorating major events and figures in the history of Thelema and the Order are also celebrated informally by some groups.

VII. Supplies, Equipment and Reference Materials

Application forms, Green Books, blank certificates, letterhead, certain items of initiation paraphernalia, information on how to set up an initiation temple, Initiate Study Guides for Minerval through Knight of the East and West, and a list of business contacts within the Order are available from the O.T.O. Quartermasters.

Reference materials and computer diskettes (DOS 5-1/4" and 3.5") can be obtained for local group libraries from a number of sources. Write to the Treasurer General for a list of computer formatted Crowley material and other texts. Subscribe to the publications of other O.T.O. Groups, or exchange publications. Try the computer bulletin boards and internet web sites operated by O.T.O. members and friends.

VIII. Internet

Internet home pages on the World Wide Web and are subject to the same review controls that are imposed by International Headquarters on publications and public statements. Chartered official bodies, being authorized to represent O.T.O. publicly, may put up their own internet web sites, but their content is sub-

ject to review by International Headquarters, whose central Berlin address must always be posted. National groups with an appointed FSR may also put up a national internet web site, which should carry links to IHQ, other national sites, and all sites within the country chartered by IHQ. Other websites may be chartered by the Frater Superior for special purposes.

IX. Contacts

The addresses below are subject to change. Please check the latest issue of *The Magical Link* for any recent changes. Also, please check the international time differences before attempting any calls. The TG is usually in on weekdays from 9AM to 5PM, Pacific Standard Time (time on the Western Coast of the US, including California). When it is 8AM in Paris and 5PM in Sydney, it is 11PM in California, and the TG will not be amused. The SG is on Central European Time (Greenwich Mean Time minus one hour).

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X. Attachments

Application for Local Body Charter
Initiation Application Forms

XI. Addenda

OTO Security Bulletin: INTERNET and EMAIL SECURITY ISSUES (V. 1.04)

Issued by Order of the OTO IHQ, January 2002 ev
Author: Fr. Aion <aion@snafu.de>, Secretary General

CONTENTS:

1. PGP
2. Firewall
3. Email Software and Freemailers
4. Antivirus Software
5. Egroups
6. Other concerns

To make a long story very short: some OTO members' email has been hacked. If you weren't involved anyway, please rest assured that it could have happend to you as well.

The sad part of the story is: it could have been made much more difficult for the hackers, if not impossible, by applying simple precaution and by applying a few software-based measures. We strongly advise all OTO Officers, but also the general membership, who use the Internet and especially Email for sharing sensitive information about our Order and/or its members to take the following security measures as far as apply:

1. PGP (Pretty Good Privacy).

At IHQ, we quite often receive emails in which address changes or addresses of new members are communicated. An email is like a normal post-card; the information can be read by just anyone on the way to its intended recipient. There are 'sniffers' freely available which intercept emails. Such an interception cannot easily be prevented, but you can render the contents of your emails 'unreadable' by encrypting them.

PGP is the software most commonly used for this purpose and available for all platforms. PGP allows to encryript and decrypt files and text passages as you would have them in your email. Plugins for most email software are included, and it is fairly easy to use.

PGP is available in free and commercial versions (www.pgp.com, www.nai.com, international: www.pgpi.com); usually the freeware version will be absolutely sufficient for our purpose. PGP is secure enough to make it very difficult to crack an encrypted message within any reasonable time (the estimate is a few thousand years on a standard PC).

For version-specific issues, issues related to specific operating systems, and more details on PGP in general, a helpful FAQ on PGP can be found, e.g., here: <http://www.mccune.cc/PGPpage2.htm>

SECURITY DIRECTIVE:

Whenever you send out sensitive information by email (containing members' addresses, phone numbers, initiation data, any other information which is private or confidential), please do encrypt your emails.

If you don't have PGP or if you cannot install it for whatever reason (e.g. when living in a country where the use of PGP is illegal), use regular mail only.

2. Firewalls.

Another threat is that hackers might directly hack into your computer while you are online or that a so-called 'backdoor' virus program gets installed (usually you wouldn't notice that) which allows for a remote control of your system.

If you think your computer is safe, please go here: <http://grc.com/> and choose *Shields up!* This site performs a free scan and shows you which 'ports' are open and unprotected on your computer. Be prepared for a surprise. Especially Windows95 and 98 are known to have lots of doors wide open by default, but other systems have security holes as well (please inform yourself about specific issues).

The growing number of Cable Modem and DSL users who are continuously online, often with a fixed IP address, are also a popular target for hackers and backdoor-virus programmers.

A Firewall or an IDT (Intrusion Detection System) will make your system more secure by providing some protection. It will at least notice hacking attempts and notify you, and it will also notice if a backdoor program tries to 'phone home,' i.e. attempts to send out information or even files from your computer.

A free software which will suffice for the average user is *ZoneAlarm* (<http://www.zonealarm.com/>); often it is combined with *BlackIce*, a personal firewall system (<http://www.networkice.com/>). There are others; if you are interested, it is probably best if you check software test sites or magazines to see which are recommended.

SECURITY DIRECTIVE:

If you have any Order-related sensitive material on your hard disk (membership address and phone no. lists, initiation reports, any other confidential files), you have to consider yourself to be at high risk. Please install and use a firewall (when you upgrade your OS, you may need to upgrade your firewall as well).

3. Email Software and Free Email Service Providers.

MS Outlook and Outlook Express seem to have more 'security holes' than other email software programs. Both are extremely vulnerable to scripted virii which use Outlook's address book to spread themselves out, very often with an infected file attached. Most notorious was the 'I loveYou'-worm plague a while ago.

Most other email software allows for a better and more secure configuration in this respect (e.g. by disallowing active content, scripting, embedded html tags etc).

Regarding email attachments, there is always a very high risk unless you expect the particular attachment from the person.

If an attachment comes in, even from a familiar e-correspondent, do not open it unless it is described reasonably in the accompanying email. If it isn't, better quarantine it until you can send an email asking about it and get an answer.

Do not depend on virus checkers for catching attachment file viruses – they often fail to identify them.

A word on service providers offering free email: Whilst such a service is practical and handy (with web-based, worldwide access), many of the hosting systems are known to be insecure. For instance, a German free email service has recently been hacked as a consequence of which 7,000 accounts were open to the general public for many days.

SECURITY DIRECTIVE:

Please avoid MS Outlook and Outlook Express as long as the vulnerabilities as given above are still there. Please do not use a free email account if you have to send any confidential information.

Quarterly changes of your email password, even if alphanumeric, are strongly recommended.

4. Antivirus Software.

Mosten often you will read: "sorry! But I had received that infected file from a good friend". As far as file exchange on the internet goes, there are no "friends whom you can trust". Mostly your friend was infected without even being aware!

SECURITY DIRECTIVE:

Please install at least one good antivirus software package and use it to scan any file you receive and before you send out any file to others. It is probably best if you check software test sites or magazines to see which software packages are currently recommended. Upgrade the virus signature files regularly.

5. Egroups.

Egroups are an excellent means to exchange information, to build groups with a common interest and so on. However, they have become a popular hacking target as well, and the servers' security standards are not always high enough.

SECURITY DIRECTIVE:

Do not spread, post or store any confidential information on any egroup site. When considering to found a new egroup, you must consider carefully whether confidential content will be shared and whether the security standards offered will suffice to protect such content. If this cannot be guaranteed, it might be better to cancel the project altogether.

6. Other concerns.

General: There are, of course, many more technical details to observe with respect to computer and internet safety which this bulletin does not touch (ActiveX controls, home network issues, operating system specific issues and vulnerabilities etc.). The reader is kindly requested to inform himself about these thoroughly. A good start is Fr. Sabazius' page on Internet Security (Security.htm), posted at <http://groups.yahoo.com/group/oto-helpdesk> (a non-confidential group set up to answer computer-related questions from OTO members).

Passwords: it is not very clever to store your handy "Password Lists" on your hard disk, especially when your email and other log-in information is included.

File Formats: Microsoft Word files can be infected with 'macro virii' which can theoretically access the depth of your system up to the point of erasing files or formatting your hard drive. If you have to send attachments, please use RTF instead as this format is readable on all platforms and does not contain risky scripted items like macros. Please do not create and use zipped or any other files with executable extensions ('self-extracting archives').

Carelessness: If you have security software (or hardware) devices, don't forget to use them. A firewall is no good if the firewall is down while you are online.

Disclaimer

The author is not affiliated with any software producer. The recommendations, if naming specific software packages, were based on maximum compatibility, established 'gold standard,' availability and cost considerations ('freeware').