

Guidance notes for Secretaries, Scribes and Treasurers

Introduction

All Lodges are obliged to adhere to the Constitutions and Government of the Order of Mark Master Masons and the Degree of the Ancient and Honorable Fraternity of Royal Ark Mariner contained in the Year Book published by Mark Grand Lodge and to the Provincial By-Laws contained in this Year Book (see rule 97 in the Mark Grand Lodge Const. & Regs.).

This guidance draws attention to salient items and matters relevant as to how the Province conducts its business.

Distribution routes

Annual returns are co-ordinated by the Provincial Grand Secretary and all communications should be directed to him (see below for more information.)

Audited Lodge Accounts should be sent to the Provincial Grand Treasurer. Steve.fenton@lineone.net

Matters pertaining to this Year Book should be sent to the Year Book Editor. andy@thebullagency.com or ian@ianshepherd.com

All other communication should be to the Provincial Grand Secretary.

Under no circumstances should documentation be sent direct to Mark Grand Lodge.

E-Mail

Electronic communication is preferred.

With the exception of membership forms and revised By-laws all documentation should be scanned and forwarded as an attachment. Please note these should be in PDF format not one of the picture formats such as JPEG.

Information required on a Summons

This is clearly laid out in rule 134 of the Mark Grand Lodge Const. & Regs.
All the information referred to must be shown on the Summons

Clearance Certificate

Rule 134 of the Mark Grand Lodge Const. & Regs. specifies the need for a new member to produce his Craft Grand Lodge certificate and for a joining member to produce a Clearance Certificate.

Dispensations

All requests for Dispensations should be submitted well in advance of the meeting, preferably at least six weeks, and should be sent to the Provincial Grand Secretary with a cheque for the fee payable to GLMMM.

Applications received by Mark Grand Lodge less than three weeks before the date they are required will incur additional cost as nunc pro tunc.

Toast Lists

These are published in this Year Book and on the Provincial website.

Provincial Website

This contains a wealth of information and all members should log in to ensure they have full access.

It is up-dated on a regular basis.

All documentation including membership forms, Grand Lodge Installation Returns, etc. should be downloaded as required from the section headed 'Forms, Downloads and Guidance' under the 'Administration' section.

Summons

A copy of every Lodge summons should be e-mailed to the Provincial Grand Secretary as soon as it is available, preferably not less than three weeks before the meeting.

Record Changes

All changes of information should be sent by e-mail to the Provincial Grand Secretary as soon as they are received by the Lodge Secretary.

The Lodge information contained in this Year Book should be checked by the Lodge Secretary and the Year Book editor notified by e-mail of any errors or omissions and a copy sent to the Provincial Grand Secretary.

Lodge Accounts

One copy of the Lodge Accounts should be sent preferably by e-mail to the Provincial Grand Treasurer as soon as they have been audited and approved by the Lodge.

Annual Returns

The Mark Grand Lodge and Provincial Grand Lodge year ends are 31st August.

As of the beginning of September the returns will be available.

Mark Grand Lodge requires all Secretaries/Scribes to be able to access the internet.

All Secretaries should have received log in details from Mark Grand Lodge and can access their Lodge records on a read only basis on the Keystone Online System at <https://kol.mmh.org.uk>

Access to this information is available at any time but the next Annual Returns will only be available from the start of September.

The information should be carefully checked and any errors or omissions advised to the Provincial Grand Secretary.

He will ensure that they are reflected on the Mark Grand Lodge record and advise the Lodge Secretary when this has taken place.

The Grand Lodge invoice can then be printed and should be sent to the Provincial Grand Secretary with a cheque payable to 'GLMMM'.

Provincial Invoices which include a detailed summary of amounts due and costs incurred, and will be e-mailed to the Lodge Secretary by the Provincial Grand Secretary at the same time and should be returned to him with a cheque payable to 'PGLofMMM of London'.

Note: payment is due as soon as possible and Mark Grand Lodge expects completion by the end of year.

Contact details for everyone referred to above are available elsewhere in this Year Book and on the website.