

**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