BC PROVINCIAL CURSORY SURVEY FOR LOCAL AERIES

AERII	IE NAME & NO: TOWN/CITY:	PROVINCE:	OVINCE:	
PROI LEA	S CHECKLIST, WHILE NOT BEING ALL INCLUSIVE, IS MEANT TO BE A GUIDE PER OPERATION OF AN AERIE. MANY OTHER FACETS OF AN AERIE'S OPERA AD TO ITS SUCCESS OR FAILURE, THE COMPLETION OF THIS SURVEY SHOULDEW OF THE AERIE'S OPERATION AND INDICATE AREAS WHERE IMPROVEMENT	TION EXIST THAT CA LD GIVE AN OVERALL	.N	
	PLEASE CIRCLE EITHER YES, NO OR N/A FOR THE FOLLOWING IF THE AERIE IS OPERATING <u>IN COMPLIANCE WITH OUR FRA</u>			
IFTH PI <u>AI</u>	HE PROVINCIAL COMPLIANCE OFFICER WILL REVIEW ALL SURVEYS; IF 20% [13 OR MORE] THEN HE MUST <u>TAKE FORMAL STEPS AND ALERT THE F</u> HE AERIE'S BY-LAWS HAVE BEEN AMENDED SINCE THE MOST RECENT CUR OF THEM TO THIS SURVEY. IF THE AERIE HAS A BUILDING (OR OTHER) FO LEASE INCLUDE A COPY OF THE SOCIETY BY-LAWS AS AN ADDITIONAL ATT LSO BE IN COMPLIANCE WITH THE PROVINCIAL BY-LAWS UNLESS SOCIETY	PROVINCIAL EXECUT RSORY SURVEY, ATTA ORM OF SOCIETY IN F FACHMENT – <u>SOCIETI</u>	<u>IVE.</u> CH A CO. PLACE, ES MUST	
	RTHY PRESIDENT (SECTION 82.1) (A)			
(A)	COMMITTEE APPOINTMENTS (Section 82.1A, 100.1, 100.2)	*7	NT	
	1. Appointment of Aerie Auditor? (102.1)	Yes	No	
	2. Trial Committee? (62.1) President appointed Chairman of the Trial Committee?	Yes	No	
	President appointed Chairman of the Trial Committee?	Yes	No	
	3. By-Laws Committee? (100.2)	Yes	No	
	Date the Aerie By-Laws were last updated:	37	NT	
	4. Visiting Committee? (100.2)	Yes	No	
	5. Membership Committee? (100.2)	Yes	No	
	6. Finance Committee? (101.1)	Yes	No	
	7. Attendance Committee? (101.2)	Yes	No	
	8. Publicity Committee? (100.2)	Yes	No	
	9. Interviewing Committee? (100.2, 70.11)	Yes	No	
	10. Aerie Officers meeting with Ladies Auxiliary at least quarterly? (7	· ·	No	
	11. Is there a harassment policy in effect and posted?	Yes	No	
	12. Has the Affiliation Agreement been signed and sent to the Grand A		No	
	13. Is the Ritual being used at all meetings of the Aerie?	Yes	No	
	14. Are "short-form" Obligations being performed upon any new mem		No	
	15. Are any meetings of the Aerie performed in a "round table" format	t? Yes	No	
(B)	BONDING			
	1. Are all Officers and Employees that are handling money bonded? (No	
	2. Has notice of bonding been forwarded to the Grand Aerie? (94.2)	Yes	No	
SEC	RETARY (Section 85.1)			
	RECORDS			
(A)	1. Minute Book up to date? (85.1)	Yes	No	
(A)	1. Williage Dook up to date: (65.1)	103	110	
(A)	2. Using the MMS Completely	Yes	No	

Yes

No

Payment History?

(b.)

(c.) Batch Entry? (d.) Initiation/Dropped? (e.) Delinquent Report? (f.) Auditor getting reports? 3. Receipts for money received credited to the proper funds? (85.8) 4. Receipts provided for money turned over to the Treasurer? (85.8) 5. Secretary's Cash Book up to date and signed by Treasurer? (85.8) 6. Has the Society Act been upheld and the Non Profit status been filed? 7. Has the Aerie By-Laws posted on the Aerie Bulletin Board? (122.1) 8. Are the Aerie By-Laws posted on the Aerie Bulletin Board? (122.1) 9. Are the Aerie House Rules posted in the Aerie? (B) REPORTS 1. Financial Reports made at every Aerie Meeting? (85.13) 2. Annual Report current? (102.1) Yes Notes Annual Report current? (102.1) TREASURER (Section 86.1) (A) RECORDS 1. All money turned over to Treasurer being deposited? (86.1) 2. Money deposited within 48 hours of receipts with deposit slips shown? 3. Proper receipts endorsed/exchanged by Secretary and Treasurer? (B) REPORTS 1. Treasurer's Annual Report properly maintained? (86.3) TRUSTEES (Section 89.1 – 89.11) (A) DUTIES 1. Chairman and Secretary elected? (89.1) 2. Secretary and/or JPWP ex-officio members (in By-Laws)? (89.1) SEC= Y N Pey Notes Notes (4 All Trustees comply with Compatibility Laws? (89.11) 5. Approval of Expenditures by the Finance Committee? (89.2) 7. Is Insurance coverage provided? (89.9) 8. Date the Insurance Policy expires:
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2. Secretary and/or JPWP ex-officio members (in By-Laws)? (89.1) SEC= Y N P= Y N 3. House Rules followed & Amendments made properly? (89.3) Yes No 4. All Trustees comply with Compatibility Laws? (89.11) Yes No 5. Approval of Expenditures by the Finance Committee? (89.2) Yes No 6. Receipts issued for receipt of all funds from club activities? (89.4) Yes No 7. Is Insurance coverage provided? (89.9) Yes No
3. House Rules followed & Amendments made properly? (89.3) 4. All Trustees comply with Compatibility Laws? (89.11) 5. Approval of Expenditures by the Finance Committee? (89.2) 6. Receipts issued for receipt of all funds from club activities? (89.4) 7. Is Insurance coverage provided? (89.9) Yes No. 2016.
4. All Trustees comply with Compatibility Laws? (89.11) 5. Approval of Expenditures by the Finance Committee? (89.2) 6. Receipts issued for receipt of all funds from club activities? (89.4) 7. Is Insurance coverage provided? (89.9) Yes No. 2016.
5. Approval of Expenditures by the Finance Committee? (89.2) 6. Receipts issued for receipt of all funds from club activities? (89.4) 7. Is Insurance coverage provided? (89.9) Yes No. 2016.
6. Receipts issued for receipt of all funds from club activities? (89.4) 7. Is Insurance coverage provided? (89.9) Yes No. 2015
7. Is Insurance coverage provided? (89.9) Yes No.
8. Date the Insurance Policy expires:
Public Liability? Amount \$ Yes No
Liquor? Amount \$ Yes No
Aerie Home & Contents? Amount \$ Yes No
Are the Eagle Riders included on the policy? N/A Yes No
Is the Auxiliary included on the policy? Yes No
9. Are complaints responded to within thirty (30) calendar days? (89.3h) Yes No.
(B) RECORDS
1. Books audited monthly by the Aerie Auditor? (102.1) Yes No.
2. Minutes kept on each Board Meeting? (89.1) Yes No
3. Do By-Laws provide for a Manager of the Buffet and Social Rooms? (89.8) Yes No.

(C)	REI	PORTS		
` /	1.	Weekly report of Buffet/Social Rooms completed and presented on Aerie Floor?	Yes	No
	2.	Inventory of Buffet Goods (Monthly)?	Yes	No
	3.	Maintaining current and up to date Inventory on all real and personal property?	Yes	No
	4.	Monthly Profit and Loss Statement?	Yes	No
<u>AUD</u>	ITOR	<u>R (Section 102.1)</u>		
	1.	Copy of the Constitution and Statutes made available to the Auditor?	Yes	No
	2.	Monthly Audit of Records completed and reports made?	Yes	No
		Secretary Records and Reports audited?	Yes	No
		Treasurer Records and Reports audited?	Yes	No
		Trustees Records and Reports audited?	Yes	No
	3.	Annual Report for the past Fiscal Year sent to the Grand Aerie?	Yes	No
		TOTAL NUMBER OF <u>NO</u> ANSWERS		
EXPL	AIN A	ACTION TAKEN BY YOU FOR ALL <u>NO</u> ANSWERS (if more space is required, use b	back of	form)
~~.				
		SIONS:		
This A	Aerie			
		IENDATIONS:		
I reco	ommer	nd that		
Surv	ey per	formed by:		
		SIGNATURE OF LOCAL WP or SE	CRETA	ARY
		Date:		

~ A COPY OF THIS COMPLETED SURVEY MUST BE PROVIDED TO LOCAL AERIE ~DONE ~ NOT DONE ~