



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

GRAND CHAPTER OF VICTORIA

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 GRAND 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				
5. Current Copy of Procedures				
WORTHY GRAND MATRON				
1. Constitution and Laws				
2. Ritual				
3. Confidential Material (Yellow Book issued 2019)				
• "Signing In and Out" Book				
4. Current Copy of Bye-Laws				
5. Current Copy of Procedures				
GRAND ASSOCIATE PATRON				
1. Confidential Material (Yellow Book issued 2019)				
• "Signing In and Out" Book				
2. Current Copy of Bye-Laws				
3. Current Copy of Procedures				

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
GRAND TREASURER				
1. Constitution and Laws				
2. Current Copy of Bye-Laws				
3. Current Copy of Procedures				
GRAND SECRETARY				
1. Constitution and Laws				
2. Ritual				
3. Confidential Material (Yellow Book issued 2019 for the use of Grand Conductress)				
• "Signing In and Out" Book				
4. Prompt Ritual (for use of Grand Assoc. Cond.)				
2nd copy Prompt Ritual (for use of WGP - optional)				
"Signing In and Out" Book				
5. Inventory Book				
6. Reports:				
• UGCA				
• Grand Chapter				
7. Current Copy of Bye-Laws				
8. Current Copy of Procedures				

- The Grand Chapter has been instructed to return to the United Grand Chapter, 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 Grand 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 advising by Statutory Declaration the reason for its loss with appropriate fee attached OR seek replacement from the appropriate source.

We, the Most Worthy Grand Matron and Most 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".

Most Worthy Grand Matron

Most Worthy Grand Patron