



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.....

PLEASE ANSWER EVERY QUESTION

CHARTER

FINANCIAL

Is the original kept in a fire-proof place..... Has the Chapter a cash balance in hand
(Bank vault is recommended) with all bills paid

Has the Chapter a certified copy..... Does the Chapter provide for Life Membership

Date certified by Grand Secretary..... Are all Life Memberships paid into a Permanent Fund

RECORDS

Has the Chapter a Charity Fund

How many books of Records..... Fee for the degrees For Affiliation

Current book Life Membership Annual Dues

Where kept? Previous book(s) Does the Chapter carry Insurance on its equipment

Have all the present active members recorded marks Has the Chapter a good safe

How many have not

Why

MEMBERSHIP

BY-LAWS

Members paying dues Life Members

Are By-Laws entered in a separate book Any other members exempt from dues

Are members required to sign

Total Membership

How Many have not Convocations since August 3 1

Why Regular

Have all amendments been entered Average attendance Regular

Do all of them bear the Seal of the Grand Chapter For Fiscal Year Special

Regular Convocations

Annual Convocation

REMARKS

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