



## Provincial Grand Lodge of Mark Master Masons of London

### Guidance Notes for Secretaries and Scribes

#### General

All forms, returns and correspondence from any Lodge to Mark Grand Lodge must be sent through the Provincial Grand Secretary, Robert Anderson, 6 Langley Way, West Wickham, Kent BR4 0DP.

**Do not send communications to Mark Masons' Hall, as the Provincial Secretary does not work from there**

#### Summons

One copy of every Summons should be sent to the ProvGSec at least two weeks before the date of each meeting. A further copy should be sent to the APGM representing the Lodge on the Provincial Executive. Where a Lodge has been notified of an Official Visit, additional copies of the Summons should be dispatched in accordance with the separate instructions issued relating to that visit.

#### Information required on a Summons

Rule 107(i) of the Constitutions and Regulations of the Order requires the following information to be shown on a Lodge Summons whenever there is to be a ballot for a candidate for membership:

- Full name
- Date of Birth
- Place or Places of abode
- Name(s) and Number(s) of Craft Lodges
- Names of Proposer and Seconder
- Date of Proposal in open Lodge

These requirements also apply to the Royal Ark Mariner Degree, with the additional stipulation that the name(s) and number(s) of the candidate's Mark and RAM Lodges, if any, shall also be included.

#### Registration forms for new and joining members

##### (Forms 01 and 02).

These should be sent to the Provincial Grand Secretary as soon as possible after the meeting at which the member has been advanced/joined, together with a cheque made out in favour of GLMMM for the appropriate fees. The fees due to the Province will be collected retrospectively by the Provincial Grand Secretary with the annual dues.

The current Schedule of Fees is available on the left hand menu on Keystone Online

The fees are currently as follows –

##### Registration and Certificate on Advancement or Elevation

Mark Grand Lodge	£30.00 inc VAT
Provincial Grand Lodge fee	£2.00

##### Registration of a Joining Brother not previously registered:

Mark Grand Lodge	£30.00 inc VAT
Provincial Grand Lodge	£2.00

##### Registration of a Joining Brother already registered in the books of Mark Grand Lodge & a current member of the Province of London

Mark Grand Lodge	£23.00 inc VAT
Provincial Grand Lodge	£0.00

##### Fees for issue of a duplicate Grand Lodge Certificate:

Mark Grand Lodge	£30.00 inc VAT
Provincial Grand Lodge fee	£2.00

## Dispensations

All requests should be submitted to the ProvGSec, well in advance of the meeting, preferably at least six weeks before. The Dispensation forms are available on the Provincial Website at the following URL :- <http://www.markprovinceoflondon.com/administration/forms-downloads-guidance/> and should be returned to the Provincial Grand Secretary with the correct fee payable to Mark Grand Lodge, which is now: £30.00

When, however, a dispensation has to be sought after the event or less than three weeks before, in order to regularise a situation (nunc pro tunc) the fee is increased to: £58.00

The fees due to the Province, which will be collected retrospectively with the Annual Dues, are:

Dispensation issued by Mark Grand Lodge	£3.00
Dispensation granted by the Province	£3.00
Dispensation granted 'nunc pro tunc' by the Province	£4.00

## Installation and Yearbook Returns

Installation and Yearbook return forms will be sent out by the ProvGSec with the Annual Return Forms, and should be completed immediately after the Installation Meeting and sent to the ProvGSec without delay.

## Annual Returns and Dues payable by each Lodge

The Annual Returns from Mark Grand Lodge are available to view on Keystone Online system at: <https://kol.mmh.org.uk/default.aspx>

Any changes / updates (new members not included, resignations, exclusions, cessations, deaths etc. together with dates) must be communicated to the Provincial Grand Secretary W. Bro Robert Anderson via email sent to the Provincial Secretariat via email at [secretariat@markprovinceoflondon.com](mailto:secretariat@markprovinceoflondon.com) or by post to- Robert Anderson, 6 Langley Way, West Wickham, Kent BR4 0DP. who will update the Grand Lodge system. **This exercise must be completed before the Grand Lodge Invoice is viewed to ensure the correct values have been calculated.**

Provincial Invoices which will include a detailed summation of any amounts due in respect of new registration fees for the previous year, 'Welcome Packs' issued and dispensations obtained, will be emailed by the Provincial Secretariat at the same.

The Provincial Returns are compiled from information recorded at Mark Grand Lodge, and the calculation is based on that information. The return needs to be carefully checked against the Lodge records, and the names of any new members who have not been included inserted in the spaces provided, and appropriate additions made to the total of dues payable.

Annual dues are payable where a brother has been a member for any part of a year.

Mark Grand Lodge	£31.00
Provincial Grand Lodge fee	£3.50 for Mark £2.50 for RAM

## Lodge accounts

One copy of the 'audited' annual accounts of the Lodge should be sent to the Provincial Grand Treasurer [steve@sfenton.co.uk](mailto:steve@sfenton.co.uk) immediately after the meeting at which they have been presented and adopted.

## Toast lists

Current Toast lists for the Mark and RAM following the 2019 Annual General Meeting are available from the Provincial Website at the following URL:- <http://www.markprovinceoflondon.com/administration/forms-downloads-guidance/> and are included in the current Year Book on pages 66 and 120 respectively. Notification of any revisions will be circulated by the ProvGSec as necessary & published on the Provincial Website [www.markprovinceoflondon.com](http://www.markprovinceoflondon.com).