




# Aide Memoire

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## Secretary / Scribe Pack



# Contents



- Items Required
- Forms to be completed
- Regular meetings
- Installation meetings
- Lodge Accounts
- Presentation of Grand Lodge Declaration Book
- Alteration of By-Laws
- Mark leaflet
- RAM Leaflet
- The Berkshire Link



## Items Required




- Minute Book
- Book of Constitutions
- Lodge By-Laws
- Register of Marks (Mark Degree only)
- Declaration Book
- Attendance Book
- All past correspondence
- List of members with contact details
- Ritual Books




## Forms to be Completed





## Membership Application (MEM)

form available from Provincial Secretary  
or download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk)



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**MEM**

**Grand Lodge of Mark Master Masons of England and Wales and its Districts and Lodges Overseas**

**MEMBERSHIP APPLICATION FORM**

This form must be completed using computer or black ink pen and sent with the fee to the Provincial Secretary, Grand Lodge of Berkshire, The Grand Lodge, 360A, Manor Park, 952, Manor Park, London E9 6JA, UK.

1. LODGE NAME: \_\_\_\_\_

2. NUMBER: \_\_\_\_\_

3. PROVINCE/DISTRICT: \_\_\_\_\_

4. BROTHER: \_\_\_\_\_

5. FORENAMES IN FULL: \_\_\_\_\_

6. DESIGNATIONS AND HONOURS: \_\_\_\_\_

7. ADDRESS: \_\_\_\_\_

8. DATE OF BIRTH: \_\_\_\_\_

9. TELEPHONE: \_\_\_\_\_

10. DATE OF BIRTH: \_\_\_\_\_

11. RESIDING MEMBER OF CRAFT LODGE No. \_\_\_\_\_

12. JOINING/REJOINING MEMBER: \_\_\_\_\_

13. MOTHER LODGE: \_\_\_\_\_

14. DATE OF ADVANCEMENT: \_\_\_\_\_

15. DATE OF LEAVING: \_\_\_\_\_

16. MASTER OF MARK LODGE: \_\_\_\_\_

17. PRESENT PROVINCIAL/DISTRICT GRAND RANK: \_\_\_\_\_

18. SIGNATURE OF CANDIDATE: \_\_\_\_\_

19. SIGNATURE OF PROPOSER: \_\_\_\_\_

20. THE CANDIDATE WAS ADVANCED/REBORN/REJOINED ON: \_\_\_\_\_

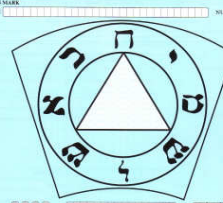
21. NAME OF SECRETARY: \_\_\_\_\_

22. SIGNATURE OF SECRETARY: \_\_\_\_\_

23. Resided in the Registration Part of: \_\_\_\_\_

**CANDIDATES MARK**

LODGE NAME: \_\_\_\_\_ NUMBER: \_\_\_\_\_



**CANDIDATES MEMBERSHIP DETAILS WITHIN THE ORDER**

Please give the numbers of all the Mark Lodges of which you are or have been a member together with the year of admission and if applicable the date of installation under the date of joining.

LODGE No.	DATE ADMITTED	DATE BY LEAVING	DATE OF INSTALLATION	CONSTITUTION

**CANDIDATES JOINING FROM ANOTHER CONSTITUTION**

MARK CHARGE TAKEN ON: \_\_\_\_\_

LODGE: \_\_\_\_\_

DATE: \_\_\_\_\_

Items 1, 2, 3, 20, 21, 22 & 23 completed by Secretary

Items 4, 5, 6, 7, 8, 9, 10, 11 & 17 completed by Advancee & Joiner

Items 12 (if known), 13, 14, 15 & 16 completed by Joiner


Item 18 completed by Proposer

Item 19 completed by Secondor

Completed by Secretary Mark must be entered within the triangle.


Completed by Joiner

All above double checked by Secretary and forwarded to Provincial Secretary with cheque



## Membership Application (MEM)

form available from Provincial Secretary  
or download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk)



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**MEM**

**The Ancient and Honourable Fraternity of Royal Ark Mariners**

**MEMBERSHIP APPLICATION FORM**

This form must be completed using computer or black ink pen and sent with the fee to the Provincial Secretary, Grand Lodge of Berkshire, The Grand Lodge, 360A, Manor Park, 952, Manor Park, London E9 6JA, UK.

1. LODGE NAME: \_\_\_\_\_

2. NUMBER: \_\_\_\_\_

3. PROVINCE/DISTRICT: \_\_\_\_\_

4. BROTHER: \_\_\_\_\_

5. FORENAMES IN FULL: \_\_\_\_\_

6. DESIGNATIONS AND HONOURS: \_\_\_\_\_

7. ADDRESS: \_\_\_\_\_

8. DATE OF BIRTH: \_\_\_\_\_

9. TELEPHONE: \_\_\_\_\_

10. DATE OF BIRTH: \_\_\_\_\_

11. ADVANCED IN MARK LODGE: \_\_\_\_\_

12. JOINING/REJOINING MEMBER: \_\_\_\_\_

13. MOTHER LODGE: \_\_\_\_\_

14. DATE OF ADVANCEMENT: \_\_\_\_\_

15. DATE OF LEAVING: \_\_\_\_\_

16. PRESENT PROVINCIAL/DISTRICT GRAND RANK: \_\_\_\_\_

17. SIGNATURE OF CANDIDATE: \_\_\_\_\_

18. SIGNATURE OF PROPOSER: \_\_\_\_\_

19. SIGNATURE OF SECRETARY: \_\_\_\_\_

20. THE CANDIDATE WAS ADVANCED/REBORN/REJOINED ON: \_\_\_\_\_

21. NAME OF SECRETARY: \_\_\_\_\_

22. SIGNATURE OF SECRETARY: \_\_\_\_\_

23. Resided in the Registration Part of: \_\_\_\_\_

**CANDIDATES MEMBERSHIP DETAILS WITHIN THE ORDER**

Please give the numbers of all the Lodges of which you are or have been a member together with the year of admission and if applicable the date of installation under the date of joining.

LODGE No.	DATE ADMITTED	DATE BY LEAVING	DATE OF INSTALLATION	CONSTITUTION

**CANDIDATES JOINING FROM ANOTHER CONSTITUTION**

Any Additional Comments: \_\_\_\_\_

Items 1, 2, 3, 20, 21, 22 & 23 completed by Scribe

Items 4, 5, 6, 7, 8, 9, 10, 11 & 17 completed by Candidate & Joiner


Items 12 (if known), 13, 14, 15 & 16 completed by Joiner

Item 18 completed by Proposer

Item 19 completed by Secondor

Completed by Joiner

All above double checked by Secretary and forwarded to Provincial Secretary with cheque



## Installation Return (INST)

form available from Provincial Secretary  
or download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk)

**INST**

Grand Lodge of Mark Master Masons  
of England and Wales and its Districts and Lodges Overseas  
**INSTALLATION RETURN**

This form must be completed and returned to the Provincial Secretary and not to the Provincial Grand Secretary.

The Grand Secretary, Mark Master, 100, St. James's Street, London, SW1A 1JF, UK, must be notified after the installation of the Master.

1. LODGE NAME

2. NUMBER

3. PROVINCE/DISTRICT

4. POSSESSIONARY

5. FORENAMES IN FULL

6. DECORATIONS AND HONOURS

7. RESIDING AT

8. DATE OF BIRTH

9. TELEPHONE

10. SIGNATURE OF SECRETARY

11. NAME OF SECRETARY

**CHANGE OF DETAILS**

Secretary / Treasurer / Grand Officer (delete as necessary)

1. INITIALS AND SURNAME

2. FORENAMES IN FULL

3. DECORATIONS AND HONOURS

4. ADDRESS

5. DATE OF BIRTH

6. TELEPHONE

7. SIGNATURE OF SECRETARY


8. NAME OF SECRETARY

Completed by Lodge Secretary

Returned to Provincial Secretary immediately after Installation meeting



Completed by Lodge Secretary. Please complete any changes to Secretary, Treasurer or Grand Officer



## Installation Return (INST)

form available from Provincial Secretary  
or download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk)

**INST**

The Ancient and Honourable Fraternity of Royal Ark Mariners  
**INSTALLATION RETURN**

This form must be completed and returned to the Provincial Secretary and not to the Provincial Grand Secretary.

The Grand Secretary, Mark Master, 100, St. James's Street, London, SW1A 1JF, UK, must be notified after the installation of the Commander.

1. LODGE NAME

2. NUMBER

3. PROVINCE/DISTRICT

4. POSSESSIONARY

5. FORENAMES IN FULL

6. DECORATIONS AND HONOURS

7. RESIDING AT

8. DATE OF BIRTH

9. TELEPHONE

10. SIGNATURE OF SCRIBE

11. NAME OF SCRIBE

**CHANGE OF DETAILS**

Scribe / Treasurer / Grand Officer (delete as necessary)

1. INITIALS AND SURNAME

2. FORENAMES IN FULL

3. DECORATIONS AND HONOURS

4. ADDRESS

5. DATE OF BIRTH

6. TELEPHONE

7. SIGNATURE OF SCRIBE


8. NAME OF SCRIBE

Completed by Lodge Scribe

Returned to Provincial Secretary immediately after Installation meeting




Completed by Lodge Scribe. Please complete any changes to Scribe, Treasurer or Grand Officer



## Dispensation in Respect of a Lodge (DISPL)

form available from Provincial Secretary  
or download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk)

**Completed if Rule 95 Book of Constitutions applies**



Grand Lodge of Mark Master Masons of England and Wales and its Districts and Lodges Overseas

**REQUEST FOR DISPENSATION IN RESPECT OF A LODGE**

DISPL

This form must be completed only in respect of a lodge in Great Britain and sent to the Provincial Grand Secretary in The Grand Stables, Mark Master Hall, 16th January Street, London SW1A 1JF.

**TO THE MOST WORSHIPFUL GRAND MASTER**

we, the undersigned, being the Master and Secretary of

1. LODGE NAME

2. NUMBER

3. PROVINCE/DISTRICT

specifically request on behalf of the members of the Lodge that a Dispensation be granted for the following reasons:

(a) To enable a meeting of the Lodge to be held on  (Please list appropriate days)

(b) To enable a regular meeting date to be decided on the following date

(c) To enable a meeting of the Lodge to be held on the following date

(Which is over the recess detailed in the by-laws)

(d) The Warrant of the Lodge not being available, for the reasons detailed overhead, the members desire to hold a meeting of the Lodge before the Warrant.

(e) For reasons detailed overhead.

NAME OF SECRETARY (Printed & Surname)

SIGNATURE OF SECRETARY

NAME OF MASTER (Printed & Surname)

SIGNATURE OF MASTER

RECOMMENDED BY (Printed & Surname)

SIGNATURE OF PROVINCIAL DISTRICT GRAND MASTER

DATE

**NOTES**

1. This notice must reach the Grand Secretary with the appropriate fee at least three weeks before the date of the meeting and **MUST** be recommended by the Provincial Grand Master when applicable.

2. A Dispensation, if granted, will be sent to the Provincial Grand Secretary.

**DISPENSATION No.**  **OFFICIAL USE ONLY** **SEE RECEIPTS**

Please take a photograph of this form when completed and retain it for your Lodge records.

Completed by Secretary.

Signed by Master

Signed by PGM after being forwarded to Prov Sec

Grand Lodge fee payable if proposed date is more than 14 days before or after date fixed by by-laws

CHANGE OF DETAILS

If there have been any changes in respect of the below, please tick the appropriate box, and complete the details.

SECRETARY  TREASURER

Secretary / Treasurer (delete as necessary)

1. INITIALS AND SURNAME

2. FORNAMES IN FULL

3. EDUCATIONS AND HONOURS  A STYLE OR TITLE "to be entered"

4. ADDRESS

5. DATE OF BIRTH  SEE POSTCODE


6. TELEPHONE: HOME  WORK

MOBILE  FAX

E-MAIL

Completed by Secretary.


**Returned to Provincial Secretary at least 6 weeks before proposed date with cheque (if appropriate)**



## Dispensation in Respect of a Lodge (DISPL)

form available from Provincial Secretary  
or download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk)

**Completed if Rule 95 Book of Constitutions applies**



The Ancient and Honourable Fraternity of Royal Ark Mariners

**REQUEST FOR DISPENSATION IN RESPECT OF A LODGE**

DISPL

This form must be completed only in respect of a lodge in Great Britain and sent to the Provincial Grand Secretary in The Grand Stables, Mark Master Hall, 16th January Street, London SW1A 1JF.

**TO THE MOST WORSHIPFUL GRAND MASTER**

we, the undersigned, being the Commander and Scribe of

1. LODGE NAME

2. NUMBER

3. PROVINCE/DISTRICT

specifically request on behalf of the members of the Lodge that a Dispensation be granted for the following reasons:

(a) To enable a meeting of the Lodge to be held on  (Please list appropriate days)

(b) To enable a regular meeting date to be decided on the following date

(c) To enable a meeting of the Lodge to be held on the following date

(Which is over the recess detailed in the by-laws)

(d) The Warrant of the Lodge not being available, for the reasons detailed overhead, the members desire to hold a meeting of the Lodge before the Warrant.

(e) For reasons detailed overhead.

NAME OF SCRIBE (Printed & Surname)

SIGNATURE OF SCRIBE

NAME OF COMMANDER (Printed & Surname)

SIGNATURE OF COMMANDER

RECOMMENDED BY (Printed & Surname)

SIGNATURE OF PROVINCIAL DISTRICT GRAND MASTER

DATE

**NOTES**

1. This notice must reach the Grand Secretary with the appropriate fee at least three weeks before the date of the meeting and **MUST** be recommended by the Provincial Grand Master when applicable.

2. A Dispensation, if granted, will be sent to the Provincial Grand Secretary.

**DISPENSATION No.**  **OFFICIAL USE ONLY** **SEE RECEIPTS**

Please take a photograph of this form when completed and retain it for your Lodge records.

Completed by Scribe

Signed by Commander

Signed by PGM after being forwarded to Prov Sec

Grand Lodge fee payable if proposed date is more than 14 days before or after date fixed by by-laws

CHANGE OF DETAILS

If there have been any changes in respect of the below, please tick the appropriate box, and complete the details.

SCRIBE  TREASURER

Scribe / Treasurer (delete as necessary)

1. INITIALS AND SURNAME

2. FORNAMES IN FULL

3. EDUCATIONS AND HONOURS  A STYLE OR TITLE "to be entered"

4. ADDRESS

5. DATE OF BIRTH  SEE POSTCODE

6. TELEPHONE: HOME  WORK

MOBILE  FAX

E-MAIL

Completed by Scribe

**Returned to Provincial Secretary at least 6 weeks before proposed date with cheque (if appropriate)**





## Recommendations for Mark Grand Rank

form available from Provincial Secretary  
or download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk)



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**Provincial Grand Lodge of Mark Master Masons of Berkshire**  
**Recommendation for Mark Grand Rank**

Please use this form to notify the Provincial Grand Secretary for members you wish to nominate for Mark Grand Rank or for Promotion.

**Lodge Name**  **No.**

**Members Surname**  **Forenames**

**Date of Birth**

**Address** (Line 1)

**Address** (Line 2)

**Address** (Line 3)

**Town**

**County**

**Postcode**

**Telephone No.**

**Mobile No.**

**Email address**

**Date Advanced**  **Date Installed**

**Lodges of which he is a Past Master**

**Current Provincial Rank**

**Year Received**  **Active?** (Yes/No)

**First Provincial Rank**

**Year Received**  **Active?** (Yes/No)

**Current Grand Mark Rank**  **Year received**

**Personal Report** (please include relevant additional information)

**Secretary (Enter Name)**  **Date**

Please return to the Provincial Grand Secretary in the strictest confidence.

The Provincial Grand Secretary will email each Lodge Secretary requesting nominations/recommendations the forms, completed by the Lodge Secretary, **in the strictest confidence**, must be returned by the date specified.


Brethren eligible for first appointment to this high honour are those who have been an Installed Master for at least four full years and have served at least three full years in Provincial Grand Lodge.

Eligibility for promotion is not normally considered until after a further five full years.

The utmost care and consideration must be exercised in making these recommendations. It is essential that a Brother should have carried out his duties as Master in an exemplary manner, and that he continues to attend meetings of his Lodge regularly. He should, subsequent to Installing his successor, and to the utmost of his ability be giving active support and assistance to both the Lodge and the Province.


Should any Secretary need assistance or guidance please contact the Provincial Grand Secretary in the first instance.

Nomination may be re-submitted annually if nominee is not successful.




## Recommendations for RAM Grand Rank

form available from Provincial Secretary  
or download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk)



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**Provincial Grand Lodge of Mark Master Masons of Berkshire**  
**Recommendation for Royal Ark Mariner Grand Rank**

Please use this form to notify the Provincial Grand Secretary for members you wish to nominate for Royal Ark Mariner Grand Rank.

**Lodge Name**  **No.**

**Members Surname**  **Forenames**

**Date of Birth**

**Address** (Line 1)

**Address** (Line 2)

**Address** (Line 3)

**Town**

**County**

**Postcode**

**Telephone No.**

**Mobile No.**

**Email address**

**Date Elevated**

**Date Installed as Commander**

**Lodges of which he is a Past Commander**

**Year Received Provincial RAMGR**

**Personal Report** (please include relevant additional information)

**Scribe (Enter Name)**  **Date**

Please return to the Provincial Grand Secretary in the strictest confidence.


The Provincial Grand Secretary will email each Lodge Scribe requesting nominations/recommendations the forms, completed by the Lodge Scribe, **in the strictest confidence**, must be returned by the date specified.

Brethren eligible for this high honour are those who have been an Installed Commander for at least four years full years and have held Provincial Royal Ark Mariner Grand Rank for at least two years full years.

The utmost care and consideration must be exercised in making these recommendations. It is essential that a Brother should have carried out his duties as Commander in an exemplary manner, and that he continues to attend meetings of his Lodge regularly. He should, subsequent to Installing his successor, and to the utmost of his ability be giving active support and assistance to both the Lodge and the Province.


Should any Scribe need assistance or guidance please contact the Provincial Grand Secretary in the first instance.


Nomination may be re-submitted annually if nominee is not successful.



## Recommendations for Provincial Mark Grand Rank

form available from Provincial Secretary  
or download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk)





Provincial Grand Lodge of Mark Master Masons of Berkshire

**Recommendation for Mark Provincial Grand Rank**

Please use this form to notify the Provincial Grand Secretary for members you wish to nominate for Mark Provincial Grand Rank or for Promotion.

Lodge Name  No.

Members Surname  Forenames

Date of Birth

Address (Line 1)

Address (Line 2)

Address (Line 3)

Town

County

Postcode

Telephone No.

Mobile No.

Email address

Date Advanced  Date Installed

Ceremonies Conducted: Advancement (Yes/No)

Installation (Yes/No)

Quality of Work (V Good/Good/Fair/Poor)

Is he a regular attendee of: Lodge meetings (Yes/No)

Rehearsals/LOI (Yes/No)

Committee meetings (Yes/No)

Current Provincial Rank

Year Received  Active? (Yes/No)

**Personal Report** (Please include comments from the Master and Secretary with regards to his involvement in Lodge activities, particularly since passing the Chair)

Secretary (Enter Name)  Date

Please return to the Provincial Grand Secretary in the strictest confidence.

The Provincial Grand Secretary will email each Lodge Secretary requesting nominations/recommendations the forms, completed by the Lodge Secretary, **in the strictest confidence**, must be returned by the date specified.


Brethren normally eligible for first appointment are those brethren who have been an Installed Master for at least three years. i.e Installed 2008, eligible 2011.

Further promotion is not normally considered for at least a further three years.

Should any Secretary need assistance or guidance please contact the Provincial Grand Secretary in the first instance.


N.B. It is important that completed forms are received from all Lodges even if there are no nominations. Should there be no nomination details should be entered in the "Personal Report" box i.e. "No nomination due to \_\_\_\_\_ (enter reason).


Nomination may be re-submitted annually if nominee is not successful.



## Recommendations for Provincial RAM Grand Rank

form available from Provincial Secretary  
or download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk)





Provincial Grand Lodge of Mark Master Masons of Berkshire

**Recommendation for Provincial Royal Ark Mariner Grand Rank**

Please use this form to notify the Provincial Grand Secretary for members you wish to nominate for Provincial Royal Ark Mariner Grand Rank.

Lodge Name  No.

Members Surname  Forenames

Date of Birth

Address (Line 1)

Address (Line 2)

Address (Line 3)

Town

County

Postcode

Telephone No.

Mobile No.

Email address

Date Elevated  Date Installed

Ceremonies Conducted: Elevation (Yes/No)

Installation (Yes/No)

Quality of Work (V Good/Good/Fair/Poor)

Is he a regular attendee of: Lodge meetings (Yes/No)

Rehearsals/LOI (Yes/No)

Committee meetings (Yes/No)

**Personal Report** (Please include comments from the Commander and Scribe with regards to his involvement in Lodge activities, particularly since passing the Chair)

Scribe (Enter Name)  Date

Please return to the Provincial Grand Secretary in the strictest confidence.


The Provincial Grand Secretary will email each Lodge Scribe requesting nominations/recommendations the forms, completed by the Lodge Scribe, **in the strictest confidence**, must be returned by the date specified.

Brethren normally eligible for appointment to Provincial RAM Grand Rank are those brethren who have been an Installed Commander for at least four years. i.e. Installed 2005, eligible 2009.

Should any Scribe need assistance or guidance please contact the Provincial Grand Secretary in the first instance.


N.B. It is important that completed forms are received from all Lodges even if there are no nominations. Should there be no nomination details should be entered in the "Personal Report" box i.e. "No nomination due to \_\_\_\_\_ (enter reason).


Nomination may be re-submitted annually if nominee is not successful.



## Change of Details

form available from Provincial Secretary  
or download from the Provincial website [www.berksmark.org.uk](http://www.berksmark.org.uk)





**Provincial Grand Lodge of Mark Master Masons of Berkshire**  
Change of membership details

Please use this form to notify the Provincial Grand Secretary of any change of details to your membership i.e. Resignations, Deaths, Honorary membership, Cessions, or Evolutions. Also any changes of detail such as address, postcode, telephone no., email address etc.

**Part One**

Lodge Name  No.  Mark/RAM

Members Surname

Forenames in full

Rank

**Contact Information Changes**

Address (Line 1)

Address (Line 2)

Town

County

Postcode

Telephone No.

Mobile No.

Email address

**Part Two** (Enter *Yes* and *date* in relevant boxes)

Resignation  Effective Date

Deceased  Date of Death

Honorary Membership  Effective Date

Cessation  Effective Date

Exclusion  Effective Date


Honours from other Provinces (Enter Rank & Province)

Secretary/Scribe (Enter Name)


The form needs to be completed whenever there are changes to a members details.

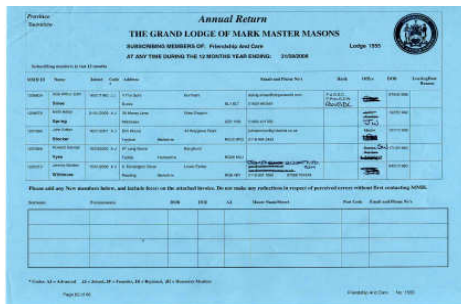
It is important to identify if the information concerns the Mark or the RAM degree or both.

The completed form can be sent to the Provincial Grand Secretary by either post or email, preferably by email.



## Grand Lodge Annual Dues





**Annual Return**  
THE GRAND LODGE OF MARK MASTER MASONS  
SUBSCRIBING MEMBERS OF: Friendship And Care  
AT ANY TIME DURING THE 12 MONTHS YEAR ENDING: 31/03/2008  
Lodge No. 1555

Subscribing members as at 31/03/2008

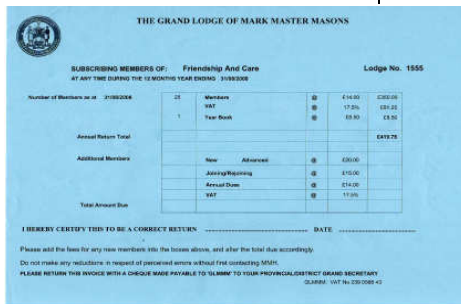
UOB No.	Name	Rank	Grade	Address	Residence Phone No.	MOB	EMAIL	EXM	Expiry/Other Dates
1000001	Mr J. J. J.	1st	1st	1st St, 1st St, 1st St	01234 567890	07123 456789	jjj@1stst.com		31/03/2008
1000002	Mr J. J. J.	1st	1st	1st St, 1st St, 1st St	01234 567890	07123 456789	jjj@1stst.com		31/03/2008
1000003	Mr J. J. J.	1st	1st	1st St, 1st St, 1st St	01234 567890	07123 456789	jjj@1stst.com		31/03/2008
1000004	Mr J. J. J.	1st	1st	1st St, 1st St, 1st St	01234 567890	07123 456789	jjj@1stst.com		31/03/2008
1000005	Mr J. J. J.	1st	1st	1st St, 1st St, 1st St	01234 567890	07123 456789	jjj@1stst.com		31/03/2008

Please add any New members here, and include them on the attached details. Do not make any alterations in respect of previous years without first contacting NSM.

Amount: £1000.00    £1000.00    £0.00    £0.00    £0.00    £0.00    £0.00    £0.00    £0.00    £0.00

Provincial Grand Secretary: Mr J. J. J.    Provincial Grand Secretary: Mr J. J. J.    Provincial Grand Secretary: Mr J. J. J.

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**THE GRAND LODGE OF MARK MASTER MASONS**  
SUBSCRIBING MEMBERS OF: Friendship And Care  
AT ANY TIME DURING THE 12 MONTHS YEAR ENDING: 31/03/2008  
Lodge No. 1555

Number of Members as at 31/03/2008

	25	Members	£	414.00	£282.00
25	1	Members	£	17.25	104.25
25	1	Year Book	£	10.00	14.00
<b>Annual Return Total</b>					
<b>Additional Members</b>					
	New	Advanced	£	£30.00	
	Joining/Rejoining		£	£15.00	
	Annual Dues		£	£14.00	
	25		£	11.75	
<b>Total Annual Due</b>					


I HEREBY CERTIFY THIS TO BE A CORRECT RETURN ..... DATE .....

Please add the fees for any new members with the income above, and add the total due accordingly.  
Do not make any reductions in respect of previous years without first contacting NSM.  
PLEASE RETURN THIS INVOICE WITH A CHEQUE MADE PAYABLE TO 'GLMM' TO YOUR PROVINCIAL/DISTRICT GRAND SECRETARY  
GLMM: 1477 No 225/2008-03



This form is sent annually to the Provincial Grand Secretary in August/September from Grand Lodge and is forwarded to each Lodge Secretary/Scribe, with guidelines for completion and signature. Once completed it should be returned to the Provincial Grand Secretary with the appropriate cheque for checking against the Provincial Database. A copy will be taken for the Provincial Records and the original together with the cheque is sent to Grand Lodge.

N.B. This form is exactly the same for Royal Ark Mariner Lodges except in green.






## Regular Meetings


## Summons (Regular Meeting)



- Must be received by members at least 14 days before meeting date. *(It can be sent via email)*
- Include the Provincial website on the summons
  - "We invite you to visit the Provincial website on [www.berksmark.org.uk](http://www.berksmark.org.uk)"
- It is recommended that minutes of the previous meeting are circulated prior to the meeting either via email or in hard copy, but they must be confirmed at this meeting. They must be affixed to the minute book and not signed as a loose leaf document.
- Presentation of a Grand Lodge Certificate should be the first item after the minutes.
- There should always be an item "Report from the BeMBA representative".
- Copies of the summons should also be sent to the Provincial Executive:
  - Provincial Grand Master
  - Deputy Provincial Grand Master
  - Provincial Grand Secretary
  - Provincial Grand Director of Ceremonies
  - Provincial Grand Treasurer
  - Two Provincial Wardens


All the Executive will book in with you direct and will pay for their meal on each occasion. If you do not hear from any member of the Executive please record their apologies. Please include a copy of the minutes if circulated.

**N.B. Exactly the same procedure is applied for Royal Ark Mariner Lodges.**




## Proposing Candidates

### Advancement, Elevation, Joining, Re-Joining




- The following information must appear on the summons:
  - Full Name
  - Date of Birth
  - Place or places of abode
  - Name and number of Craft Lodge
  - Names of Proposer and Seconder (both of whom must be subscribing members of the Lodge or Honorary Members who are Past Masters of the Lodge)

N.B. A candidate can be Advanced, **Elevated**, Join or Re-Join at the same meeting as long as the ballot proves in favour.




Tokens for candidates available from Provincial Secretary *(Mark only)*




## Election of Master/Commander & Treasurer

This must appear as an item on the agenda prior to the Installation meeting.





- There is no need for the above to be balloted for if the following applies:
  - There is only one nomination
  - No other member duly qualified has indicated to the Secretary/Scribe that he wishes to be considered
  - No member present calls for a ballot
  - The names of the nominees appear on the summons
- Should all the above apply the Master/Commander can declare the election in favour of the nominated members.



## The Risings

- First Rising
  - Communications from Grand Lodge
- Second Rising
  - Communications from Provincial Grand Lodge
- Third & Fourth Rising
  - General matters of the Lodge





## Installation Meeting

Please note:


Unless the tradition of the Lodge is different the Provincial Senior and Junior Warden should be invited to take the Wardens chairs and also to ask the Provincial Senior Warden to give the address to the Wardens and the Provincial Junior Warden to give the address to the Overseers.

The address to the Master, Wardens and Overseers should be given immediately following their appointment and investiture.






## Summons (Installation Meeting)




- Must be received by members at least 14 days before meeting date. *(It can be sent via email)*
- Include the Provincial website on the summons
  - "We invite you to visit the Provincial website on [www.berksmark.org.uk](http://www.berksmark.org.uk)"
- It is recommended that minutes of the previous meeting are circulated prior to the meeting either via email or in hard copy, but they must be confirmed at this meeting. They must be affixed to the minute book and not signed as a loose leaf document.
- Presentation of a Grand Lodge Certificate should be the first item after the minutes.
- Items that must be included on the agenda are:
  - To elect:
    - Two members to serve on the Lodge committee
    - Two members to act as Examiners Rule 105ii
    - A representative to serve on the BeMBA management committee
  - Report from the BeMBA representative

**N.B. Exactly the same procedure is applied for Royal Ark Mariner Lodges.**



## Summons (Installation Meeting)



- Copies of the summons should be sent to the Provincial Executive and the Provincial Officers of the year *(a list will be sent to you including email addresses. If a set of labels are required please contact the Provincial Secretary)*
- The Provincial DC will book in the PGM, DepPGM, Wardens and a DC if they are attending.
- All other Active Provincial Officers will book in with you direct.
- With the exception of the Provincial Grand Master or his representative, all will pay for their meal.
- Please include a copy of the minutes if circulated.
- If you do not hear from any member of the Executive please record their apologies.


**N.B. Exactly the same procedure is applied for Royal Ark Mariner Lodges.**




## Officers of a MMM Lodge




- **The following Officers must be appointed at the Installation Meeting**
  - Worshipful Master
  - Senior Warden
  - Junior Warden
  - Master Overseer
  - Senior Overseer
  - Junior Overseer
  - Treasurer
  - Registrar of Marks
  - Secretary
  - Senior Deacon
  - Junior Deacon
  - Inner Guard
  - Tyler
- **The Master may also appoint the following additional officers**
  - Chaplain
  - Director of Ceremonies
  - Almoner
  - Charity Steward
  - Assistant Secretary
  - Assistant Director of Ceremonies
  - Organist
  - Stewards




## Order of Precedence (MMM)




- Assuming all Officers are appointed the following applies:
  - Worshipful 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
  - Inner Guard
  - Stewards
  - Tyler




## Officers of a RAM Lodge




- **The following Officers must be appointed at the Installation Meeting**
  - Worshipful Commander
  - Senior Warden
  - Junior Warden
  - Treasurer
  - Scribe
  - Senior Deacon
  - Junior Deacon
  - Guardian
  - Warder
- **The Commander may also appoint the following additional officers**
  - Chaplain
  - Director of Ceremonies
  - Almoner
  - Charity Steward
  - Assistant Secretary
  - Assistant Director of Ceremonies
  - Organist
  - Stewards





## Order of Precedence (RAM)




- Assuming all Officers are appointed the following applies:
  - Worshipful Commander
  - Senior Warden
  - Junior Warden
  - Chaplain
  - Treasurer
  - Scribe
  - Director of Ceremonies
  - Almoner
  - Charity Steward
  - Senior Deacon
  - Junior Deacon
  - Assistant Secretary
  - Assistant Director of Ceremonies
  - Organist
  - Guardian
  - Stewards
  - Warder



# Lodge Accounts

# Lodge Accounts



- Presentation of the Lodge accounts must appear as an item on the agenda at the meeting detailed in the Lodge By-Laws i.e.:
  - The Treasurer will present the Lodge Accounts for the year ending xx/xx/xxxx
- A copy of the accounts must be sent to the Provincial Grand Treasurer as soon as possible after being signed by the Lodge Treasurer and both Examiners.

**N.B. Exactly the same procedure is applied for Royal Ark Mariner Lodges.**



## Presentation of Grand Lodge Certificate




## Presentation of Grand Lodge Certificate


- As soon as certificates are received they should be presented to the relevant Brother.
- Certificates should be presented by a member of the Executive, if possible, failing which by a senior member of the Lodge.
- At the same time an introductory letter about the Royal Ark Mariner degree, from the Provincial Grand Master, should be presented with the appropriate words. *(This letter is available as a download from the website)*

**N.B. Exactly the same procedure is applied for Royal Ark Mariner Lodges except for the presentation of the RAM letter.**





## Alteration of By-Laws




## Alteration of By-Laws




- All Lodge By-Laws should be consistent with the model produced by Grand Lodge.
- They may not be amended without the approval of Provincial Grand Lodge and the General Board. *(3 copies must be sent to the Provincial Grand Secretary)*
- Any amendment must first be proposed by Notice of Motion given at one meeting and included in the summons for and voted upon at the next meeting.

**N.B. Exactly the same procedure is applied for Royal Ark Mariner Lodges.**



## Model By-Laws




By-Laws  
of the  
Lodge of Mark Master Masons, No. \_\_\_\_\_

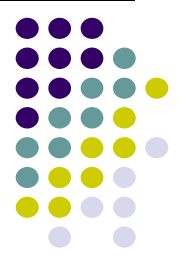
1. **Days and Places of Meetings**  
The Lodge shall meet at the \_\_\_\_\_ on the \_\_\_\_\_ of \_\_\_\_\_.
2. **Election of Officers and Installation**  
The Master and Treasurer shall be elected in accordance with Rule 72(c) and 84 respectively in the Book of Constitutions, and the Tyler by ballot of ballot at the regular meeting in \_\_\_\_\_ The \_\_\_\_\_ shall be installed at the regular meeting in \_\_\_\_\_ and will appoint and install the Officers.
3. **Candidates**  
The election of candidates for Advancement, Joining or Rejoining shall be by ballot; \_\_\_\_\_ shall have the privilege.
4. **Annual Subscriptions and Fees**  
The amount of the annual subscriptions, payable in advance on the \_\_\_\_\_ the fees for Advancement, joining and Rejoining, shall be such sums as determined by resolution in open Lodge after due notice on the summons. The amounts shall include all fees and dues payable to Grand Lodge, Provincial Grand Lodge and any other payment or financial liability incurred by the Lodge and/or candidates for membership.
5. **Country Members**  
A member of the Lodge may, on his request, and by resolution of the Lodge, be given the status of a country member, in which case his annual subscription shall be reduced at the end of the current financial year. He may require ordinary membership, at any time, on payment of the full subscription for the current year.
6. **Treasurer**  
The Treasurer shall receive all fees, dues, etc., and shall deposit them in the name of the Lodge, in a bank approved by the Lodge. He shall pay all accounts, and shall, at the regular meeting in \_\_\_\_\_ present an audited balance sheet of the Lodge accounts, made up to \_\_\_\_\_.
7. **Terms of Subscriptions**  
A member more than 12 months in arrears shall not hold Office in the Lodge. If he be 18 months in arrears, he shall be excluded.  
If \_\_\_\_\_ must be greater than six months (see Rule 90)  
If \_\_\_\_\_ must be greater than twelve months and twenty-four months is a maximum (see Rule 71)
8. **Secretary**  
The Secretary shall keep Minutes of proceedings of the Lodge, and separately of any Lodge committee. He shall issue summonses for all Lodge meetings, at least seven days in advance to every member of the Lodge. His services may be deemed equivalent to payment of subscription if he so desires.

9. **Lodge Committee and Auditors**  
The Lodge Committee shall consist of the Master, Wardens, Overseers, Treasurer, Secretary, Subscribing Past Master, and \_\_\_\_\_ (other members at the regular meeting in \_\_\_\_\_). Two auditors shall be elected annually at the same meeting.
10. **Resignation**  
A brother wishing to resign from the Lodge shall give notice, either in open Lodge or by letter to the Secretary and, on payment of all dues, shall be entitled to a certificate of clearance.
11. **Honorary Members**  
A brother who has given distinguished service to the Order in general, or to the Lodge in particular may be elected an honorary member of the Lodge.
12. **Lodge Effects**  
The goods and furniture of the Lodge are the property of the Master and Wardens for the time being, in trust for the members. The Warrant of Constitution is the property of the Grand Master, and the Master shall be responsible for its safe custody, and shall produce it at every meeting of the Lodge.
13. **Alteration of By-Laws**  
Notice of motion of any alteration of, or addition to, these By-Laws must be given at one meeting. They shall stand on the Summons for the next meeting and if approved the alteration or addition shall be submitted for the approval of the Provincial Grand Master and General Board.
14. **Presentation of By-Laws**  
A copy shall be presented to each new member of the Lodge, and to the Master at the installation.  
Adopted in open Lodge on the \_\_\_\_\_ (date)  
Master \_\_\_\_\_ Secretary \_\_\_\_\_  
Approved on the \_\_\_\_\_ (date)  
Provincial Grand Master \_\_\_\_\_  
Provincial Grand Secretary \_\_\_\_\_  
Spoken for General Board Approval - 75mm x 25mm

100 Words in square brackets to be omitted in respect of Unattached Lodges



## Mark Leaflet



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## The Berkshire Link & Provincial Website



## The Link & Website



- Send articles of interest together with pictures if possible.
  - Donations
  - Interesting Lodge activities etc
- Copy dates for The Link
  - Spring issue deadline for copy and photo's – end Feb
  - Autumn issue deadline for copy and photo's – end July

N.B. Articles for the website can be sent at anytime