

# ***BC PROVINCIAL CURSORY SURVEY FOR LOCAL AERIES***

AERIE NAME & NO: \_\_\_\_\_ TOWN/CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_

THIS CHECKLIST, WHILE NOT BEING ALL INCLUSIVE, IS MEANT TO BE A GUIDE FOR EVALUATING THE PROPER OPERATION OF AN AERIE. MANY OTHER FACETS OF AN AERIE'S OPERATION EXIST THAT CAN LEAD TO ITS SUCCESS OR FAILURE, THE COMPLETION OF THIS SURVEY SHOULD GIVE AN OVERALL VIEW OF THE AERIE'S OPERATION AND INDICATE AREAS WHERE IMPROVEMENTS ARE REQUIRED.

PLEASE **CIRCLE** EITHER **YES, NO** OR **N/A** FOR THE FOLLOWING TO DETERMINE IF THE AERIE IS OPERATING **IN COMPLIANCE WITH OUR FRATERNAL LAWS**

***THE PROVINCIAL COMPLIANCE OFFICER WILL REVIEW ALL SURVEYS; IF 20% OR MORE ANSWERS ARE NO, [ 13 OR MORE ] THEN HE MUST TAKE FORMAL STEPS AND ALERT THE PROVINCIAL EXECUTIVE. IF THE AERIE'S BY-LAWS HAVE BEEN AMENDED SINCE THE MOST RECENT CURSORY SURVEY, ATTACH A COPY OF THEM TO THIS SURVEY. IF THE AERIE HAS A BUILDING (OR OTHER) FORM OF SOCIETY IN PLACE, PLEASE INCLUDE A COPY OF THE SOCIETY BY-LAWS AS AN ADDITIONAL ATTACHMENT - SOCIETIES MUST ALSO BE IN COMPLIANCE WITH THE PROVINCIAL BY-LAWS UNLESS SOCIETY FOUNDED 1954 OR EARLIER.***

## **WORTHY PRESIDENT (SECTION 82.1) (A)**

### (A) COMMITTEE APPOINTMENTS (Section 82.1A, 100.1, 100.2)

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|---|-----|----|
| 1. Appointment of Aerie Auditor? (102.1)                                    | Yes | No |
| 2. Trial Committee? (62.1)  | 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: _____                             |     |    |
| 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? (72.1) | Yes | 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 Aerie?  | Yes | 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 members?      | Yes | No |
| 15. Are any meetings of the Aerie performed in a "round table" format?      | Yes | No |

### (B) BONDING

- |  |     |    |
|--|-----|----|
| 1. Are all Officers and Employees that are handling money bonded? (94.1) | Yes | No |
| 2. Has notice of bonding been forwarded to the Grand Aerie? (94.2)       | Yes | No |

## **SECRETARY (Section 85.1)**

### (A) RECORDS

- |                                   |     |    |
|-----------------------------------|-----|----|
| 1. Minute Book up to date? (85.1) | Yes | No |
| 2. Using the MMS Completely       | Yes | No |
| (a.) Officer's list completed?    | Yes | No |
| (b.) Payment History?             | Yes | No |

(c.)	Batch Entry?	Yes	No
(d.)	Initiation/Dropped?	Yes	No
(e.)	Delinquent Report?	Yes	No
(f.)	Auditor getting reports?	Yes	No
3.	Receipts for money received credited to the proper funds? (85.8)	Yes	No
4.	Receipts provided for money turned over to the Treasurer? (85.8)	Yes	No
5.	Secretary's Cash Book up to date and signed by Treasurer? (85.8)	Yes	No
6.	Has the Society Act been upheld and the Non Profit status been filed?	Yes	No
7.	Has the Aerie's Annual General Meeting been held per the Society Act?	Yes	No
8.	Are the Aerie By-Laws posted on the Aerie Bulletin Board? (122.1)	Yes	No
9.	Are the Aerie House Rules posted in the Aerie?	Yes	No

(B) REPORTS

1.	Financial Reports made at every Aerie Meeting? (85.13)	Yes	No
2.	Annual Report current? (102.1)	Yes	No

**TREASURER (Section 86.1)**

(A) RECORDS

1.	All money turned over to Treasurer being deposited? (86.1)	Yes	No
2.	Money deposited within 48 hours of receipts with deposit slips shown?	Yes	No
3.	Proper receipts endorsed/exchanged by Secretary and Treasurer?	Yes	No

(B) REPORTS

1.	Treasurer's Annual Report properly maintained? (86.3)	Yes	No
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**TRUSTEES (Section 89.1 – 89.11)**

(A) DUTIES

1.	Chairman and Secretary elected? (89.1)	Yes	No
2.	Secretary and/or JPWP ex-officio members (in By-Laws)? (89.1)	<u>SEC=</u> Y N	<u>P=</u> 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
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
4.	Does the Manager have an agreement with the Aerie? (89.9)	Yes	No
5.	Are all employees in compliance with Local YES NO and Provincial Aerie By-Laws, YES NO Statutes YES NO , and our Fraternal Laws? YES NO?		

(C) REPORTS

- 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

**AUDITOR (Section 102.1)**

- 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 <b><u>NO</u></b> ANSWERS	_____
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***EXPLAIN ACTION TAKEN BY YOU FOR ALL NO ANSWERS (if more space is required, use back of form):***

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**CONCLUSIONS:**

*This Aerie*

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**RECOMMENDATIONS:**

*I recommend that*

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Survey performed by: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF LOCAL WP or SECRETARY

Date: \_\_\_\_\_

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