

Visitation Report of the Secretary

Of

Chapter at _____

To be filled out in advance and handed to the Visiting Officer at the time of his Visitation on _____

Charter:

Is the original kept in a fire-proof place? _____
(Bank vault Recommended)

Has the Chapter a certified copy? _____
(Proper to use except at Visitations & Installations)

Date certified by Grand Secretary _____

Records:

How many Books of Record? _____ Where Kept? Current Book _____
Previous Books _____

Have all present active members recorded Marks? _____

How many have not? _____ Why? _____

By-Laws:

Are By-Laws entered in a separate book? _____ Are members required to sign? _____
(Recommended)

How many have not? _____ Why? _____

Have all amendments been entered? _____ Do they bear the seal of the Grand Chapter _____

Regular Convocations? _____ Annual Convocation _____

Financial:

Has the Chapter a cash balance on hand with all bills paid? _____

Does the Chapter provide for Life Membership? _____

Are all Life Members paid into a Permanent Fund? _____ (Constitutional Requirement)

Fees: For Degrees _____ Dues _____ Affiliation _____ Life Membership _____

Does the Chapter carry Insurance on its equipment? _____ Has it a Good Safe _____

Membership:

Members Paying Dues _____ Life Members _____ Any others exempt from dues _____

Total Members _____ Convocations since August 31, _____ Regular _____ Special _____

Average attendance for fiscal year Regular _____ Special _____

Remarks _____
