

GRAND AERIE SURVEY

AERIE NO: _____ CITY: _____ STATE: _____

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

PLEASE CIRCLE THE FOLLOWING TO DETERMINE IF THE AERIE IS OPERATING IN COMPLIANCE WITH OUR FRATERNAL LAWS.

WORTHY PRESIDENT (SECTION 82.1) (A)

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

- | | | | |
|-----|--|-----|----|
| 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 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 (82.1 (f)) | 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 |

Explain specifically, the nature of the violation by the Worthy President of a particular Statute, By-Law or House Rule for all "NO" Answers:

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. IRS Form 940 & 941 completed and current (Quarterly) Yes No
- 7. IRS Form 990 completed and current (Due Annually October 15th) Yes No
- 8. State Tax Forms completed and current Yes No
- 9. Was a copy of last year’s IRS Form 990 included with the Auditor’s Annual Report Yes No
- 10. Articles of Incorporation (I – IV) Yes No
- 11. Have Federal and State Tax ID Numbers been obtained Yes No
- 12. Has their Tax Exempt status been filed Yes No
- 13. Are the Aerie By-Laws posted on the Aerie Bulletin Board (122.1) Yes No

(B) REPORTS

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

Explain specifically, the nature of the violation by the Secretary of a particular Statute, By-Law or House Rule for all “NO” Answers:

TREASURER (Section 86.1)

(A) RECORDS

- 1. Bank deposits being made by the Treasurer (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

Explain specifically, the nature of the violation by the Treasurer of a particular Statute, By-Law or House Rule for all “NO” Answers:

TRUSTEES (Section 89.1 – 89.11)

(A) DUTIES

- 1. Chairman and Secretary elected (89.1)..... Yes No
- 2. Secretary and/or Jr. PWP ex-officio members (in By-Laws) (89.1) Yes No
- 3. House Rules followed or Amendments made with proper approval (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. Checkout meetings held weekly (89.4) Yes No
- 7. Non-checkout meetings held bi-monthly/weekly (89.4) Yes No
- 8. Is Insurance coverage provided (89.9)..... Yes No
Date the Insurance Policy expires _____
Public Liability Amount \$ _____ Yes No
Grand Aerie named as additional insured party (89.9) Yes No
Are the Eagle Riders included on the policy Yes No
Is the Auxiliary included on the policy Yes No
- 9. Complaints being responded to within thirty (30) calendar days (89.3 (h))..... 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 (89.8) Yes No
- 5. Are all employees in compliance with Aerie By-Laws, Statutes, and Federal, State and Municipal 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

Explain specifically, the nature of the violation by the Trustees of a particular Statute, By-Law or House Rule for all "NO" Answers:

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 audited..... Yes No
- Treasurer Records audited..... Yes No
- Trustees Records audited..... Yes No
- 3. Annual Report for the past Fiscal Year completed and forwarded to the Grand Aerie..... Yes No

Explain specifically, the nature of the violation by the Auditor of a particular Statute, By-Law or House Rule for all "NO" Answers:

YOUR RECOMMENDATIONS:

(If suspension is recommended, your report must be very specific in listing all violations to the Statutes, By-Laws, House Rules, etc. If these violations are too vague, the suspension or removal order cannot be issued.)

Completed by: _____ Date: _____