**REGISTRARS INFORMATION SHEET**

**APPOINTMENT AND INVESTITURE OF UNIT OFFICERS**

‘It has been noticed that the practice of standing and acknowledging a re-appointment to an office in either, a Unit, Province or District with a court bow is creeping back into use.

You have been previously advised that this practice was not to be adopted and that all officers, both for a first appointment or a re-appointment should be presented to the appointing officer for a formal appointment and to be invested with the authority of the office. Please ensure that all Units in your Province are made aware of this directive.’

**BALLOTING FOR KNIGHT TEMPLAR CANDIDATES AT MALTA MEETINGS**

When this does happen the ballot should be conducted AFTER any Malta candidates have been Installed, thereby allowing the new Knight(s) of Malta (already a Knight Templar) to take part in the ballot.

**BALLOTS**

To avoid all possible embarrassments to all parties concerned, the former R. E. Provincial Prior had mandated in 2012 that a ballot for a candidate shall NOT take place on the night that the Candidate is to be Installed. The new Provincial Prior wishes to continue with this practice.

There is to be only **ONE** ballot for a Candidate and that is to be final.

Joint ballots are permitted, but should the ballot not be unanimous then separate ballots will

be taken for each Candidate.

The former R. E. Provincial Prior permitted ballots for Candidates for Installation to be taken at Malta meetings. The new Provincial Prior wishes to continue with this practice.

**CANDIDATES**

There are 2 sets of forms for Applications; one set for Candidates and one set for Joining members. Both comprise a different Application and a Declaration form. These are Provincial forms and can be downloaded from the Provincial website.

New member Application Form KT.2039 8.11

New member Declaration Form KT.2022a 8.11

Joining member Application Form KT.2040 8.11

Joining member Declaration Form KT.2022b 8.11

Completed Application and Declaration forms, for Candidates and Joining members, with **ALL** the necessary signatures **already** appended, are to be sent to the Provincial Vice-Chancellor **at least 14 days before the summons, bearing the name of the new member, is intended to be issued.** Application forms, once received by the Vice-Chancellor, are then forwarded to the Provincial Prior for his APPROVAL. The Vice-Chancellor will hopefully receive this Approval from the Provincial Prior and issue an Approval Letter to the Registrar. **ONLY** when this Approval has been received by the Registrar can the name of the Candidate/Joining member appear on any summons.

There is no guarantee that the Approval from the Provincial Prior will be instant!

Please factor this timescale into your projections.

In this Order we do **NOT** Propose and Second in open Preceptory, as in Craft and Chapter.

**DECLARATION BOOK**

Following the amendments to the Statutes in May 2012 please ensure that your Declaration Book has printed or inserted ‘and a Christian’ after ‘and a Royal Arch Mason’. This declaration is listed as Statute 106

**DISPENSATIONS**

Dispensations are instruments used to ‘regularise matters’.

They are needed if the Preceptory wishes to change its meeting date, hold an extra meeting, change its venue, etc.

Many of the Dispensations can be granted by the Provincial Prior, through the Vice-Chancellor. Formal applications should be forwarded in the first instance to the Provincial Vice-Chancellor, who in turn will raise the matter with the Provincial Prior. A Provincial fee could be charged, but I have never asked for one.

**However**, any request for a Dispensation **received less than 21 days before it is required** will be treated as a Nunc Pro Tunc Dispensation by MMH and charged accordingly. This requires a formal application to the Grand Master and currently costs £58.00. Be aware!

A belated Dispensation will be treated as Nunc Pro Tunc.

**DISTRIBUTION OF PRECEPTORY SUMMONS**

Under Provincial By-Law 7 the Registrar of every Preceptory shall forward one copy of their summons at least 10 days before each meeting to the following officers:

Provincial Prior, Provincial Sub-Prior, Provincial Chancellor, Provincial Vice-Chancellor, Provincial Marshal, Provincial Deputy Marshals, Provincial 1st Constable, Provincial 2nd Constable, Bodyguard Registrar and the Registrar of every Preceptory in the Province. In recent times the Provincial Officers of the Year have also been included in the circulation.

**DISTRIBUTION OF PROVINCIAL BY-LAWS**

Under Provincial By-Law 9, a copy of the Provincial By-Laws shall be given to each candidate at his Installation, each joining member from another Province and to each Preceptor at his Installation.

**INSTALLATION RETURNS**

Until recently Preceptory/Priory Installation Returns (Forms Inst Ret 03T & Inst Ret 03M) were submitted to the Provincial Vice-Chancellor, who recorded the details on the Provincial Database, and then sent the forwarded document to MMH. When Keystone came on line Vice-Chancellors still forwarded Installation Returns to them and MMH inputted the details on Keystone.

KT Returns - current

It was subsequently decided by MMH that Vice-Chancellors would input the **KT** Installation Return details and then forward the Inst Ret 03T to MMH.

Some of the long-standing Registrars will remember being quizzed by me as to which officers were present to be Installed on the night of the Installation. This was because in the course of inputting Installation Return details I am asked to confirm if an officer was, or was not, present to be Installed. This is particularly important regarding Constables, so that their qualification for the Office of Eminent Preceptor was established.

Subsequently, a new form (Inst Ret KT) was introduced by MMH in 2019, which showed which officers were present at the Installation. I currently use that document, provided by Registrars, to update ALL the offices held by your members, but still need to forward an Inst Ret 03T to MMH.

KM Returns

At the **present** time the Provincial Vice-Chancellor receives form Inst Ret 03M from Registrars, notes the details on the Provincial Database and forwards the form to MMH for the details to be inputted by MMH on Keystone.

A **NEW** form, Inst Ret KM, has been introduced by MMH, and gives full details of the officers **present** at the Installation, similar to the existing one for KT. The form is available on the Provincial and MMH websites.

I learned on the 11 May 2020, that in the near future that the Vice-Chancellor will also be responsible for inputting the KM Installation Returns details on to Keystone.

To that end I will need to receive from you form Inst Ret 03M **and** the new form Inst Ret KM.

**KNIGHTS TEMPLAR and KNIGHTS OF MALTA**

The two Orders are distinct and separate and should be kept so.

For examples, KT certificates should only be presented in a KT meeting and a KM certificate in a Malta meeting; accounts are dealt with in a Preceptory, not a Priory; and the Rulers are received in to a Preceptory and are denoted on the summons as being present at a Priory meeting.

The only concession in place at the moment, by kind permission of the R. E. Provincial Prior, is that a KT ballot can be performed in a Malta meeting.

**MALTA CERTIFICATE APPLICATION FORM – CERT 03**

Completed Malta Certificate Application Forms should be forwarded to the Provincial Vice-Chancellor as soon as the Installation of a Knight of Malta takes place. The Vice-Chancellor records on the Provincial Database that a Knight has been Installed as a Knight of Malta and subsequently advises MMH. MMH issue a certificate to the Priory Chancellor, but do NOT advise the Provincial Vice-Chancellor that they have done so.

As a result I am continually being asked by MMH to provide Malta Certificate Application Forms or to provide proof that a Knight has completed his Malta degree. I record when I make applications to MMH for Malta certificates and have formally requested that Registrars advise me when they receive Malta certificates. Unfortunately, despite my request this rarely happens.

The form is a MMH form, but is available on the Provincial website (as well as the MMH website).

There is now no fee for a Malta Certificate.

**MARK MASTER MASONS’ HALL FEES**

New MMH fees come into place on the 1st September each year.

They can be downloaded from the Keystone website. Log on, go to your Preceptory and click on the Schedule of Fees. You will be able to e-mail a copy to yourself.

The fees for Knights Installed or Joining members are charged at the time of registration, not their entry date.

**MARK MASTER MASONS’ HALL FEES - continued**



**MEMBER AMENDMENT FORM - MNF**

A Member Amendment Form – MNF - should be used to notify the Provincial Vice-Chancellor of the change in a member’s details – address, e-mail address, telephone number, **mobile phone,** and his status, - made an Honorary member, his resignation, his death, or his exclusion. It is available on the Provincial website.

**OFFERING BATON TO A RULER**

It is considered common courtesy for the Eminent Preceptor to offer his baton to the Provincial Prior or the Provincial Sub-Prior when they enter a KT meeting. (This procedure does not apply to Representatives)

**PRECEPTORY ACCOUNTS**

Under Provincial By-Law 8 a copy of the accounts should be forwarded immediately to the Provincial Prior and one copy each to the Provincial Chancellor and Provincial Vice-Chancellor, as soon as they have been Approved by the Preceptory.

**PRECEPTORY APPOINTMENTS**

I would like to draw your attention once again to the Provincial Prior's instructions regarding the annual appointment of both a Representative to the Provincial General Purposes Committee and a Preceptory Banner Bearer.

Once they have been appointed, or re-appointed, I need to be informed and advised of any subsequent changes.

The Provincial Finance and General Purposes Committee has not met for several years but the Provincial Prior wishes an appointment to be made, in case there is a wish to convene such a meeting.

It is the sole duty of the Preceptory Banner Bearer to parade the Preceptory Banner at the Provincial meeting in November. The person appointed needs to be reliable, of smart appearance and be able to walk unaided.

**PRECEPTORY REPORTS**

The Preceptory Report forms are sent to Registrars in March and cover the period from 1 September the previous year until 31 August of that year. The form is usually the same as the previous year and asks Registrars to collect information and have it ready for the form to be submitted on the 25 August. Any adjustments from that point until the 31 August can be made electronically. The information is needed by the Provincial Prior as soon as possible in order that he can prepare his report, which is to be delivered to the Grand Master at the

**PRECEPTORY REPORTS -continued**

Provincial Prior’s Conference. On the form there are sections that should be completed in

conjunction with the Almoner, the Preceptor/Commander and the Treasurer. Bear the summer recess in mind and allow time for the form to be completed.

**PROVINCIAL HONOURS**

Details concerning the submissions for Provincial Honours are sent to Registrars at the beginning of March. These details include the Guidelines, and the appropriate form for making a submission for a First Appointment, together with a form for making a submission for a First or Second Promotion. Registrars should select the appropriate Promotion they are making the submission for.The closing date for submissions is 31 May. Forms differ slightly each year, mainly relating to the qualifying dates.

Forms should be completed by the Registrar and not simply forwarded to the nominee for him to complete himself. Submissions are only to be made where the Preceptory actively supports the nomination; not simply on the basis that it is his turn.

The submissions are reviewed in July and offers of Provincial Honours are circulated to recipients in early August. Offers need to be accepted, and Fees of Honour received, by early September.

**RECEPTION OF RULERS AND REPRESENTATIVES**

The R. E. Provincial Prior and the Provincial Sub-Prior attend as Rulers and demand admission, not seek admission.

On the summons the correct format for receiving Rulers and Representatives at PRECEPTORY meetings is:-

 ‘To receive the Right Eminent Provincial Prior, FULL NAME and RANK; **OR** the Provincial Sub-Prior, Eminent Knight FULL NAME and RANK; **OR** Very Eminent Knight/Eminent Knight FULL NAME and RANK, Representing the Right Eminent Provincial Prior’.

There should be NO reference on the summons indicating that the above will enter accompanied by Officers of Great Priory, Provincial Officers of the Year, Bodyguard  etc. These groups, however, may enter the Preceptory with the Ruler/Representative, in proper format.

On a PRIORY summons it should simply state that a Ruler is in attendance. At the end of the business items it is correct to note that 'the Provincial Prior (or Provincial Sub-Prior) will be in attendance on this occasion'

In a Malta Meeting neither the Provincial Prior, nor the Provincial Sub-Prior, enter under an item 2 on the summons, after the Opening.

**REGISTERING A NEW KNIGHT**

Recently there have been several severe delays in my receiving the MEM03 form, the form for registering the Installation of a new Knight, or a Joining Knight; and the fees associated with this. The MEM03 form is a MMH form, but is available on the Provincial website as well as the MMH website.

I draw your attention to Statute 109 which deals with this issue, particularly stating that this should be done immediately after the event.

In this Province this registration is always done BY the Provincial Vice-Chancellor, not by the Preceptory Registrar directly contacting Mark Masons Hall.

**REGISTERING A NEW KNIGHT -continued**

The usual reason given for delays is the time taken to obtain signatures after the Installation or Joining. Simply preparing the MEM03 before the meeting, ideally when the Application

and Declaration forms are completed, and obtaining a cheque from the Treasurer at, or before, the meeting would greatly assist in this matter.

**REGISTRARS CONTACT DETAILS**

These are issued by the Vice-Chancellor, as and when needed.

**REGISTRARS DATABASE**

When the yearbook disappeared the information contained in it was put on the website, some in ‘open’ and some in ‘closed’ forms. Registrars said that they needed contact details for members. This was provided as a Registrars’ Database.

Subsequent requests to help Registrars deal with the submission of Provincial Honours resulted in the Registrars’ Database being expanded to its present form.

This database is updated by me and issued 2 or 3 times each year. When this happens Registrars will receive two databases. This is because when I issue a new Registrars Database all the entries are in back print. When I receive Member Notifications Forms, a MEM03 form etc I annote the Provincial Database with an entry in red. This annoted Database is issued as Registrars Database as at, then, the date. I then convert that database to all black print and the process starts again, and this Registrars Database is issued as Registrars Database from the next day.

The information contained in it is to assist Registrars to do the job.

**The database is NOT to be circulated to all members;** primarily as it is taken from the Provincial Database that I maintain and there could be Data Protection issues. I would not want to be seen to be giving out members’ details carelessly.

Around the end of August each year, when the MMH Annual Return, listing members’ details; and the Annual Invoice requesting payment are issued, there is usually an upturn in Registrars’ interest in the database. This is when anomalies start to appear concerning membership details. To assist in keeping the Provincial Database up to date, many years ago I introduced a Member Notification Form, whereby changes in members details could be conveyed to me, by Registrars, on an ongoing basis. I am able to amend details on Keystone and a timely MAF to me ensures that Keystone is updated, ready for the next MMH Return.

You may have noticed that on the back of the Provincial summons that there is a complex table showing the Provincial statistics over the past year. This is an ongoing document which I maintain during the year. Notifications on Member Amendment Forms are reflected in this document. MAFs are sent to the Provincial Prior and figures are correlated with him on an ongoing basis during the year.

One problem that is starting to occur is in tracking the number of Honorary members in each Preceptory. Often, whilst honorary membership is usually conferred formally, the resulting paperwork does not follow at that time and can cause problems later. When someone is made an Honorary member they are deemed to have resigned from the Preceptory to take up that position. This change needs to be notified to MMH as soon as possible, or annual dues could continue to be levied on the Preceptory. As members have ‘resigned’ they used to be taken off the database and details were lost. I now list the Honorary members on the Registrars Database, at the top of the Preceptory members list. Their name is shown on a background of yellow.

**SUMMONS**

Under Provincial By-Law 7 the Registrar of every Preceptory shall forward one copy of their summons **at least 10 days before** each meeting to the Provincial Vice-Chancellor, and others.

Apart from being made aware of meetings, part of the Vice-Chancellor’s role is to monitor the content of summons. Summons that are blatantly incorrect will need to be amended and re-circulated.

A major area where errors occur is with initials and honorifics.

**Basically, initials have spaces, honorifics do not.**

If unsure, consult Liber Ordinis Templi, (Liber) that you receive each year from MMH.

Page 14 of the 2019-20 Liber clearly demonstrates the correct format for initials and honorifics.

The correct Provincial honours nomenclature is also shown clearly on page 300 of the same publication.

**WEBSITE**

**The address for the Provincial website is** [www.yneknighttemplar.org](http://www.yneknighttemplar.org)

**Members of the Province may register to use this site. Simply go to the "log in" page and complete the request to join the site. Please use the email address you have given your registrar**

V. E. Kt. Keith Tonge P.Gt.Reg.

Provincial Vice-Chancellor

May 2020