

# Provincial Grand Lodge of Mark Master Masons of Middlesex



## **Guidance Notes for Secretaries and Scribes**

Darrel Palmer  
Provincial Grand Secretary

Dated 1<sup>st</sup> November 2020 Issue 2 v1

## Foreword

As Lodge Secretary, you are the backbone of your Lodge and the point of contact for the Provincial Office. You are responsible for the good management and constitutional running of the Lodge, so you should read all the advice and communications from the Province keeping a file for future reference. Although often demanding and frustrating, the Office is rewarding.

This booklet is for the information of all Lodge Secretaries and Scribes and is intended to be a useful aide-memoir when checking on a particular method or action required, prior to implementing a change of policy within the Lodge. Hopefully it will complement information given in the Book of Constitutions and at training seminars.

It is the Provincial Grand Master's recommendation that Lodges operate a policy that all Lodge appointments should be for a maximum of five years. It is therefore essential that you as Lodge Secretary give adequate training to the Assistant Secretary or another possible replacement.

Build up a happy working relationship with your Lodge Director of Ceremonies by providing him with information that he needs to know, such as advance news of the work to be undertaken and updated Toast lists etc. Your Lodge Treasurer may need your help in relation to members attending meetings and numbers of guests etc. Remember that your Master is only there for a year, so give him the benefit of your experience and help him as much as you can.

Notification of correspondence from Provincial Grand Lodge to your members is an important part of every Secretary's duties. For instance, it is insufficient to say in passing, that it is available on your desk after the meeting; provide them with copies of the information, physically and/or electronically, if necessary précised with the salient points.

Should you be in any doubt regarding the correct course of action to take for any particular problem, then a telephone call or e-mail to the Provincial Grand Secretary could save you considerable time and worry. In all probability, the problem or unusual situation that is presenting itself to you is one that has been previously seen and dealt with by others. Remember that the Provincial Grand Secretary and the Secretariat are always happy to help and support you.

The rules and regulations and general principles outlined in this document apply equally to Mark and Royal Ark Mariner Lodges in the Province of Middlesex and reference to 'Secretary' also refers to 'Scribe'

**All correspondence, forms and returns from any Lodge to Mark Grand Lodge must be sent through the Provincial Grand Secretary.**

The prime objective of the Secretariat is to administer all matters pertaining to the Province in accordance with the requirements and wishes of the Provincial Grand Master and the Constitutions and Regulations of the Grand Lodge of Mark Master Masons.

It is also our objective to **support and assist** all the Lodges within Middlesex to comply with the guidance of the Constitutions and Regulations and conform to the administration requirements of the Grand Lodge of Mark Master Masons. Should a Lodge be considering handing its Warrant back, it is imperative that the VO and the relevant APGM be involved prior to the decision being made.

Darrel Palmer  
Provincial Grand Secretary

# CONTENTS

	PAGE
1. ACCOUNTS	5
2. AGENDA - EXAMPLE - See Annex A	5
3. ANNUAL RETURN - GRAND LODGE	5
4. ANNUAL RETURN - PROVINCIAL GRAND LODGE	5
5. BOOKS - REFERENCE	6
6. BY-LAWS - LODGE	6
7. BY-LAWS - PROVINCIAL	6
8. CANDIDATE(S) - CERTIFICATE	6
9. CANDIDATE(S) - ADVANCEES/EXALTEES	6
10. JOINING MEMBERS	7
11. CONSTITUTIONS	7
12. CORRESPONDENCE	7
13. DISPENSATIONS	8
14. FEES	8
15. GRAND LODGE - MEETINGS	8
16. GRAND RANK	8
17. HONORARY MEMBERS	8
18. INSTALLATION RETURN - MARK GRAND LODGE	9
19. INSTALLATION RETURN - PROVINCIAL GRAND LODGE	9
20. LODGES OF INSTRUCTION	9
21. MEETINGS	9
22. MEMBERSHIP LISTS	9
23. MINUTES - EXAMPLE - See Annex B	9
24. NEW LODGES	10
25. OFFICIAL VISITS	10
26. PRECEDENCE - LODGE	11
27. PRECEDENCE - SEATING	11

<b>28. PROVINCIAL GRAND LODGE - ANNUAL MEETING</b>	<b>11</b>
<b>29. PROVINCIAL GRAND MASTER</b>	<b>11</b>
<b>30. PROVINCIAL GRAND RANK</b>	<b>12</b>
<b>31. GRAND RANK / PROVINCIAL GRAND RANK - ABBREVIATIONS</b>	<b>12</b>
<b>32. RECORDS - LODGE</b>	<b>12</b>
<b>33. RECORDS - MEMBERS</b>	<b>12</b>
<b>34. BOOKS - RECORDS</b>	<b>12</b>
<b>35. REGISTRATION - NEW MEMBERS</b>	<b>11</b>
<b>36. RESIGNATIONS/EXCLUSIONS/DEATHS</b>	<b>12</b>
<b>37. RETURNS AND FORMS</b>	<b>12</b>
<b>38. RULES - BOOK OF CONSTITUTIONS</b>	<b>13</b>
<b>39. SALUTES - GRAND OFFICERS</b>	<b>13</b>
<b>40. SUMMONS</b>	<b>13</b>
<b>41. TOAST LIST - See Annex D</b>	<b>14</b>
<b>42. YEAR BOOK RETURN</b>	<b>14</b>
<b>43. VISITING OFFICER</b>	<b>14</b>
<b>ANNEX A - Agenda Example</b>	<b>15</b>
<b>ANNEX B - Minutes Example</b>	<b>18</b>
<b>ANNEX C - Recommended Abbreviations of Ranks</b>	<b>21</b>
<b>ANNEX D - Toast List</b>	<b>23</b>
<b>ANNEX E – Meeting - Secretary’ Check List</b>	<b>25</b>
<b>ANNEX F – Meetings – Timings</b>	<b>26</b>
<b>ANNEX G – Mark Grand Lodge Fees</b>	<b>27</b>
<b>ANNEX H – Provincial email Addresses</b>	<b>29</b>
<b>ANNEX I – Brief Aid Memoire</b>	<b>30</b>

## 1. ACCOUNTS

Lodge By-laws cover the presentation and approval of the annual accounts. Subsequent to the meeting at which they receive approval, Rule 132(i) Page 449 requires 3 signed copies of the approved accounts to be sent to the Provincial Grand Secretary. A scanned copy may be sent electronically.

## 2. AGENDA: EXAMPLE

See Annex A

## 3. ANNUAL RETURN: MARK GRAND LODGE

All secretaries will receive the Mark Grand Lodge Annual Return through the Mark Grand Lodge website Keystone Online; these are usually available in September.

The Annual Return, which should be printed off by the secretary, includes a list of all the members of the lodge together with the schedule of fees payable by the lodge and instructions from Mark Grand Lodge on the rendering of the Annual Return.

The procedure is:

- A copy of the completed Annual Return together with the cheque, made payable to 'Grand Lodge of Mark Master Masons (GLMMM)', should be sent to the Provincial Grand Secretary giving enough time for payment to be forwarded to Grand Lodge in the time frame required. If you pay electronically, then you must notify the Provincial Grand Secretary that you have done so, immediately, quoting your reference.
- One copy of the return should be retained by the secretary, and one copy sent for retention by the Lodge Treasurer, as it is his duty to ensure that the payment is for the correct amount.

It is imperative that secretaries, whose responsibility it is, ensure that the Mark Grand Lodge database is up to date prior to the required date for the Annual Return to be submitted. **No alteration can be made to the annual return.** Checking the data, prior to 31<sup>st</sup> August and in sufficient time for amendments and corrections to be made, is the only way to ensure it is correct.

## 4. ANNUAL RETURN: PROVINCIAL GRAND LODGE

All secretaries will receive copies of the Provincial Annual Return of Membership and Dues through the Provincial Grand Secretary in September. Secretaries are responsible for ensuring all the details are correct

The Provincial Grand Lodge is authorised to raise a levy from Lodges in the Province to cover administrative expenses. Provincial dues are based on the number of subscribing members. That number will be the same as notified by GLMMM on Keystone Online. It is therefore imperative that any change to the lodge membership is notified to the Provincial Grand Secretary on an ongoing basis and as soon as possible.

The procedure is:

- A copy of the completed Annual Provincial Return together with the cheque, made payable to 'Provincial Grand Lodge of Mark Master Masons of Middlesex' (PGLofMMofM), should be sent to the Provincial Grand Secretary. If you pay electronically, then you must also notify the Provincial Grand Secretary that you have done so, quoting your reference.

- One copy of the Return should be retained by the secretary, and one copy sent for retention by the Lodge Treasurer, as it is his duty to ensure that the payment is for the correct amount.

*Note: If you believe that the Annual Return to Mark Grand Lodge or Provincial Grand Lodge is incorrect, then contact the Provincial Grand Secretary. **Do not change the numbers shown on the relevant return.***

## **5. BOOKS: REFERENCE**

The following reference books and booklets will need to be kept by the Secretary:

- 5.1. Mark Grand Lodge Year Book and Book of Constitutions and Regulations
- 5.2. Provincial Year Book
- 5.3. United Grand Lodge of England Constitutions

## **6. BY-LAWS: LODGE**

Amendments to the By-laws, having been approved by the members of the lodge following appropriate Notice of Motion, three copies will need to be submitted to the Provincial Grand Secretary, for approval by the Provincial Grand Master on behalf of the Grand Master.

Secretaries are strongly encouraged to consult with the Provincial Grand Secretary before making any arrangements to amend existing By-laws.

A model copy of Lodge By-laws is available from the Provincial Grand Secretary and the Provincial website.

Secretaries are reminded that it is essential for all Advancees and Joining members to be presented with a copy of the By-laws of the Lodge as well as the Mark Grand Lodge Year Book.

It is strongly recommended that a lodge reviews its' By-laws at least once every 5 years to ensure their relevancy.

## **7. BY-LAWS: PROVINCIAL**

A copy of the By-laws of Provincial Grand Lodge is printed in the Middlesex Year Book.

## **8. CANDIDATE(S): CERTIFICATE**

The secretary should on all occasions when reading out the details of the Candidate in Open Lodge prior to the ballot being taken ensure that he reads out the statement that "...having made due and proper enquiry with regard to his character that in the opinion of the Master/Committee he is a fit and proper person to be admitted a member of the Lodge".

## **9. CANDIDATE(S) - Advancees/Elevatee**

A Candidate must apply in the prescribed form. If he is proposed in Open Lodge at one regular meeting he must be balloted for at the next or the proposal will lapse. He must be advanced within one year or the election is void. If his proposal is not made at a meeting then the required information must be provided to members at least 14 days prior to when he is to be balloted for. All candidates must produce their Master Masons Certificate. The secretary must before the ballot is taken satisfy himself that the body granting the certificate is

recognized by the United Grand Lodge of England or by Grand Lodge as the case may be, in any case of doubt shall make any necessary inquiries of the Provincial Grand Secretary.

Secretaries are reminded of the need to strictly adhere to the requirements of Rule 134 of the Book of Constitution and ensure that in all cases the Summons must include the following details on all Candidates for Advancement:

- Full name (surname and forename(s))
- Date of birth
- Place or places of abode
- Name(s) and number(s) of Craft Lodge
- 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.

## 10. JOINING MEMBERS

A Candidate for Joining, or Re-Joining, must apply, be proposed, seconded and balloted for in the same way as an Advancee.

Before the ballot he must produce his Mark Grand Lodge Certificate and Clearance Certificates for all the lodges of which he is or has been a member.

The same details must be given for joining and re-joining members except that instead of his age the names and numbers of his lodges must be given.

## 11. CONSTITUTIONS

Secretaries are reminded that it is essential for the **Book of Constitutions, together with a copy of the By-laws of the Lodge, (Rule 141 (i))** be presented to all Candidates on their Advancement, and Masters, at their Installation. In addition, Candidates and Masters should also be presented with a copy of the Middlesex Year Book.

The Advancee Pack, available from the Province provides a Tie, Token, Middlesex Year Book and some interesting literature. [welcomepacks@middlesexmark.org](mailto:welcomepacks@middlesexmark.org)

## 12. CORRESPONDENCE

All correspondence should be addressed to the Provincial Grand Secretary. **On no account should any correspondence, forms or returns be sent direct to the Grand Secretary, or a member of the Provincial Executive.** The only exceptions relate to the summons which should be dispatched in accordance with the instructions detailed in the appropriate section elsewhere in the Guidance Notes, and those matters where secretaries are asked to write specifically to a named person.

### **13. DISPENSATIONS**

All requests for Dispensation should be submitted to the Provincial Grand Secretary, well in advance of the meeting, preferably 6 weeks before. Last minute requests, even if the request is received in advance, may be too late, in which case a more expensive 'Dispensation Nunc Pro Tunc' must be issued.

If you think your Lodge will wish to elect as Master a brother who does not fulfill the criteria set out in the Book of Constitutions please contact the Provincial Grand Secretary, prior to the election.

Applications for Dispensation should be made to the Provincial Grand Secretary, clearly stating the reason for the Application and accompanied by the appropriate fee.

The main reasons for an application for a Dispensation are:

- i. Change of date or venue of a meeting.
- ii. Master /Commander Elect not qualified.

The Provincial Grand Secretary will be pleased to advise secretaries on all matters relating to Dispensations.

### **14. FEES**

A schedule of current Provincial and Grand Lodge Fees are sent out with the Annual Return. They are also available at Annex G of this document. They will also be available on the Provincial website. This document will be updated on an annual basis regarding fees

### **15. MARK GRAND LODGE: MEETINGS**

The Mark Grand Lodge meets at Freemasons' Hall, Great Queen Street, WC2B 5AZ on the Tuesday next before the second Wednesday in March, June and September (unless otherwise stated in the Paper of Business). The Annual Investitures take place at the June and September meetings. The Grand Assembly of Royal Ark Mariners meets at Freemasons' Hall, Great Queen Street, WC2B 5AZ on the second Tuesday in December

### **16. GRAND RANK**

Recommendations for Grand Rank are the sole prerogative of the Provincial Grand Master.

### **17. HONORARY MEMBERS**

Honorary Members can only be elected by ballot. A Notice of Motion must be given at the meeting prior to the ballot. Their details to be on the Summons at the subsequent meeting.

Although an Honorary Member may take part in discussions, he cannot vote or hold office in the Lodge but he may still propose or second a candidate providing he is a past master of the Lodge. His name is not included in the annual return of members and no fee is payable.

Lists of Honorary Members should be shown in order of seniority of the ranks in the Order held by the Brethren concerned, except that the Provincial Grand Master, Deputy Provincial Grand Master, and Assistant Provincial Grand Masters should precede all other Brethren with the exception of the Grand Master, Pro Grand Master, Deputy Grand Master and Assistant Grand Master.



## **18. INSTALLATION RETURN: GRAND LODGE & PROVINCIAL GRAND LODGE**

Only one return is required and covers GLMMM and Provincial Grand Lodge. This return should be sent to the Provincial Grand Secretary **immediately** after the Installation meeting and copied to the Provincial Grand Registrar [registrar@middlesexmark.org](mailto:registrar@middlesexmark.org) One copy of the Installation Return should be retained by the secretary. Blank returns for both Mark and Royal Ark Mariner are available on the Provincial and Grand Lodge websites.

Note:

*"There is often a requirement, particularly in lodges with a low number of members, for a member to occupy two of the offices. This is not an issue unless the two offices are what are termed "Regular Offices", where it is not permissible, unless by dispensation from the Provincial Grand Master (Rule 96 (iii)), for this to happen. The Regular Offices are Master/Commander, Wardens, Overseers, Treasurer, Registrar of Marks, Secretary/Scribe, Deacons, Inner Guard/Guardian and Tyler/Warder. "*

*Solution:*

*"Should a need arise for a member to occupy two of the Regular Offices then, on the Installation Return the member is shown as being appointed/invested in only one of the Regular Offices with no details entered for the second office. During a meeting, the member concerned can occupy the second office, if required, and that can be recorded in the minutes"*

## **19. INSTALLATION RETURN: PROVINCIAL GRAND LODGE**

No longer required as it is covered by the Grand Lodge Installation Return

## **20. LODGES OF INSTRUCTIONS**

Details of the approved Lodges of Instruction appear in the Middlesex Year Book. Brethren should be encouraged to attend so as to ensure that in the Province a high standard of ritual work is maintained.

## **21. MEETINGS**

Secretaries Check List - Annex E

Timings for meeting – Annex F

## **22. MEMBERSHIP LISTS**

If the summons does not include a list of the names and addresses of all the members of the lodge, an up to date membership list should be sent to the Provincial Grand Secretary, once a year, with the summons for the Installation Meeting, at the same time as to the members of the Lodge.

## **23. MINUTES**

Example – Annex B

## 24. NEW LODGES

The Provincial Grand Secretary, who should be consulted at an early stage, will be pleased to advise prospective Petitioners.

Petitions for new lodges must be submitted to the Provincial Grand Secretary for consideration by the Provincial Grand Master.

The Provincial Grand Master will require to be satisfied that any new lodge will be well supported both immediately and in the foreseeable future.

Approval is required from the Grand Master.

## 25. OFFICIAL VISITS

**This section refers primarily to Official Visits undertaken by the ProvGM, DepProvGM and the AProvGMs (Executive Visiting Officers).**

**See also Section 43 “The Visiting Officer”**

Each Lodge in the Province may expect to receive only one Official Visit in every Masonic Year, usually carried out by one of a team of Visiting Officers appointed by the Provincial Grand Master for that purpose. The Deputy Provincial Grand Master and the two Assistant Provincial Grand Masters (Executive Visiting Officers) will normally make annual visits to around 3 Lodges per year within the Group for which they have responsibility. This will be in place of, rather than in addition to, a visit by a Visiting Officer.

Lodge Secretaries will be notified of an impending Official Visit to their Lodge by a member of the Provincial Executive by the Provincial Grand Director of Ceremonies or one of his Deputies, early in the Masonic year. Secretaries so advised should forward a copy of the Summons for each meeting until the Official Visit has taken place to the appropriate Executive Visiting Officer and to the Provincial Grand Director of Ceremonies or his Deputy, as appropriate.

An appropriate item should always appear on the agenda of the Summons for meetings at which the Provincial Grand Master, Deputy Provincial Grand Master or Assistant Provincial Grand Master is to make an Official Visit.

E.g. “To receive the Provincial Grand Master”

The Provincial Grand Master, Deputy Provincial Grand Master or Assistant Provincial Grand Master, when making an Official Visit must always be received in due form. Official Visits are usually made in the Mark Degree.

Please note, however, that if an Executive Visiting Officer also attends the RAM meeting as opposed to making an Official Visit in this Degree, the item on the agenda is “To welcome”.

The Provincial Grand Director of Ceremonies or his Deputy will be responsible for making the necessary arrangements and will give guidance to the Lodge Secretary, Worshipful Master and Director of Ceremonies regarding the ceremonial requirements in the Temple and at the Festive Board.

The Provincial Grand Inspector of Works will notify the Lodge Secretary of the names and contact details of those Provincial Grand Officers who will be Escorting the Executive Visiting Officer on his Official Visit. They will each be responsible for their own dining fee and will be requested to contact the Lodge Secretary direct to arrange their dining requirements. The Lodge Secretary will be requested to send a copy of the Summons for that meeting to each of the Provincial delegation attending.

## **26. PRECEDENCE: LODGE**

The following order of precedence should be observed in processions in Lodge and when, for example, listing Officers on the Summons. It should be noted that the Immediate Past Master, I.P.M. is not an Officer of the Lodge.

Master\*, Immediate Past Master, Senior Warden\*, Junior Warden\*, Master Overseer\*, Senior Overseer\*, Junior Overseer\* Chaplain \*, Treasurer\*, Registrar of Marks\* Secretary\*, Director of Ceremonies\*\*, Almoner \*\*, Charity Steward \*\*, Senior Deacon\*, Junior Deacon\*, Assistant Secretary \*\*\*, Assistant Director of Ceremonies \*\*\*, Organist (if not a subscribing member, list after Tyler) \*\*\*, Inner Guard\*, Steward (s) \*\*\*, Tyler\*.

\*: Regular officers of the Lodge (a brother may not hold two without dispensation)

\*\*: Additional officers who must be appointed (a Regular officer may also hold one additional office)

\*\*\*: Other Additional officers

## **27. PRECEDENCE: SEATING**

If the Worshipful Master invites a Past Master to work a degree, the Past Master will occupy the Chair and the Worshipful Master will be seated on his immediate left.

Grand Officers should be seated on the Master's right in order of precedence.

The Official Visitor who is representing the Provincial Grand Master should be seated on the Master's right and take precedence over all other Grand Officers present at the Meeting and at the Festive Board.

The Advancee should be seated in the Lodge in the north-east and at the Festive Board to the right of the Master, even if an Official Visitor is present.

## **28. PROVINCIAL GRAND LODGE: ANNUAL MEETING**

The Annual Meeting of the Provincial Grand Lodge of Mark Master Masons of Middlesex is held at the Grand Masters pleasure. All secretaries will receive notification of the date of the next meeting as soon as it is fixed. As soon as the date is notified it should appear on the Lodge Summons and it is the wish of the Provincial Grand Master that Brethren should be encouraged to attend. In accordance with the Provincial By-laws all Lodges must be represented at this Annual Meeting.

## **29. PROVINCIAL GRAND MASTER**

The Provincial Grand Master takes precedence over all in the Province save the Grand Master, Pro Grand Master, Deputy Grand Master and Assistant Grand Master. He is entitled to the prefix 'Right Worshipful Brother' (R.W.Bro.). The Provincial Grand Master is assisted in the discharge of his duties by a Deputy Provincial Grand Master and two Assistant Provincial Grand Masters.

### **30. PROVINCIAL GRAND RANK**

Appointment to and promotion in Provincial Grand Lodge are the sole prerogative of the Provincial Grand Master.

### **31. GRAND RANK / PROVINCIAL GRAND RANK: ABBREVIATIONS**

Examples shown in Annex C

### **32. RECORDS: LODGE**

It is important that lodge records should be kept in a place of safety and in conditions which will ensure that they are still legible in 100 years' time. Many lodges use their own banks and the Provincial Grand Secretary will be pleased to give additional advice on the storage of lodge records.

### **33. RECORDS: MEMBERS**

The secretary should keep appropriate information on all members relating to such matters as attendance, work carried out and offices held. A Visiting Officer finds such items helpful and the Provincial Grand Secretary will on occasion request such information when updating his records, in consideration of appointment to Provincial or Grand Rank.

### **34. BOOKS: RECORDS**

The secretary is obliged to keep the following official Record Books:

Attendance & Minute Book, Rule 126

Register of Members, Rule 127

Declaration Book, Rule 136

### **35. REGISTRATION: NEW MEMBERS**

One copy of the original application form, properly completed - including the signature of both the Proposer and Secunder - together with a cheque in respect of the Registration Fee made payable to 'GLMMM', should be sent to the Provincial Grand Secretary.

One copy of the form should be retained by the secretary.

### **36. RESIGNATIONS/EXCLUSIONS/DEATHS**

Secretaries should inform the Provincial Grand Secretary of the death of any member, and also the details of any resignations and exclusions together with a brief reason or explanation. See Form MR4 (2019) available on the Provincial website or from the Provincial Grand Secretary. The death of the Master, a Grand Officer or the Secretary, should be reported without delay to the Provincial Grand Secretary.

### 37. RETURNS AND FORMS

The Forms and Returns which need to be made during the course of the year are detailed as appropriate in these Guidance Notes but may be summarized as follows:

REGISTRATION FORM - Grand Lodge of Mark Master Masons

ANNUAL RETURN - Grand Lodge of Mark Master Masons

ANNUAL RETURN - PROVINCIAL GRAND LODGE

INSTALLATION RETURN - Grand Lodge of Mark Master Masons

### 38. RULES: BOOK OF CONSTITUTIONS

The appropriate Rules are quoted throughout the Notes of Guidance. A selection of the most used rules are detailed below but secretaries are reminded that, *“you will find that there is scarcely a case of difficulty can occur in the Lodge which that book will not set you right.”*

### 39. SALUTES: GRAND OFFICERS

It is not customary to salute Grand Officers in their own private Lodge. Visiting Grand Officers and Provincial Grand Officers should be saluted with the Claps of the Degree as follows:

Grand Master and Pro Grand Master	with 11
Deputy and Assistant Grand Master	with 9
Provincial Grand Master and R.W. Brethren	with 7
Deputy Provincial Grand Master,	with 5
Past Deputy Provincial Grand Master, within their own Province	with 5
Assistant Provincial Grand Masters	with 5
Past Assistant Provincial Grand Master, within their own Province	with 5
V.W. Brethren	with 5
Other Provincial Grand Officers, Present and Past	with 3

### 40. SUMMONS

Provincial By-law 18 requires the sending of one electronic copy of the summons for each meeting to the Provincial Grand Secretary (or to recipients as directed by him) as well as to each member of the Lodge, to arrive not less than fourteen days prior to the date of the meeting, in whatever format the members of the Lodge resolve. In order to assist in the production of the summons a draft should be sent to the Assistant Provincial Grand Secretary prior to the distribution to members, ideally 28 – 35 days in advance, that he may be able to look through it for anomalies and inconsistencies, and to ensure it complies with the Constitutions and Regulations of Grand Lodge, (the consequence of Non Compliance, may be that part or all of that meeting has been invalidated). He will then discuss with the secretary any amendments that he may feel are needed. A final electronic copy of the Summons should be sent to the Assistant Provincial Grand Secretary who will distribute to the Provincial Executive as necessary.

If documents are sent by post, please note that masonic styles and titles should not be used on the envelope.

In addition, one copy of the Summons should be sent to the Visiting Officer who will be visiting the Lodge as the Representative of the Provincial Grand Master and, if appropriate and so

advised, to the Provincial Grand Director of Ceremonies or his Deputy. A copy of the membership list should also be sent if it is not printed on the Summons.

The Summons will not be understood as an invitation, nor require an answer. If the presence of the Provincial Grand Master or a member of the Provincial Executive is especially desired at any meeting, a letter of invitation should be sent through the Provincial Grand Secretary.

#### **41. TOAST LIST**

A copy of the up to date Toast List is attached as ANNEX D and can be downloaded from the Website

#### **42. YEAR BOOK RETURN**

The Year Book Return is used to provide information for the printer. It has been simplified as much as possible and only alterations, deletions and amendments to the previous year's entry need to be shown.

The Year Book Return should be sent to the Provincial Grand Secretary immediately after the Installation Meeting.

One copy of the Year Book Return should be retained by the Secretary.

Forms are downloadable from the Provincial Website.

#### **43. THE VISITING OFFICER**

Each Lodge will have a Visiting Officers assigned usually for a period of 5years. The Visiting Officer is the representative of the Provincial Grand Master, and one of the prime tasks of a Visiting Officer is communication. Although each lodge will only receive one official visit each year, additional unofficial visits may take place at the discretion of the VO.

It is the Provincial Grand Master's request that the VO be copied into the following documents when they are submitted to the Secretariat:

- Summons
- Registration forms
- Resignations or Change of Status
- Installation Returns
- Annual Accounts
- Annual Returns

The Lodge's Visiting Officer (VO) should not be part of an in-going procession when making his official visit. The VO should take his reserved seat in the East to the right of the WM before the Lodge is opened. Also it is not the custom in Mark for Visiting Officers to receive salutations but as the representative of the ProvGM they are to be accorded every dignity and be officially welcomed. If there is a procession out of the Lodge, however, he will follow immediately after the Wardens.

date of his intended visit and may request certain information be provided prior to that meeting. He will also specify any other requirements he may have for the visit. Please co-operate with these requests which are made for a reason and are a requirement of the Province.

Any recommendations for Appointment or Promotion to Grand Rank or Provincial Grand Rank **must** be made via the Visiting Officer using the appropriate form. (M3 or R3)

The Visiting Officer is a vitally important link between the Lodge and the Province. He is a very experienced Mason who is there to help and spread best practice. His reports will be factual, objective and constructive. Secretaries should take advantage of his experience when they need help or guidance, particularly where they feel this be better coming from outside the Lodge membership.

## **ANNEX A: - AGENDA - EXAMPLE**

---

### **1. LODGE OPENED**

To open the Lodge.

### **2. DISPENSATION**

To read the Dispensation (s)

### **3. MINUTES**

To read and, if approved, confirm the minutes of the regular meeting of the Lodge held on ..... and the emergency meeting held on .....

To consider and, if approved, confirm the minutes of the regular meeting of the Lodge held on ....., previously circulated, and the emergency meeting held on ....., previously circulated.

### **4. BALLOT**

To ballot for as a Joining Member/Re-joining Member, Brother ....., Member (Past Master) of ..... Lodge No. .... and ..... Lodge No. ...., formerly a member of ..... Lodge No. .... Residing at ..... Proposed by ..... and seconded by ..... in Open Lodge on .....

To ballot for (and if elected) Advance, To ballot for as and Advance, Brother. ...., Date of Birth ....., Residing at ..... A Member of .....Lodge No..... Proposed by ..... and seconded by ..... in Open Lodge on .....

### **5. ADVANCEMENT**

To Advance Bro. .... elected on .....

### **6. GRAND LODGE CERTIFICATE**

To present a Grand Lodge Certificate (s) to Bro. (s) .....

### **7. ALMS**

To contribute to Charity/collect Alms.

### **8. ANY OTHER BUSINESS**

To transact any other business.

### **9. 1<sup>st</sup> RISING**

Report on the Proceedings of Grand Lodge  
Communications received from Grand Lodge

**10. 2<sup>nd</sup> RISING**

Report on the Proceedings of Provincial Grand Lodge  
Communications received from Provincial Grand Lodge  
The Visiting Officer may wish to speak at this Rising

**11. 3<sup>rd</sup> RISING**

Any other Lodge business  
Proposition of Candidates for Initiation/Joining/Re-Joining  
Resignation of Members  
Apologies for absence

**12. LODGE CLOSED**

To close the Lodge.

**13. ELECTIONS**

At the 'Election' meeting;

With the annual election of a Worshipful Master/Commander and Treasurer the following agenda item should be included in the summons;

To elect for the ensuing year:- The Worshipful Master and Treasurer

The only nominees of which the Secretary is aware are **Bro A. Another**, as Worshipful Master and **W Bro B Another** as Treasurer, and subject to the provisions under Rule 97(i) and 108(i) of the Constitutions and Regulations, it is proposed to declare the ballot in their favour. Any Member may, however, demand a ballot.

To elect for the ensuing year:- The Worshipful Commander and Treasurer

The only nominees of which the Secretary is aware are **Bro A. Another** as Worshipful Commander and **W.Bro B Another** as Treasurer, and subject to the provisions under Rule 14 of the Constitutions and Regulations, it is proposed to declare the ballot in their favour. Any Member may, however, demand a ballot".

1. A Tyler or Warder

2. Brethren to serve on the Lodge Committee, in accordance with By-Law No..

The other annual election should be at the Installation Meeting:1) To elect for the ensuing year two Brethren to serve as Auditors, in accordance with By-law No and Rule 132(ii)

**14. ANNUAL ACCOUNTS**

To receive the Report of the Treasurer and consider the Accounts for the year ended .....

**15. INSTALLATION**

To Install Bro. .... as Worshipful Master



16. **PROCLAMATION**  
To Proclaim W.Bro. .... as Worshipful Master.
17. **APPOINTMENT AND INVESTITURE**  
To Appoint and Invest the Officers.
18. **PRESENTATION**  
To present a Past Master's Collar and Jewel and Past Master's Breast Jewel to W.Bro. ....
19. **HONORARY MEMBERSHIP**  
Pursuant to Notice of Motion given at the meeting held on..... To ballot for as an Honorary Member, W.Bro. ...., in recognition of .....
20. **NOTICE OF MOTION**  
Pursuant to Notice of Motion given at the meeting held on ....., Bro..... will propose that:  
The Annual Subscription be increased from £..... to £.....
21. **MOTION**  
To consider a motion/resolution/proposition by Bro. .... seconded by Bro. .... that a Past Master's Breast Jewel be presented to W.Bro. ....
22. **RESOLUTION**  
To consider a resolution/motion/proposition by Bro. .... that the Tyler's fee be increased from £.. to £..
23. **PROPOSITION**  
To consider a proposition/resolution/motion that a grant of £..... be made to a Brother (widow) in distressed circumstances. The Brother should not be named.
24. **CONGRATULATIONS**  
To congratulate W.Bro. .... on his having been invested in Grand Lodge/Provincial Grand Lodge with the rank of .....
25. **ORATION**  
To receive a Lecture entitled ..... by .....
26. **REPORT OF ALMONER**  
To receive the Report of the Almoner.
27. **REPORT OF CHARITY STEWARD**  
To receive the Report of the Charity Steward.
28. **LODGE CALLED OFF**  
To Call the Lodge Off

**29. LODGE CALLED ON**

To Call the Lodge On

## ANNEX B: MINUTES - EXAMPLE

---

### 1. INTRODUCTION

The Minutes of the ...th Regular Meeting of the ..... Lodge No. ...., held at Cole Court, London Road, Twickenham, Middlesex, TW1 1HD on Monday ..th November 20..

### 2. PRESENT:

W.	Bro.	A.B., PProvGJD.,	as Worshipful Master
W.	Bro.	C.D., PProvAGDC.,	Senior Warden
	Bro.	E.F.	Junior Warden
	Bro.	G.H.	Master Overseer
	Bro.	I.J.	Senior Overseer
	Bro.	K.L.	Junior Overseer
W.	Bro.	G.H., PProvGJW	as Chaplain
W.	Bro.	I.J., PProvAGDC.,	Treasurer
W.	Bro.		Registrar of Marks
W.	Bro.	L.M., PProvGJD.,	Secretary
W.	Bro.	N.O.	Director of Ceremonies
W.	Bro.	P.Q., PProvGAlm.,	Almoner
	Bro.	R.S., PProvJGD	Charity Steward
	Bro.	T.U.	Senior Deacon
	Bro.	V.W.	Junior Deacon
W.	Bro.	X.Y.	Assistant Director of Ceremonies
W.	Bro.	Z.A.	Organist
W.	Bro.	B.C., PProvGJD	Assistant Secretary
	Bro.	D.E.	Inner Guard
	Bro.	F.G.	Steward
	Bro.	H.I.	Steward
	Bro.	J.K.	Steward
W.	Bro.	C.M., PProvGJW	Tyler

#### Members:

W.Bro. N.T., PProvGJD,  
Bros. V.S., A.U., and R.W.

#### Visitors:

W.Bros. X.J. Tower Hamlets Lodge No. 0892, Z.B. MAFL of MMM No. 1999  
Bro. G.C. New Morning Lodge No. 1921.

A total attendance of 26.

### 3. LODGE OPENED

The Lodge was opened in due and ancient form and with solemn prayer by W.Bro. A.B, PProvGJD acting as Worshipful Master at 4.30 p.m.

W.Bro. A.B. warmly greeted all the Visitors; and apologised for the absence of the Worshipful Master W.Bro. Z.X. who was unable to attend because of a severe infection he had contracted whilst on holiday in Spain.

### 4. MINUTES

The Minutes of the ...the Regular Meeting held on Thursday ... May 201. were previously circulated, confirmed and signed.

**5. ADVANCMENT**

Following a report, Bro. A.J.M., who was properly prepared, and had been elected at the meeting held on ..st May 201.., was admitted into the Lodge and advanced into the mysteries and privileges of Mark Master Masonry by the Worshipful Master.

**6. INSTALLATION**

The Worshipful Master asked the Chaplain, Secretary, Director of Ceremonies, Assistant Director of Ceremonies to continue in Office during the Ceremony of Installation and the following Past Masters to act as:

Senior Warden:	W.Bro. B.C., PProvGJD
Junior Warden:	W.Bro. P.Q., PProvGAlm
Inner Guard:	W.Bro. I.J., PProvAGDC.

The Officers were then asked to line up in the North to be thanked by W.Bro. A.B., on behalf of W.Bro. H.H the Worshipful Master, for their support during the previous year.

The Master Elect, Worshipful Brother C.D. was presented for Installation by the Director of Ceremonies.

His qualifications for the office having been satisfactorily tested, all Mark Master Masons were asked to retire and a Board of Installed Mark Masters was opened.

The Master Elect was installed in the Chair of Adoniram according to Ancient Custom by W.Bro. A.B.

The Board of Installed Mark Masters was closed.

All Mark Master Masons were re-admitted, and the Worshipful Master was saluted and proclaimed

The Working Tools were presented by W.Bro. X.Y.

The Warrant, Book of Constitutions, By-laws and the Middlesex Masonic Year Book were presented to the Worshipful Master.

**7. APPOINTMENT AND INVESTITURE OF OFFICERS**

The Worshipful Master appointed and invested the Officers as follows:

Bro. E.F. Senior Warden  
 Bro. C.D. Junior Warden  
 Bro. G.H Master Overseer  
 Bro. I.J. Senior Overseer  
 W.Bro. K.L. Junior Overseer

*Going through the list of officers until complete ensuring that any who were absent are clearly marked as such*

The Address to the Master was given by W.Bro. A.B., PProvGJD. the Address to the Wardens by W.Bro. N.O. , the Address to the Overseers was given by W.Bro A.A. and the Address to the Brethren by W.Bro. B.C., PProvGJD.

**8. NOTICE OF MOTION**

Pursuant to Notice of Motion given at the meeting held on ..th May 20., W.Bro.A.B., PProvGJD proposed and W.Bro. I.J., PProvAGDC, seconded that:

“As part of its contribution to ‘Middlesex 20’ the ..... Lodge No. .... make a donation sufficient to enable it to become a Patron of the Grand Charity.” The proposition was carried

**9. PROCEEDINGS OF GRAND LODGE**

The Secretary reported that all communications, of Grand Lodge had been circulated to all the members.

**10. ANY OTHER BUSINESS**

None

**11. ALMS**

Alms were collected at the Festive Board and amounted to £197.00p

**12. THE WORSHIPFUL MASTER ROSE FOR THE FIRST TIME**

The Secretary gave details of the letter recently received from the Grand Secretary regarding the Craft and the Methodist Religion.

**13. THE WORSHIPFUL MASTER ROSE FOR THE SECOND TIME**

W.Bro. A.B., PProvGJD., read out a letter of thanks and appreciation from R.W.Bro. ...., the Provincial Grand Master, thanking the Brethren for their very kind hospitality at the previous meeting.

W.Bro. A.B. advised the Brethren that he had received a copy of the Annual Report of the MBF

W.Bro. A.B. gave details of the forthcoming Annual General Meeting of the Royal Masonic Hospital on ... December 20.

The Secretary informed the Brethren that the Annual General Meeting of T.D.M.C. would take place on ..th November 199. and that of the Middlesex Sports Association on ..th November 201..

The Secretary announced with regret that under Rule 145(i) the membership of W.Bro. D.V. had ceased for non-payment of dues.

**14. THE WORSHIPFUL MASTER ROSE FOR THE THIRD TIME**

W.Bro. A.B. announced that a raffle would be held at the Festive Board in January for the MMBF.

Apologies for absence were received from: W.Bros. J.B., R.C. and D.S.; Bros. F.G, J.K. and L.N.

**15. LODGE CLOSED**

The wages having been paid, all dues rendered and the working plans deposited in a place of safety there being nothing further offering for the good of the Order in general or this Lodge in particular, the Lodge was closed in due and ancient form with solemn prayer, and in peace and harmony at 6.45 p.m.

## ANNEX C: RECOMMENDED ABBREVIATIONS OF RANKS

---

Provincial Grand Master	Prov.G.M.
Deputy Provincial Grand Master	Dep.Prov.G.M.
Assistant Provincial Grand Master	A.Prov.G.M.
Provincial Grand Senior Warden	Prov.G.S.W.
Provincial Grand Junior Warden	Prov.G.J.W.
Provincial Grand Master Overseer	Prov.G.M.O.
Provincial Grand Senior Overseer	Prov.G.S.O.
Provincial Grand Junior Overseer	Prov.G.J.O.
Provincial Grand Chaplain	Prov.G.Chap.
Provincial Grand Treasurer	Prov.G.Treas.
Provincial Grand Registrar	Prov.G.Reg.
Provincial Grand Secretary	Prov.G.Sec.
Provincial Grand Director of Ceremonies	Prov.G.D.C.
Provincial Grand Inspector of Works	Prov.G.I.Wks.
Provincial Grand Sword Bearer	Prov.G.Swd.B.
Provincial Deputy Grand Chaplain	Prov.Dep.G.Chap.
Provincial Deputy Grand Secretary	Prov.Dep.G.Sec.
Provincial Deputy Grand Director of Ceremonies	Prov.Dep.G.D.C.
Provincial Grand Senior Deacon	Prov.G.S.D.
Provincial Grand Junior Deacon	Prov.G.J.D.
Provincial Grand Charity Steward	Prov.G.Ch.Stwd.
Provincial Assistant Grand Secretary	Prov.A.G.Sec.
Provincial Assistant Grand Director of Ceremonies	Prov.A.G.D.C.
Provincial Grand Almoner	Prov.G.Alm.
Provincial Grand Organist	Prov.G.Org.
Provincial Grand Standard Bearer	Prov.G.St.B.
Provincial Grand Inner Guard	Prov.G.I.G.
Provincial Grand Steward	Prov.G.Stwd.
Provincial Grand Tyler	Prov.G.Tyler.

For Grand Ranks, remove the *Prov.*

For Past Ranks, insert a *P* before the abbreviation

Provincial Royal Ark Mariner Grand Rank	Prov.R.A.M.G.R.
Royal Ark Mariner Grand Rank	R.A.M.G.R.

## ANNEX D: TOAST LIST

---

### MARK TOAST LIST

#### The Queen

---

#### The Most Worshipful Grand Master

His Royal Highness Prince Michael of Kent KCVO

---

#### The Most Worshipful Pro Grand Master

Raymond John Smith

#### The Right Worshipful Deputy Grand Master

John Herbert Prizeman

#### The Right Worshipful Assistant Grand Master

Stephen Davison

and the rest of the Grand Officers, present and past

---

#### The Right Worshipful Provincial Grand Master

Edward R Garty

---

#### The Deputy Provincial Grand Master

V. Worshipful Brother Steven M Vanhinsbergh

#### The Assistant Provincial Grand Masters

Worshipful Brother Peter J Hyde,

Worshipful Brother John D Billett,

and the rest of the Provincial Grand Officers, present and past

---

#### The Worshipful Master

---

#### The Candidate\*

---

#### The Visitors \*

---

#### The Tyler's Toast

\* = Optional Toasts

For up to date Toast Lists, please see the web site –

[www.middlesexmark.org](http://www.middlesexmark.org)

\* Optional Toasts Correct as of 28 Oct 2020

## **ROYAL ARK MARINER TOAST LIST**

### **The Queen**

---

#### **The Most Worshipful Grand Master**

His Royal Highness Prince Michael of Kent KCVO

---

#### **The Most Worshipful Pro Grand Master**

Raymond John Smith

#### **The Right Worshipful Deputy Grand Master**

John Herbert Prizeman

#### **The Right Worshipful Assistant Grand Master**

Stephen Davison

and the members of the Grand Master's Royal Ark Council

---

#### **The Right Worshipful Provincial Grand Master**

Edward R Garty, RAMGR

---

#### **Holders of Royal Ark Mariner Grand Rank**

---

##### **The Deputy Provincial Grand Master**

W.Bro. Steven M Vanhinsbergh, RAMGR

##### **The Assistant Provincial Grand Masters**

W.Bro. Peter J Hyde, RAMGR

W.Bro. John D Billett, RAMGR

and holders of Provincial Royal Ark Mariner Grand Rank

---

#### **The Worshipful Commander**

---

#### **The Candidate\***

---

#### **The Visitors \***

---

#### **The Warder's Toast (*Mark Fire*)**

\* = Optional Toasts

For up to date Toast Lists,  
please see the web site – <https://middlesexmark.org>

Toasts Correct as of 28 Oct 2020



## **ANNEX E: MEETING - SECRETARY'S CHECK LIST**

---

Before setting out for the meeting check if you need or require to take the following:

1. DISPENSATION
2. RECORD FILE
3. MINUTE BOOK
4. DRAFT MINUTES
5. ATTENDANCE BOOK
6. REGISTER OF MARKS
7. ATTENDANCE REGISTER
8. DECLARATION BOOK
9. SPARE AGENDAS/Summons
10. SPARE STATEMENTS OF ACCOUNT
11. LIST OF OFFICERS
12. OFFICERS NOT INVESTED
13. CONSTITUTIONS/YEAR BOOK
14. BY-LAWS
15. RITUAL
16. GRAND LODGE CERTIFICATES
17. VOTING SLIPS
18. BALLOT BALLS
19. SECRETARY'S EXPENSES
20. CHEQUE FOR REGISTRATION FEES
21. RITUAL TO BE CARRIED OUT BY ?
22. OFFICIAL VISITORS / Visiting Officers
23. IN MEMORIAM
24. APOLOGIES
25. RESIGNATIONS
26. PROPOSALS FOR MEMBERSHIP
27. GRAND LODGE COMMUNICATIONS
28. PROVINCIAL GRAND LODGE COMMUNICATIONS
29. TOAST LIST
30. WINE TAKING LIST
31. BLANK APPLICATION FORMS
32. REGALIA

## ANNEX F: MEETING – TIMINGS -MARK

---

	Minutes	Minutes
Coming In	4	
Openings	4	
Minutes	4	8
Risings	5	
Closings	4	
Going Out	4	13
Ballot	5	
Grand Lodge Proceedings	3	
Presentation of Certificate	5	
Accounts	4	
Almoner's Report	4	
Charity Steward's Report	4	
By-laws	2	
Election WM/Treas/Tyler	8	
Dispensation	2	
Advancement	40	
Restore Comforts	5	
Installation	60	
Investiture of Officers	30	
Presentation of PM Jewel	2	92

The timings are estimates and although they take into account fast and slow speakers and fast and slow deacons; in practice the total time taken is usually some 10% more than the sum of the individual parts.

## Annex G – Grand Lodge Fees



### GRAND LODGE FEES

	1st SEPTEMBER 2020		
	UK & EUROPE		
Registration on Admission or a Joining Brother from another Constitution not previously registered	12.50	2.50	15.00
Registration of a Joining Brother previously registered	9.58	1.92	11.50
Issue of a duplicate Grand Lodge Certificate	25.00	5.00	30.00
Dispensations	25.00	5.00	30.00
Dispensations (nunc pro tunc)	48.33	9.67	58.00
Founder member of a new Lodge being a Brother already on the Register of Grand Lodge	6.67	1.33	8.00
Annual dues payable per member for the year commencing <b>1 September 2019 and due from 31 August 2020</b>	26.67	5.33	32.00
Annual dues per member of an Installed Masters' Lodge for the year commencing <b>1 September 2019 and due from 31 August 2020</b>	13.33	2.67	16.00
Annual dues payable per existing member of the Order for the year commencing <b>1 September 2019 and due from 31 August 2020</b>	26.67	5.33	32.00
Annual dues payable per new member on admission to the Order For the year commencing 1 September 2020 to 31 August 2021	13.33	2.67	16.00
Annual dues per member of an Installed Masters' Lodge for the year commencing <b>1 September 2019 and due from 31 August 2020</b>	13.33	2.67	16.00
<b>Other Fees</b>			
Grant of a Warrant of Constitution	31.67	6.33	38.00
Grant of a Warrant of Confirmation	31.67	6.33	38.00
Grant of A Celebration Warrant	31.67	6.33	38.00
Patent of Appointment	31.67	6.33	38.00
Year Book - Mark	13.00	NIL	13.00



## Provincial Grand Lodge Fees

Dues payable on 31 <sup>st</sup> August per Qualifying Member	2.50
Yearbooks	8:00
Yearbook Postage (If required, otherwise collected at Provincial Meeting)	8.00
Provincial Dispensations	0.00
Approval of By-laws	0.00
Fee of Honour for first Provincial Appointment	40.00
Fee of Honour for each subsequent appointment	20.00

### Note:

As per the Provincial By-laws, the fee of Honour for the Appointments listed below are at £0.00

- a. Provincial Grand Chaplain (only if in holy orders)
- b. Provincial Grand Registrar
- c. Provincial Grand Secretary
- d. Provincial Deputy Grand Chaplain (only if in holy orders)
- e. Provincial Deputy Grand Secretary
- f. Provincial Assistant Grand Chaplain.
- g. Provincial Assistant Grand Secretary
- h. Provincial Grand Tyler

## Annex H – Provincial E-Mail Addresses

		Provincial Email Address
<b>Executive</b>		
ProvGM	R.W.Bro. Edward R. Garty	pgm@middlesexmark.org
Deputy ProvGM	V.W.Bro. Steven M. Vanhinsbergh	deppgm@middlesexmark.org
APGM	W.Bro. Peter J. Hyde	apgm1@middlesexmark.org
APGM	W.Bro. John D Billett	apgm2@middlesexmark.org
<b>Secretariat</b>		
PGSec	W.Bro. Darrel Palmer	pgsec@middlesexmark.org
Deputy PGSec	W.Bro. Steve Heynes	dpgsec@middlesexmark.org
Assistant PGSec	W.Bro. Reg Austin	apgsec@middlesexmark.org
Registrar	W.Bro. Tony Hammell	registrar@middlesexmark.org
Assistant to Registrar	W.Bro. Paul Lane	asst2reg@middlesexmark.org
Inspector of Works	W.Bro. Omaid Hiwaizi	iow@middlesexmark.org
Webmaster	W.Bro. Peter J. Hyde	webmaster@middlesexmark.org
Assistant to Webmaster	W.Bro. Marcus Padman	Asst2web@middlesexmark.org
Merchandise	W.Bro. Bill Brodie	merchandise@middlesexmark.org
<b>Principal Officers</b>		
DC	W.Bro. Raghu Sharma	pgdc@middlesexmark.org
Treasurer	W.Bro. Martin Hickman-Ashby	treasurer@middlesexmark.org
Almoner	W.Bro. Roger P. Tomlinson	almoner@middlesexmark.org
Charity Steward	W.Bro. Headley O'Brien	pgchstwd@middlesexmark.org
MMBF Chairman	W.Bro. Peter Warner	mmbfchair@middlesexmark.org
<b>Generic Inboxes</b>		
Craft Meets Mark	W.Bro. Reg Austin	craftmeetsmark@middlesexmark.org
VO Reports	W.Bro. Darrel Palmer	voreports@middlesexmark.org
Lodge Accounts	W.Bro. Andrew Elliott	lodgeaccounts@middlesexmark.org
Communications	W.Bro. Alex Boothroyd	comms@middlesexmark.org
Events	W.Bro. Peter J. Hyde	events@middlesexmark.org
bonusball	W.Bro Vic Burton	bonusball@middlesexmark.org

## Annex I - Brief Aid Memoire

1. Dispensations – Requested from PGSec, if possible, request 6 weeks in advance.
2. Grand Lodge Installation Return sent to PGSec within **1 week** of Installation.
3. In July of each year check that KoL is correct as per the Lodge Membership
4. Grand Lodge Fees and Provincial Grand Lodge fees to be paid within **1 Month** after issue.
5. Candidate Registration Forms should be sent to PGSec, with appropriate fees, within **1 week**.
6. Change of Status form to be sent to PGSec within **1 week** of change notification.
7. Lodge Summons to be sent out, **at least 3 weeks** in advance of the Meeting
8. Copy of Summons to be sent to Prov Asst Grand Secretary prior to printing and distribution.
9. **3 copies** of the signed Lodge accounts to be sent to the Provincial Grand Secretary, immediately after approval by the Lodge, annually and copied to [lodgeaccounts@middlesexmark.org](mailto:lodgeaccounts@middlesexmark.org)
10. Up-Dated Membership list to be sent to the PGSec, **once per year**, if list not on Summons.
11. Date of the next Ancient and Honorable Fraternity of Royal Ark Mariners will be Tuesday 7<sup>th</sup> December 2021 at Freemasons' Hall, to be shown on Summons.
12. Date of the next Provincial Grand Lodge Meeting to be shown on Summons (27<sup>th</sup> October 2021).
13. Date of the Royal Ark Mariner Assembly to be shown on Summons (30<sup>th</sup> March 2021).
14. Review Lodge By-laws at least once every **five years**.
15. If you have an Advancee, have you ordered an advancee pack ?.  
[welcomepacks@middlesexmark.org](mailto:welcomepacks@middlesexmark.org)
16. All Advancees **must receive** a Copy of the Constitutions and Regulations and By-Laws of the Lodge and optionally, a copy of the Provincial Year Book.
17. If a Master/Commander is being installed for the first time, have you applied for the PGM's congratulatory letter.
18. Have you informed the New Master/Commander that he is now eligible to join MIMM/MICL?
19. Remind all those advanced between 28<sup>th</sup> Oct 2020 and 26<sup>th</sup> Oct 2021, they are eligible to attend the AGM and those attending will be presented to the ProvGM, obtaining a very special Lapel pin.
20. Applications for 40 Year Certificates must be submitted to the Provincial Grand Secretary as soon as possible, in order to be integrated into the official Provincial Visiting schedule. Application for 50, 60 or 70 Year Certificates must be submitted to the Provincial Grand Secretary at least 14 weeks in advance of the date required,  
(See Note 1 below)
21. It is important to note that if something is not covered by RAM Constitutions and Regulations, those within Mark Constitutions and Regulations then apply, and if it is not covered within Mark Constitutions and Regulations then those of United Grand Lodge apply:  
RAM Rule22: Save as stated in the RAM regulations, Mark constitutions apply  
Mark Rule 171: Save as stated or implied in the Mark regulations, UGLE constitutions apply.

*Note 1:*

*40 years - Province produce a certificate to be presented by a member of the Exec.*

*50/60/70 years - Grand Lodge produce for presentation by a member of the Exec.*