



THE UNITED GRAND CHAPTER OF AUSTRALIA
Order of the Eastern Star
INSPECTION OF MANDATORY DOCUMENTS
HELD BY A CHAPTER

CHAPTER _____ No _____

GRAND CHAPTER OF _____, STATE _____

DATE OF INSPECTION _____

NB The Constitution and Laws should contain (on different colours for each section) the document issued in February 2016 and Amendments issued in 2018 and 2020.

The following documents have been inspected and found to be:

	<i>Please tick relevant column</i>			
	Good Condition	Fair Condition	● In need of Replacement	◆ Missing
WORTHY PATRON				
1. Constitution and Laws				
2. Ritual				
3. Confidential Material (Yellow Book issued 2019)				
• "Signing In and Out" Book				
4. Current Copy of Bye-Laws:				
• Chapter				
• Grand Chapter				
5. Current Copy of Procedures:				
• UGCA or Grand Chapter				
WORTHY MATRON				
1. Constitution and Laws				
2. Ritual				
3. Current Copy of Bye-Laws:				
• Chapter				
• Grand Chapter				
4. Current Copy of Procedures:				
• UGCA or Grand Chapter				
ASSOCIATE PATRON				
1. Confidential Material (Yellow Book issued 2019)				
• "Signing In and Out" Book				

Ensure the reverse side of this form is completed and signed.

The following documents have been inspected and found to be:

	Good Condition	Fair Condition	● In need of Replacement	◆ Missing
TREASURER				
1. Constitution and Laws				
2. Chapter Dues Book				
3. Current Copy of Bye-Laws:				
• Chapter				
• Grand Chapter				
4. Current Copy of Procedures:				
• UGCA or Grand Chapter				
SECRETARY				
1. Constitution and Laws				
2. Ritual				
3. Prompt Rituals				
4. Confidential material (Yellow Book issued for use of Conductress 2019)				
"Signing In and Out" Book				
5. Inventory Book				
6. Reports:				
• UGCA				
• Grand Chapter				
7. Chapter Roll Book				
8. Current Copy of Bye-Laws:				
• Chapter				
• Grand Chapter (if applicable)				
9. Current Copy of Procedures:				
• UGCA or Grand Chapter				

- The Chapter has been instructed to return to the United Grand Chapter (through the Grand Chapter / District Grand Committee if appropriate), pay the appropriate fee and seek replacement of the above material which is "In Need of Replacement" OR obtain same from the appropriate source.
- ◆ The Chapter has been instructed to institute a search for the indicated missing material and, if same cannot be located, apply to the United Grand Chapter, (through the Grand Chapter / District Grand Committee if appropriate) for replacement, with appropriate fee and advising by Statutory Declaration the reason for its loss OR seek replacement from the appropriate source.

We, the Worthy Grand Matron and Worthy Grand Patron have marked the appropriate column for each of Constitution and Laws, Confidential and other material and have given the appropriate instructions in respect of any material noted in the columns "In Need of Replacement" or "Missing".

Worthy Grand Matron

Worthy Grand Patron