



**THE GRAND LODGE OF MARK MASTER MASONS**  
of England and Wales and its Districts and Lodges Overseas

**GRAND SECRETARY'S OFFICE**

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Mark Masons' Hall  
86 St. James's Street  
London, SW1A 1PL

04 August 2020

**To: All Provincial Grand Secretaries, Unit Secretaries and Treasurers (and their equivalents) in all Orders**

Dear Sir and Brother

We are pleased to announce five important changes to the way administrative procedures are managed across all our Orders.

1. From 11<sup>th</sup> August 2020, all Unit Secretaries (and their equivalents) will be given read/write access to Keystone Online to enable them to update membership details i.e. process leavers, amend contact details and add Installation Returns.
2. A new document store is now live on Keystone Online where you will find the latest version of all the documents relating to the administration of your Province, Lodge or equivalent. Please don't save copies on your PC or Provincial website – always use the version in the document store.
3. Many of the forms which are to be accompanied by a payment now include details for making payment by bank transfer (BACS). If using this method, you **must** attach/enclose a copy of the payment receipt with the form. If you have a query about a BACS payment, please contact the Finance Department by email at [finance@mmh.org.uk](mailto:finance@mmh.org.uk)
4. A new suite of tutorial videos and PDF guides has been put together and can be found under the "Help" button to assist you in completing administrative tasks on Keystone Online.
5. A button has been added to enable you to request a Dispensation to elect and Install a Master (or equivalent) at the same meeting due to Covid-19. Information on how to use this facility can be found in the attached note and in the document store.

To ensure that application forms are dealt with quickly and efficiently, please note the following guidance:

**Membership Application Forms**

**Unit Secretaries:** This Form is to be completed and sent within fourteen days of admission of the candidate to the Provincial/District Grand Secretary (with cheque/BACS receipt).

**Provincial/District Grand Secretaries:** Please forward with cheque to The Finance Department, Mark Masons' Hall, 86 St James's Street, London SW1A 1PL, or via email, only if paying by BACS, and accompanied with the BACS receipt to [finance@mmh.org.uk](mailto:finance@mmh.org.uk)

**Unit Dispensation Forms/Master Elect Forms**

**Unit Secretaries:** This Form is to be completed and sent to the Provincial/District Grand Secretary (with cheque/BACS receipt)

**Provincial/District Grand Secretaries:** Please forward with cheque to The Registrations Department, Mark Masons' Hall, 86 St James's Street, London SW1A 1PL, or via email, only if paying by BACS and accompanied with BACS receipt to [registrations@mmh.org.uk](mailto:registrations@mmh.org.uk)

When paying by BACS please use the following bank details:

Bank Name: Clydesdale Bank Plc.

Sort Code: 821208

Account Number: 60225538

Account Name: Grand Lodge of Mark Master Masons

Branch Address: 154 - 158 Kensington High Street, London, W8 7RL

IBAN No.: GB72 CLYD 821208 60225538

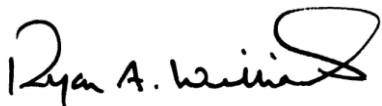
BIC No.: CLYDGB21842

SWIFT CODE: CLYDGB2S

Please also note that the Membership Application Form now includes a box to record the profession (or former profession if retired) of membership applicants. This can be very helpful if a Brother is being considered for an appointment or promotion in the future and should always be added to Keystone Online, when available.

I do hope that you will welcome these changes which are in response to your feedback.

With fraternal regards and best wishes.



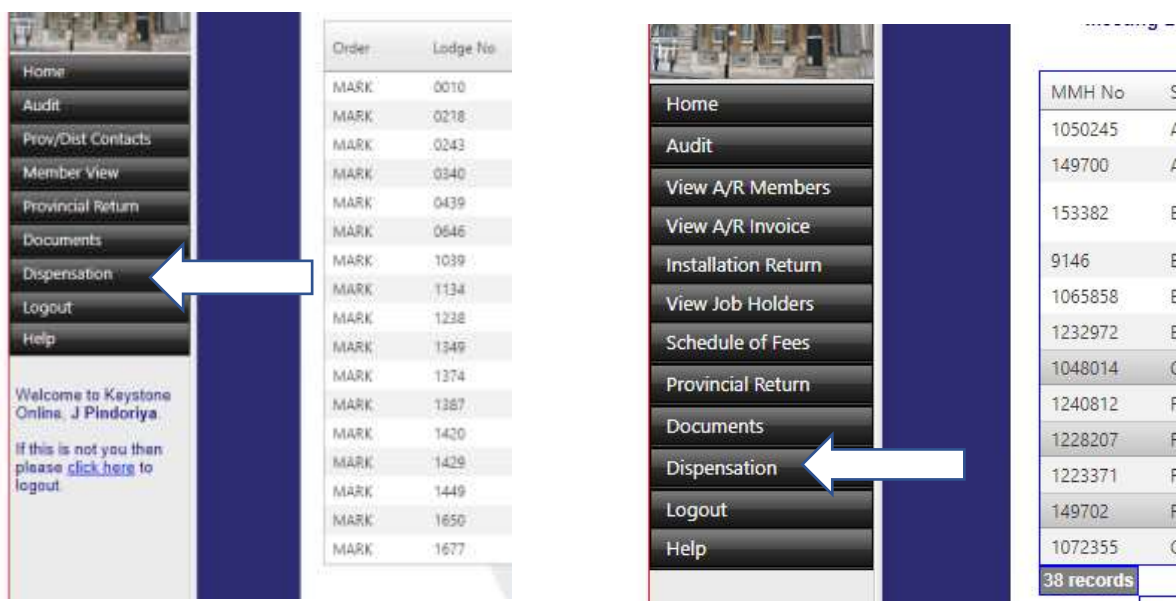
R.W.Bro. Ryan A Williams, P.G.J.W.  
Grand Secretary

# Request Dispensation to Install and Elect a Master or equivalent at same meeting via Keystone Online

(This only applies to meetings of Units that have been affected by COVID-19)

## Available only to members with read/write access

1. When you are logged into Keystone Online select the Province/District and you will be displayed with the list of Units. You have 2 options where you can process the dispensation.
  - First picture you can select dispensation at the point you have the list of Units.
  - Or you can click on the Unit concerned and will take you to another dispensation button as shown in second picture.



2. After clicking on dispensation button, you will now see this screen as below

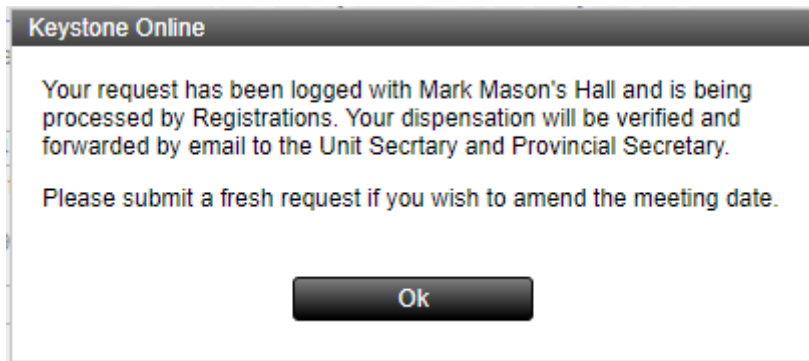
**Dispensation Request**

Complete this form to request a dispensation to elect and install officers at the same meeting following changes due to COVID-19.

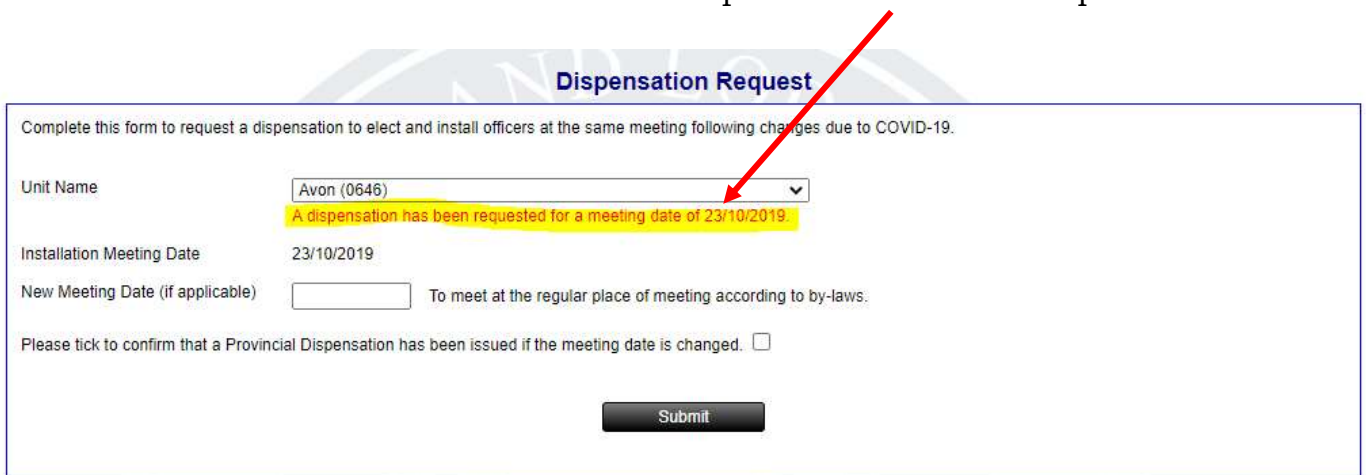
Unit Name	Avon (0646)	<b>A</b>
Installation Meeting Date	23/10/2019	<b>B</b>
New Meeting Date (if applicable)	<input type="text"/> To meet at the regular place of meeting according to by-laws.	<b>C</b>
Please tick to confirm that a Provincial Dispensation has been issued if the meeting date is changed. <input type="checkbox"/>		<b>D</b>

- (i) Section **A**, select the Unit concerned, if you are already in a Unit, it will automatically populate the correct Unit.
- (ii) Section **B** will automatically add the date of the Installation meeting. If meeting is changed then you need to add the new meeting date in section **C**
- (iii) Section **D** you will **ONLY** need to tick if the Installation meeting has been changed by a Province/District Dispensation and you have added the new date of meeting in section **C** otherwise you do not tick just click submit. (If an unattached Unit it will be a dispensation from MMH)

3. Once submit is clicked you will then see the message as below. MMH will verify and check the submission made.

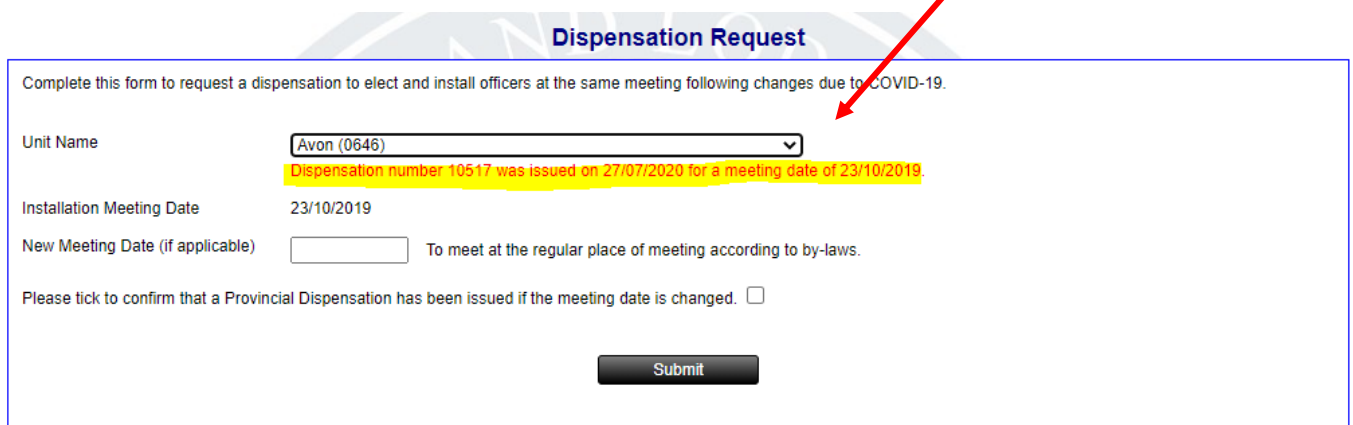


4. Once submitted it will show the status that dispensation has been requested.



A screenshot of a 'Dispensation Request' form. The title is 'Dispensation Request'. Below the title is the instruction: 'Complete this form to request a dispensation to elect and install officers at the same meeting following changes due to COVID-19.' The form fields are: 'Unit Name' with a dropdown menu showing 'Avon (0646)'; 'Installation Meeting Date' with the value '23/10/2019'; 'New Meeting Date (if applicable)' with an empty text box and the text 'To meet at the regular place of meeting according to by-laws.'; and a checkbox labeled 'Please tick to confirm that a Provincial Dispensation has been issued if the meeting date is changed.' with the checkbox currently unchecked. A red arrow points from the text in step 4 to the dropdown menu. Below the form is a black button labeled 'Submit'.

5. Once MMH have verified the submission this will show status with dispensation number and date the dispensation was issued. The Dispensation will then be emailed to the Provincial/District Grand Secretary or equivalent.



A screenshot of a 'Dispensation Request' form, similar to the one above. The title is 'Dispensation Request'. Below the title is the instruction: 'Complete this form to request a dispensation to elect and install officers at the same meeting following changes due to COVID-19.' The form fields are: 'Unit Name' with a dropdown menu showing 'Avon (0646)'; 'Installation Meeting Date' with the value '23/10/2019'; 'New Meeting Date (if applicable)' with an empty text box and the text 'To meet at the regular place of meeting according to by-laws.'; and a checkbox labeled 'Please tick to confirm that a Provincial Dispensation has been issued if the meeting date is changed.' with the checkbox currently unchecked. A red arrow points from the text in step 5 to the dropdown menu. Below the form is a black button labeled 'Submit'.