



Prince Hall Grand Council of Royal and Select Masters Jurisdiction of South Carolina

DISTRICT DEPUTY'S COUNCIL INSPECTION FORM

This inspection form is to be used in MARCH and SEPTEMBER of each calendar year to ensure Council has appropriate furniture and documentation to operate effectively in the Jurisdiction of South Carolina

Inspection Date _____ 20 ____

Council _____ No. _____

Address _____ City _____

Tel. (____) ____-____ E-mail _____

Section I – Administration

1. Is the council charter present? (Yes / No)

- Condition (Excellent / Good / Fair / Poor)
- How is it stored (Wall Mount / Tube / Offsite Protected in Container / Offsite NOT protected by a container?)
- Is the Council Bonded? (Yes / No)
If yes: Fidelity Insurer _____ Exp. _____ 20____ \$ _____

2. Does the Council Recorder have a sealed copy of the Grand Council Constitution and Ritual on hand? (Yes / No)

- If no, have the Recorder order (1) one set to be maintained in the Council. This set shall have all constitutional and ritualistic changes that come from the Grand Council.
- Does the Council have copies of the grand Council Forms onsite or has access to download them from the internet if needed? (Yes / No)
- Does the Council have copies of all Dispensation requested on file? (Yes / No)
- Does the Council have copies of all Petitions, Demits & Reinstatements on file? (Yes / No)
- Has the Council properly sent forms and documentation up to the Grand? (Yes / No)

3. Does the council Treasurer have a checkbook? (Yes / No)

- Does the Treasurer have a check receipt book? (Yes / No)
- Does the Treasurer have copies of the Council Bank records? (Yes / No)
- Do the Treasurer's records accurately reflect the Recorder's Records? (Yes / No)
If not, why? _____.

Section II – Council Furniture

4. Does the Council have the following items?

- Altar (Yes / No)
- Trowel (Yes / No)
- Sword(s) (Yes / No)
- Three Squares (Yes / No)
- Broken Triangle (Yes / No)
- 8th Degree candidate items (Yes / No)
- 10th Degree candidate items (Yes / No)
- 9th Degree candidate items (Yes / No)

Section III – Membership and Operations

5. How many members does the Council have? _____

6. Do Council members dress in suits as Royal Select Masters in meetings? (Yes / No)

7. Are all seats filled? (Yes / No)

8. Is the Council opening and closing long form or short form? _____

9. Is the Council performing degree work properly? (Yes / No)

10. Does the Council have a charity or school they give support to? (Yes / No)

If yes, name & date of last charity event _____.

Copies go to District Deputy, GIPCW, and TIM.

Date: _____

District Deputy Name: _____

Signature: _____