



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

04 May 2021

To: All Heads of Orders

Cc: All Provincial, District, Divisional and Regional Secretariats

Dear Sir and Brother

Process for reporting resignations

Thank you for your continued efforts in keeping the administration of your Provinces, Districts, Divisions and Regions on an even keel during this protracted period of unfamiliar working.

There is one area that appears to be causing some confusion which is the reporting of resignations.

The process should be that when resignations are received, they are reported to the local head of the Order, who may take the opportunity to contact the Brother concerned to see if the situation can be rectified before the resignation is reported to the Unit at the next meeting (physical or VBM) and entered on Keystone Online thereafter.

It is important that this process is followed as it has been proven to yield a better chance of retaining the Brother as a member, at least of the Order if not the Unit.

The requirement for it not to be recorded on Keystone until it has been reported at a formal meeting of the Unit (physical or VBM) means that the report of the resignation is recorded in the minutes of that meeting, should any query arise at a later date.

There are two papers which give further guidance on these processes:

- *Guidance on terminating or changing membership status on KoL 30.09.20.pdf*
- *Retention and Relocation Guidelines*

Both of which can be viewed or downloaded via the Documents area on Keystone online.

If the entry on Keystone Online of the date of the meeting at which the resignation was reported does not match a date of a meeting stipulated in the Unit By-Laws, the date will be queried by our Registrations Department and the member may be reinstated until the resignation can be reported at a meeting.

If you have been unable to hold a VBM of physical meeting during the period 17 March 2020-31 August 2021 at which to report a resignation received prior to 1 September 2020, that Brother will still be shown on your Annual Dues Invoice.



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In these circumstances, please contact the Finance Department and advise them of the name of the individual, the date of the meeting when the resignation would have been reported (in accordance with the meeting dates contained in the By-Laws) and the scheduled date of the meeting when this will be reported.

Your notification and request for a waiver of Annual Dues must be sent, by email, to Jackie Johnson at finance@mmh.org.uk

By following these processes you are helping to retain members of our Orders at what has been a difficult time for many Brethren, and also enabling each Order to understand and act upon any major changes in membership numbers.

Your support in these matters is greatly appreciated.

With fraternal regards and best wishes

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