



## Inspector

The office of Inspector is an important one in any organization. The Supreme President will appoint inspectors for Grand Auxiliaries and Auxiliaries not in a Grand. The Grand President will appoint Inspectors for his/her Grand Auxiliaries, but a member may not inspect his/her own auxiliary. Should you be appointed as an Inspector, study your By-Laws so that you will be prepared to answer any questions that arise.

Every auxiliary is to be inspected each year. Inspections are to be performed at a regularly scheduled auxiliary meeting and may start as early as August 6th. Inspectors do not audit auxiliary books, but should review the books to ensure that they are done according to Supreme By-Laws, that audits are done on a quarterly basis, that the auxiliary has a current bond, that the auxiliary has an EIN, and that the IRS Form 990-N is done annually.

If an auxiliary's books are not in order, an Inspector may decline to sign the books and should contact, as applicable, the Supreme or Grand President to report the problem and receive directions on how to proceed.

By direction of the Supreme Auxiliary, new auxiliaries should not be inspected until six months after Institution. The only exception to this is if an auxiliary is instituted less than six months, but more than ninety days prior to the Supreme Convention.

Inspection forms should be sent to the Supreme Inspector immediately after an inspection is performed. The Supreme Inspector will forward copies to the Supreme President.

**All local auxiliaries should be 100% inspected by December 31st and reported by January 31st.** Grand Auxiliary Inspections should be completed and sent immediately after inspection.

Awards for the best reporting, based on the number of auxiliaries in a Grand, will be presented at the Supreme Convention as follows:

- Category 1: 1 – 4 Auxiliaries Category
- Category 2: 5 – 7 Auxiliaries Category
- Category 3: 8 or more Auxiliaries

Inspectors appointed by the Supreme President, who have completed their assignments, will be recognized at the Supreme Convention.

If I can be of any service to Auxiliaries or to Inspectors, please feel free to contact me.

### Supreme Inspector

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