

Masonic Membership Solutions MMS Grand York Rite of Missouri User Manual Addendum 1

MMS Officer List RulesPage 2

Add Officers ProcessPage 3

Please note that the screen shots for this Addendum were taken from the Live site for a Missouri Commandery. The process for adding Chapter officers and Council officers is essentially the same.

MMS Officer List Rules

Grand Chapter By-Laws

ARTICLE XXIX, Masonic Membership Solutions (MMS)

Section 233. Chapter Secretary Responsibilities.

- C. Shall annually, within 30 days of the installation of officers, update the list of officers of the Chapter.

Grand Council By-Laws

ARTICLE XIX, Masonic Membership Solutions (MMS)

SEC 148. Council Recorder Responsibilities.

- C. Shall annually, within 30 days of the installation of officers, update the list of officers of the Council.

Grand Commandery Laws and Regulations

ARTICLE XXIII, Masonic Membership Solutions (MMS)

Section 236. Commandery Recorder Responsibilities.

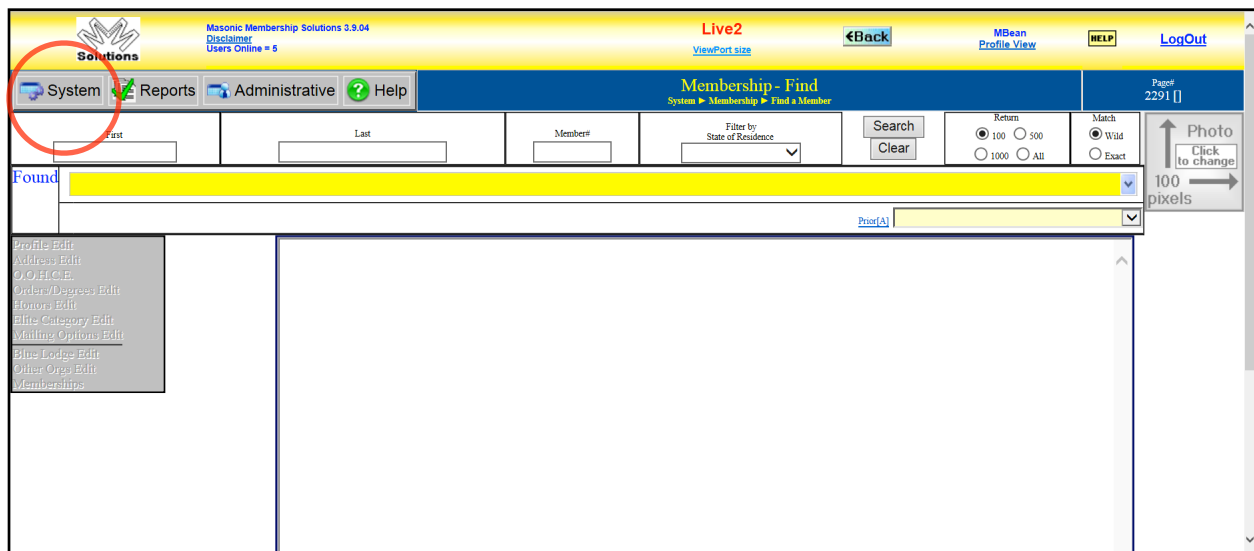
- C. Shall annually, within 30 days of the installation of officers, update the list of officers of the Commandery.

Add Officers Process

You recently installed new Commandery officers and now need to update MMS with this new information.

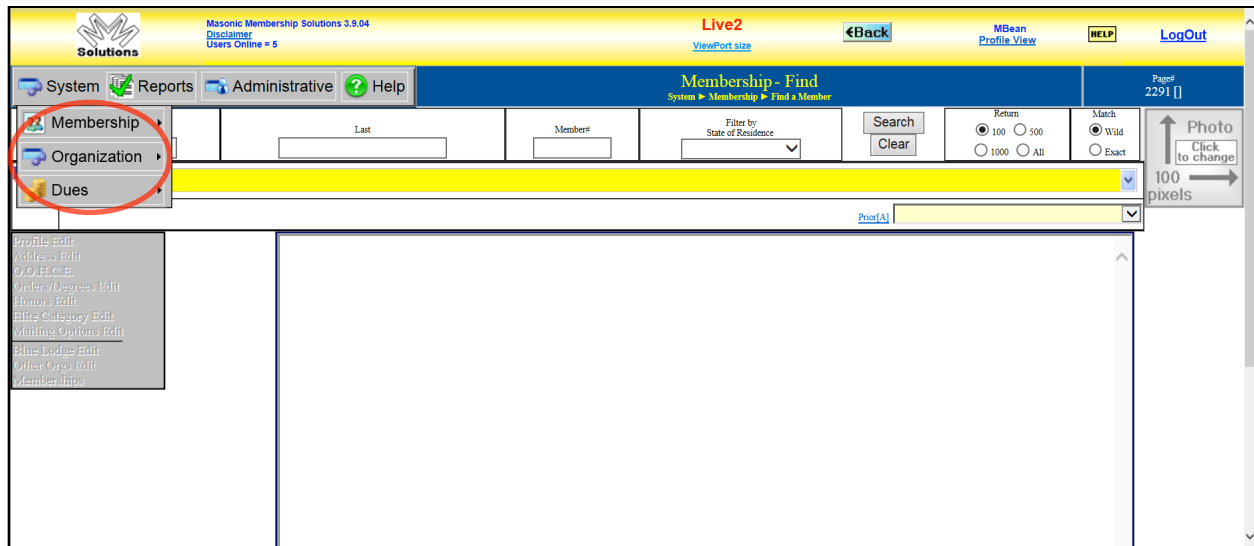
Note that the process is essentially the same when adding new Chapter officers and new Council officers.

Log into MMS. You should see the "Home" page.

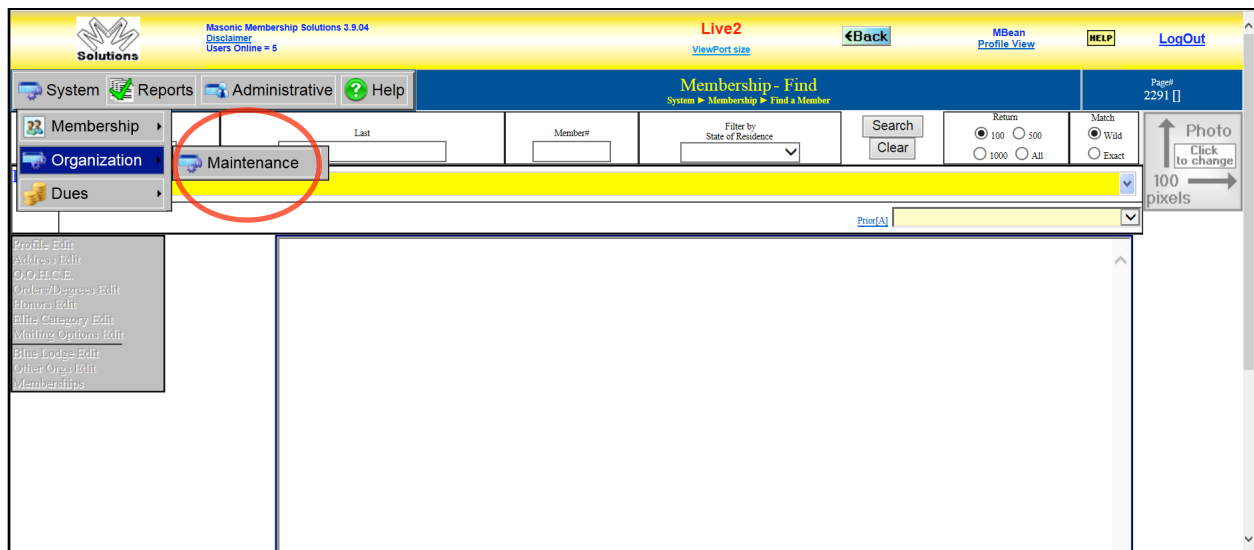


The first step in the process is to hover your mouse cursor over the "System" menu box (or you may have to click on the "System" menu box). The "System" menu drops down.

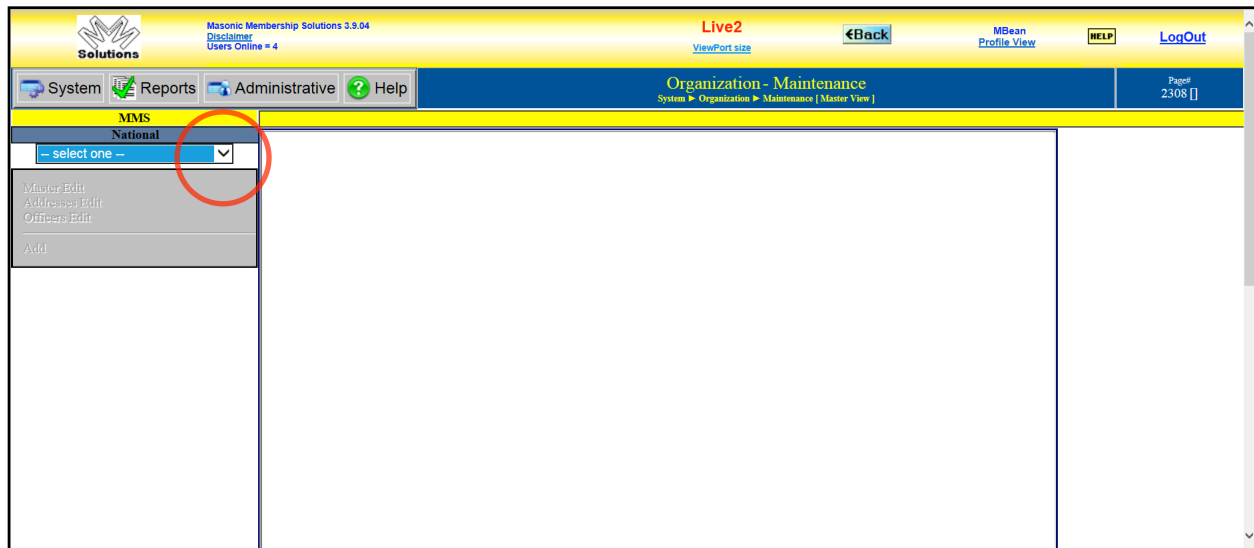
Next hover your mouse cursor over the "Organization" menu item (again, you may have to click the "Organization" menu item). The "Maintenance" menu appears to the right side.



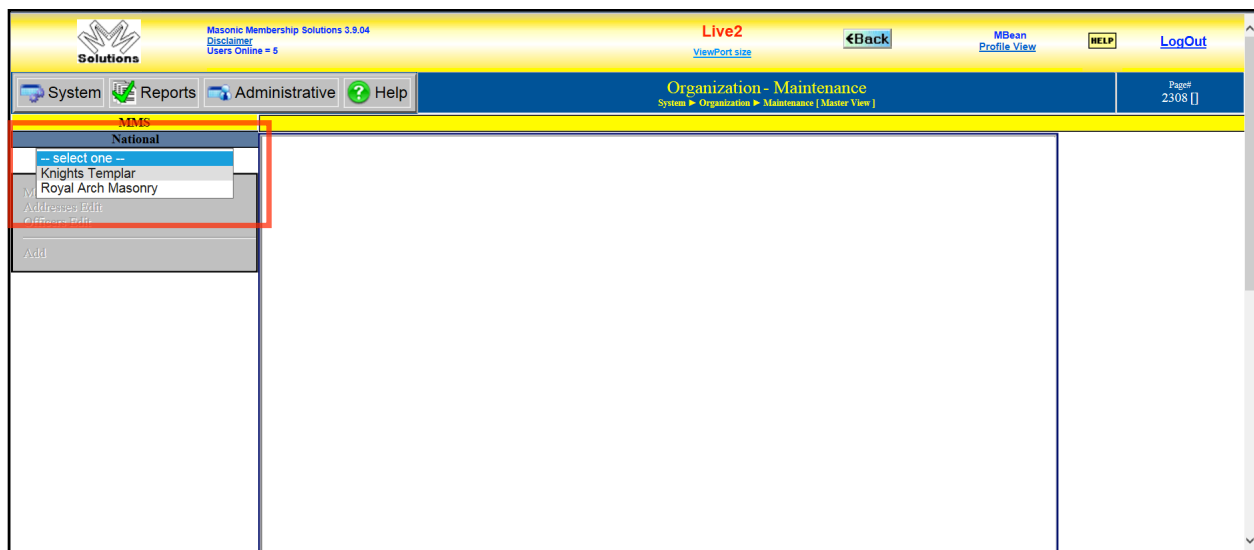
Click on the "Maintenance" menu item.



The Maintenance screen will display.



Next you need to specify for which body you are adding officers. Click the drop-down arrow on the right side of the National box where it says, "-- Select one --". A selection drop-down list will display.



Select the body for which you are adding officers. In this example we are adding Commandery officers, so click on the "Knights Templar" list item.

The screenshot displays the MMS web application interface. The top navigation bar includes links for System, Reports, Administrative, and Help. The main header shows 'Org Maintenance - View' for '12 - St Graal, Missouri, Knights Templar'. The left-hand menu lists various edit options, with 'Officers Edit' highlighted by a red arrow. The main content area shows the 'Commandery' details, including 'Commandery Current Status' (Active), 'Charter Date' (10/5/1889), and 'Current Recorder' (Mark Allen Bean). A red text note says 'Call administrator if you need to change the dues cycle information.'

Note that the Grand Body selection item will be preselected. For Missouri Chapters, Missouri Councils, and Missouri Commanderies the selection will be Missouri.

The Local Body selection item will be preselected with the body for which you are a Recorder.

If you manage multiple bodies, then you will need to specify for which body you are making changes.

Click the "Officer Edit" item on the left-hand menu.

The Officer screen will display.

Org Maintenance - Officers
System > Organization > Maintenance > Officers Edit

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12 - St Graal, Missouri, Knights Templar

Commandery Officers for: 12 - St Graal, Missouri, Knights Templar

Show:

Switching tabs will cause all work to be verified and saved.

* after title indicates only one office holder allowed at a time

| Office Title | Member Holding Office | Start Date | | |
|------------------|--|------------|--------|-------------|
| Commander* | Sample, Kevin Brian (Affiliated) | 1/20/2018 | Delete | View Member |
| Generalissimo* | James, Matthew Bert (Knighted) | 1/21/2017 | Delete | View Member |
| Captain General* | Skiles, Ronald Lee (Knighted) | 1/19/2013 | Delete | View Member |
| Senior Warden* | Weinsting, Mitchell Collins (Knighted) | 1/20/2018 | Delete | View Member |
| Junior Warden* | Rickman, Curtis Manly (Affiliated) | 1/20/2018 | Delete | View Member |
| Prelate* | Gibson, Robert Warren (Knighted) | 1/20/2018 | Delete | View Member |
| Treasurer* | Hanson, Russell S. (Knighted) | 1/1/2012 | Delete | View Member |
| Recorder* | Bean, Mark Allen (Knighted) | 1/1/2013 | Delete | View Member |

Note that this screen contains a lot of information, so you will need to scroll down to see it all.

| Office Title | Member Holding Office | Start Date | | |
|------------------|---|------------|--------|-------------|
| Standard Bearer* | Lukenbill, Frank (Affiliated) | 1/21/2017 | Delete | View Member |
| Sword Bearer* | Brantley, William R. (Affiliated) | 1/1/2012 | Delete | View Member |
| Warder* | De Venney Jr., Russell Frederick (Knighted) | 1/20/2018 | Delete | View Member |
| Sentinel* | Wheelock, Guy David (Knighted) | 1/20/2018 | Delete | View Member |

[Add a new member to a local-level office](#)

Select an office: Select a member: Select Date:

Office Titles listed in blue will cause the selected member to replace the current office holder

Let's look at the Officer screen.

MMS Solutions Masonic Membership Solutions 3.9.04
Disclaimer Users Online = 4 **Live2** ViewPort size ◀Back MBean Profile View HELP LogOut

System Reports Administrative ? Help **Org Maintenance - Officers** System > Organization > Maintenance (Officers Edit) Page# 2308 [2457]

12 - St Graal, Missouri, Knights Templar

Commandery Officers for: 12 - St Graal, Missouri, Knights Templar

Show Current Officers Active Past Officers Inactive Past Officers Save All Cancel

Switching tabs will cause all work to be verified and saved.

* after title indicates only one office holder allowed at a time

| Office Title | Member Holding Office | Start Date | | |
|------------------|--|------------|--------|-------------|
| Commander* | Sample, Kevin Brian (Affiliated) | 1/20/2018 | Delete | View Member |
| Generalissimo* | James, Matthew Bert (Knighthood) | 1/21/2017 | Delete | View Member |
| Captain General* | Skiles, Ronald Lee (Knighthood) | 1/19/2013 | Delete | View Member |
| Senior Warden* | Weinsting, Mitchell Collins (Knighthood) | 1/20/2018 | Delete | View Member |
| Junior Warden* | Rickman, Curtis Manly (Affiliated) | 1/20/2018 | Delete | View Member |
| Prelate* | Gibson, Robert Warren (Knighthood) | 1/20/2018 | Delete | View Member |
| Treasurer* | Hanson, Russell S. (Knighthood) | 1/1/2012 | Delete | View Member |
| Recorder* | Bean, Mark Allen (Knighthood) | 1/1/2013 | Delete | View Member |

Master Edit
Addresses Edit
Officers Edit
Dues Profile Edit
Fees Profile Edit
Operational Settings Edit
KTEF-Donations/Assessments

The "Show" line contains the following buttons.

The "Current Officers" (displayed when the page displays) shows the current list of Officers for the Chapter, Council, or Commandery.

The "Active Past Officers" shows the Past High Priest(s) of the Chapter, Past Master(s) of the Council, or Past Commander(s) of the Commandery who are still living, dues paying members.

The "Inactive Past Officers" shows the Past High Priest(s) of the Chapter, Past Master(s) of the Council, or Past Commander(s) of the Commandery who are either deceased or have left the Fraternity (suspended, expelled, or taken a demission without re-affiliation).

The "Save All" button saves changes that have been made (so does clicking one of the "Show" buttons). The "Cancel" button rejects changes that have been made.

Let's look at the fields in the Current Officers section.
Clicking an "Officer Title" drop-down arrow displays the officer title selection list.

The screenshot shows the 'Org Maintenance - Officers' section of the MGYR MMS User Manual. The interface includes a sidebar with navigation options like 'System', 'Reports', 'Admin', and 'MMS'. The main area displays a table of officers with columns for 'Officer', 'Holding Office', 'Start Date', 'Delete', and 'View Member'. A dropdown menu is open for the 'Holding Office' column, showing a list of officer titles. Two red arrows point to the 'Current Title' and 'New Title' options in the dropdown menu.

| Officer | Holding Office | Start Date | Delete | View Member |
|--------------------------------|----------------|------------|--------|-------------|
| Matthew Bert (Knighthood) | Current Title | 1/21/2017 | Delete | View Member |
| Ronald Lee (Knighthood) | New Title | 1/19/2013 | Delete | View Member |
| Mitchell Collins (Knighthood) | | 1/20/2018 | Delete | View Member |
| Curtis Manly (Affiliated) | | 1/20/2018 | Delete | View Member |
| Robert Warren (Knighthood) | | 1/20/2018 | Delete | View Member |
| Russell S. (Knighthood) | | 1/1/2012 | Delete | View Member |
| Mark Allen (Knighthood) | | 1/1/2013 | Delete | View Member |
| Frank (Affiliated) | | 1/21/2017 | Delete | View Member |
| William R. (Affiliated) | | 1/1/2012 | Delete | View Member |
| Russell Frederick (Knighthood) | | 1/20/2018 | Delete | View Member |

The first thing to do when updating the Current Officer list is to make the current presiding officer a past presiding officer.

This will transfer them to either the Active Past Officer list or the Inactive Past Officer list depending on their status.

If the line of officers advances upward one position each year, then click the next junior officer and elevate them to the next higher office.

If the line does not advance upward, then select a name for each office.

The screenshot shows the MMS interface with the following components:

- Header:** Solutions, Masonic Membership Solutions 3.9.05, Disclaimer, Users Online = 4.
- Navigation:** System, Reports, Administrative, Help.
- Left Sidebar:**
 - MMS
 - National
 - Knights Templar
 - Grand Commandery
 - Missouri
 - Commandery
 - 12 - St Graal
 - Master Edit
 - Addresses Edit
 - Officers Edit
 - Dues Profile Edit
 - Fees Profile Edit
 - Operational Settings Edit
 - KTEP-Donations/Assessments

Main Content Area:

- Officers Section:**
 - Officers (Officers Edit)
 - Page: 2308 [2457]
 - Knights Templar
 - Start Date
 - 1/20/2018 [Delete] [View Member]
 - 1/21/2017 [Delete] [View Member]
 - 1/19/2013 [Delete] [View Member]
 - 1/20/2018 [Delete] [View Member]
 - 1/20/2018 [Delete] [View Member]
 - 1/20/2018 [Delete] [View Member]
 - 1/1/2012 [Delete] [View Member]
 - 1/1/2013 [Delete] [View Member]
 - 1/21/2017 [Delete] [View Member]
 - 1/1/2012 [Delete] [View Member]
 - 1/20/2018 [Delete] [View Member]

Member Selection List (Right Side):

- Hanson, Russell S. (Knighted)
- Hartley, Wallace G. (Deceased)
- Haskell II, Ralph E. (Suspended)
- Haynes, Harold E. (Deceased)
- Herfurth, Robert O. (Deceased)
- Herring, James Barton (Suspended)
- Hirshaw, Frank M. (Knighted)
- Hoffman, William J. (Affiliated)
- Holland, Erik Garnett (Suspended)
- Holman, William S. (Deceased)
- Hornbuckle, Zack C. (Affiliated)
- Howard, Dennis Keith (Affiliated)
- Hunter Sr., Jerry Winston (Deceased)
- Ignacio, Abraham Kama (Deceased)
- Jacobs, Everett P. (Deceased)
- James, Matthew Bert (Knighted)
- Jaynes, Ralph (Suspended)
- Jewett, John G. (Knighted)
- Johnson, Gloyd R. (Affiliated)
- Jones, David L. (Demitted)
- Jones, James T. (Suspended)
- Jones, Vernon Lee (Deceased)
- Karhoff, James J. (Affiliated)
- Keevil, Jeffrey Allen (Knighted)
- Keith, Terry L. (Affiliated)
- Kelley, Gerald Eugene (Deceased)
- Kilgore, Walahn (Affiliated)
- Knigge, Ronald F. (Affiliated)
- Knowles, Charles H. (Affiliated)
- Koelling, Charles H. (Knighted)
- Lukenbill, Frank (Affiliated)
- Brantley, William R. (Affiliated)
- De Venney Jr., Russell Frederick (Knighted)

Clicking a “Member Holding Office” drop-down arrow displays the member selection list.

Note that the entries in red are deceased members and the entries in grey are inactive members.

Click an entry in black to select that member to hold the corresponding office.

MMS prevents a member from holding more than one office.

Finally, enter the date of the installation for the new officers.

Org Maintenance - Officers
System > Organization > Maintenance > Officers Edit

Page: 2308 [2457]

12 - St Graal, Missouri, Knights Templar

* after title indicates only one office holder allowed at a time

| Office Title | Member Holding Office | Start Date | |
|------------------|--|------------|--------------------|
| Commander* | Sample, Kevin Brian (Affiliated) | 1/20/2018 | Delete View Member |
| Generalissimo* | James, Matthew Bert (Knights) | | |
| Captain General* | Skiles, Ronald Lee (Knights) | | |
| Senior Warden* | Weinsting, Mitchell Collins (Knights) | | |
| Junior Warden* | Rickman, Curtis Manly (Affiliated) | | |
| Prelate* | Gibson, Robert Warren (Knights) | | |
| Treasurer* | Hanson, Russell S. (Knights) | | |
| Recorder* | Bean, Mark Allen (Knights) | | |
| Standard Bearer* | Lukenbill, Frank (Affiliated) | 1/21/2017 | Delete View Member |
| Sword Bearer* | Brantley, William R. (Affiliated) | 1/1/2012 | Delete View Member |
| Warder* | De Venney Jr., Russell Frederick (Knights) | 1/20/2018 | Delete View Member |

Calendar: January 2018
Today: 8/31/2018

Clicking a "Start Date" drop-down will display a calendar that can be used to easily select the date of the installation of the new officers.

For a normal change of officers, the "Start Date" for all new officers, as well as the new past presiding officer, will be the same date.

If there is an officer change mid-year, then the "Start Date" for the officers appointed for the remainder of the current year will be the date of the meeting when the change was announced as final.

If an "Officer Title" is not listed, then scroll to the bottom of the Officer screen to use the "Add a new member to a local-level office" section.

The screenshot shows the 'Officers' section of the MGYR MMS interface. On the left, a sidebar contains navigation links: 'Missouri', 'Commandery', '12 - St Graal', 'Master Edit', 'Addresses Edit', 'Officers Edit' (highlighted), 'Dues Profile Edit', 'Fees Profile Edit', 'Operational Settings Edit', and 'KTEF-Donations/Assessments'. The main area displays a table of officers with columns for 'Office Title', 'Member Holding Office', and 'Start Date'. Below the table are 'Save All' and 'Cancel' buttons, followed by a link 'Add a new member to a local-level office'. At the bottom, there are three dropdown menus: 'Select an office', 'Select a member', and 'Select Date', with an 'Add' button. A note states: 'Office Titles listed in blue will cause the selected member to replace the current office holder'.

| Office Title | Member Holding Office | Start Date | Delete | View Member |
|------------------|---|------------|--------|-------------|
| Commander* | Sample, Kevin Brian (Affiliated) | 1/20/2018 | | |
| Generalissimo* | James, Matthew Bert (Knighted) | 1/21/2017 | | |
| Captain General* | Skiles, Ronald Lee (Knighted) | 1/19/2013 | | |
| Senior Warden* | Weinsting, Mitchell Collins (Knighted) | 1/20/2018 | | |
| Junior Warden* | Rickman, Curtis Manly (Affiliated) | 1/20/2018 | | |
| Prelate* | Gibson, Robert Warren (Knighted) | 1/20/2018 | | |
| Treasurer* | Hanson, Russell S. (Knighted) | 1/1/2012 | | |
| Recorder* | Bean, Mark Allen (Knighted) | 1/1/2013 | | |
| Standard Bearer* | Lukenbill, Frank (Affiliated) | 1/21/2017 | | |
| Sword Bearer* | Brantley, William R. (Affiliated) | 1/1/2012 | | |
| Warder* | De Venney Jr., Russell Frederick (Knighted) | 1/20/2018 | | |
| Sentinel* | Wheelock, Guy David (Knighted) | 1/20/2018 | | |

Use the "Select an office" drop-down to display the officer title selection list.

This screenshot shows the 'Select an office' dropdown menu open, displaying a list of officer titles. The titles are color-coded: blue for titles that will replace the current office holder (e.g., Captain General, Commander, Generalissimo) and grey for others. The list includes: Aide de-Camp - Local, Armorer, Assistant Armorer, Assistant Chorister, Assistant Prelate, Assistant Recorder, Assistant Sentinel, Captain General, Chorister, Color Bearer, Commander, Generalissimo, Guard, Historian, Instructor, Junior Warden, Musician, Orders Coordinator, Organist, Prelate, Quartermaster, Recorder, Senior Warden, Sentinel, Standard Bearer, Steward, Sword Bearer, Treasurer, and Warder. The background shows the same officer list as the previous screenshot, with the 'Add a new member to a local-level office' section visible at the bottom.

Click on the office to be added.

Use the “Select a member” drop-down to display the member selection list.

Operational Settings Edit
KTEF-Donations/Assessments

Junior Warden* Rickman, Curtis Manly (Affiliated) 1/20/2018 Delete View Member

Prelate* Gibson, Robert Warren (Knighted) 1/20/2018 Delete View Member

Treasurer* Hanson, Russell S. (Knighted) 1/1/2012 Delete View Member

Recorder* **Select a member** 1/1/2013 Delete View Member

Standard Bearer* Adams, James Kent (Demitted) 1/21/2017 Delete View Member

Sword Bearer* Adams, James R. (Deceased) 1/1/2012 Delete View Member

Warder* Akin, Robert L. (Deceased) 1/20/2018 Delete View Member

Sentinel* Alton, William E. (Demitted) 1/20/2018 Delete View Member

Amick II, Ray Samuel (Suspended)

Arter, Orval Eugene (Deceased)

Asbridge, Ryan (Knighted)

Asher, Gavin (Deceased)

Bagby, Gary Edward (Suspended)

Bail, Don Keith (Knighted)

Baker Jr., Charles Henry (Knighted)

Banner, Cecil Larry (Demitted)

Barklelew, Dr. Robert H. (Affiliated)

Barrow, Chelmer L. (Deceased)

Bean, Mark Allen (Knighted)

Begman, Larry J. (Affiliated)

Bell, Edward Alan (Suspended)

Berger, Robert C. (Suspended)

Bogie, Robert M. (Affiliated)

Bornhauser, James L. (Suspended)

Borron, Max Lea (Demitted)

Bradford, Jerry (Affiliated)

Bradshaw, Robert Russell (Deceased)

Bradshaw, Russell Alan (Knighted)

Branson, Morris E. (Deceased)

Brantley, William R. (Affiliated)

Brashear, Howard C. (Affiliated)

Bray, Robert Harris (Deceased)

Save All Cancel

Select an office

Office Titles listed in blue will cause the selected member to replace the current office holder

Select Date Add

office holder

Click on the name of the member who will hold the office to be added.

ADDRESS EDIT
Officers Edit
Dues Profile Edit
Fees Profile Edit
Operational Settings Edit
KTEF-Donations/Assessments

Captain General* Skiles, Ronald Lee (Knighted) 1/19/2013 Delete View Member

Senior Warden* Weinsting, Mitchell Collins (Knighted) 1/20/2018 Delete View Member

Junior Warden* Rickman, Curtis Manly (Affiliated) 1/20/2018 Delete View Member

Prelate* Gibson, Robert Warren (Knighted) 1/20/2018 Delete View Member

Treasurer* Hanson, Russell S. (Knighted) 1/1/2012 Delete View Member

Recorder* Bean, Mark Allen (Knighted)

Standard Bearer* Lukenbill, Frank (Affiliated)

Sword Bearer* Brantley, William R. (Affiliated)

Warder* De Venney Jr., Russell Frederick (Knighted)

Sentinel* Wheelock, Guy David (Knighted)

Save All Cancel

Add a new member to a local-level office

Select an office Select a member

Office Titles listed in blue will cause the selected member to replace the current office holder

Select Date Add

Today: 8/31/2018

August 2018

August 2018

Sun Mon Tue Wed Thu Fri Sat

29 30 31 1 2 3 4

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30 31 1

2 3 4 5 6 7 8

Use the “Select Date” drop-down to specify the date on which the office being added was filled.

Click the “Add” button to add the new office to the list in the Current Officer section.

| Office Title | Member | Start Date | | |
|------------------|---|------------|--------|-------------|
| Commander* | Sample, Kevin Brian (Affiliated) | 1/20/2018 | Delete | View Member |
| Generalissimo* | James, Matthew Bert (Knighthood) | 1/21/2017 | Delete | View Member |
| Captain General* | Skiles, Ronald Lee (Knighthood) | 1/19/2013 | Delete | View Member |
| Senior Warden* | Weinsting, Mitchell Collins (Knighthood) | 1/20/2018 | Delete | View Member |
| Junior Warden* | Rickman, Curtis Manly (Affiliated) | 1/20/2018 | Delete | View Member |
| Prelate* | Gibson, Robert Warren (Knighthood) | 1/20/2018 | Delete | View Member |
| Treasurer* | Hanson, Russell S. (Knighthood) | 1/1/2012 | Delete | View Member |
| Recorder* | Bean, Mark Allen (Knighthood) | 1/1/2013 | Delete | View Member |
| Standard Bearer* | Lukenbill, Frank (Affiliated) | 1/21/2017 | Delete | View Member |
| Sword Bearer* | Brantley, William R. (Affiliated) | 1/1/2012 | Delete | View Member |
| Warder* | De Venney Jr., Russell Frederick (Knighthood) | 1/20/2018 | Delete | View Member |
| Sentinel* | Wheelock, Guy David (Knighthood) | 1/20/2018 | Delete | View Member |

Save All Cancel

Add a new member to a local-level office

Select an office Select a member Select Date Add

Office Titles listed in blue will cause the selected member to replace the current office holder

Make sure to save all of the changes by clicking the “Save All” button either at the top of the screen or at the bottom of the screen.

al, Missouri, Knights Templar

Past Officers

Save All Cancel

Save All Cancel

Add a new

Select an office Select a mem

Office Titles listed in blue will cause the selected

Top

Bottom



Click the “MM Solutions” button to return to the “Home” page.

You can now log out and go about your day.

This concludes the Add Officers Process.