

REPORT OF DEPUTY GRAND PRESIDENT

District No. _____ Name: _____ Deputy to: _____ No.: _____

In accordance with Manual of Instruction, pg. 45, item 8, a Deputy Grand President shall report on the condition of the Parlor under her jurisdiction to the Grand President each October and April.

Please complete this form and return to:

Grand Parlor Office
543 Baker Street
San Francisco, CA 94117

1. How many times have you visited the Parlor to which you were assigned since introduction? _____
2. During the current period did the Officers perform the new Initiation or the required mock initiation? Yes _____ No _____
(If no, please explain on reverse.)
3. What was the date of the last Initiation or practice? _____
4. Did you instruct the President and Vice-President in deciphering the Secret Work? Yes _____ No _____
5. Did you inspect the ballot box? Yes _____ No _____
6. Have you and Parlor By-Laws Committee checked the By-Laws to determine if they conform to the Constitution? Yes _____ No _____
7. Are the Officers following the most recent printing of the Ritual? Yes _____ No _____
8. Are the Parlor meetings conducted according to adopted procedures? Yes _____ No _____
9. What is the average attendance at meetings? _____
10. How many book audits have been held? _____
11. Were you consulted in setting the date for the book audit? Yes _____ No _____
12. Were all books, cancelled checks, warrant books, bank books, etc., submitted for audit? Yes _____ No _____ (If no, please explain on reverse.)
13. Were all books in proper order and signed at the conclusion of the audit? Yes _____ No _____ (If no, please explain on reverse.)
14. Does the Parlor carry delinquent members over six months? Yes _____ No _____ (If yes, indicate number of members and amount due: _____ \$ _____.)
15. Parlor membership information:
 Membership as of _____, (date)..... _____
 Gains (initiations, transfers in, reinstatements) _____
 Losses (deaths, transfers out, suspensions, resignations)..... _____
 Membership as of _____, (date)..... _____
16. Is the Parlor having financial difficulties? Yes _____ No _____
17. Please use the reverse side of this page to comment on the condition of the Parlor under your jurisdiction.

Thank you for your prompt attention and response to this report.

Signature

Date