



The Most excellent Prince Hall Grand Chapter of Holy Royal Arch Masons, Jurisdiction of South Carolina

DEPUTY CHAPTER INSPECTION FORM

This inspection form is to be used during each calendar year to ensure Chapter has appropriate furniture, documentation and to operate effectively in ritualistic form in the Jurisdiction of South Carolina.

Inspection Date _____ 20 ____

Chapter _____ No. _____

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

Section I – Administration

1. Does the Chapter Recorder have a membership ledger book? (Yes / No)

- Does the Chapter Recorder have a record book for New Companions items issued? (Yes / No)
 - Does the Chapter Recorder have copies of the Chapter Historical records? (Yes / No)
 - Do the Chapter Recorder's records accurately reflect the issue of New Companions issued items?
 - (Yes /No)
- If not, why? _____.

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

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

Section II – Chapter Furniture

1. Does the Chapter have the following items?

- Triangle Altar (Yes / No)
- Veils (Yes / No)
- Sword(s) (Yes / No)
- Ark (Yes / No)

- 8th Degree candidate items (Yes / No)
- 9th Degree candidate items (Yes / No)
- 10th Degree candidate items (Yes / No)

- Does the Chapter possess all of the necessary furniture? (YES/NO)
- Condition (Excellent / Good / Fair / Poor)
- How is it maintained

Section III – Membership and Operations

1. Did the Chapter open on time? (YES/NO)
2. Were the principle officer(s) present? (YES/NO)
3. Did the Chapter open in ritualistic form? (YES/NO)
4. How many members does the Chapter have? _____
5. Do Chapter members dress in suits as Royal Arch Masters in meetings? (Yes / No)
6. Are all seats filled? (Yes / No)
7. Is the Chapter opening and closing long form or short form? _____
8. Is the Chapter performing degree work properly? (Yes / No)
9. Did the Chapter close in ritualistic form? (YES/NO)
10. Did the Chapter close at a reasonable time? (YES/NO)

If no, explain:

COMMENTS:

Copies go to District Deputy, and EHP.

Date: _____

EHP Name: _____

Signature: _____

Deputy Name: _____

Signature: _____