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

MMS Officer List Rules .......................Page 2
Add Officers Process .........................Page 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)
   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.

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.

Note that this screen contains a lot of information, so you will need to scroll down to see it all.
Let’s look at the Officer screen.

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 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.

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.

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.

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

Click on the office to be added.
Use the “Select a member” drop-down to display the member selection list.

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

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.

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.
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.