

# Provincial Grand Royal Arch Chapter of Lanarkshire (Middle Ward)

## ANNUAL BOOK INSPECTION / VISITATION REPORT for Year ended 24th AUGUST 20

FOR

**R. A. CHAPTER No.**

M.E.Z. \_\_\_\_\_

Scribe E \_\_\_\_\_

Treasurer \_\_\_\_\_

Date Books Examined on: \_\_\_\_\_

Examined by: \_\_\_\_\_

Rank: \_\_\_\_\_

Signature: \_\_\_\_\_

### **RECORDS PRESENTED - SCRIBE E**

#### **Attendance Book**

**1** Is the book properly signed at each meeting?

**2** Check that at least **seven** Companions were present at each Meeting.

#### **Statistics**

Number of Meetings held \_\_\_\_\_

Total attendance \_\_\_\_\_

Average Attendance \_\_\_\_\_

Best Attendance \_\_\_\_\_ on \_\_\_\_\_

#### **Minute Book** - Examine each minute and ascertain that there is recorded:

**1** The date and place of meeting.

**2** The names of at least **seven** Companions who were present.

**3** The full details of each Candidate and the names of his Proposer and Seconder.

**4** The names of the elected Office Bearers in the minute of the Election Meeting.

**5** Ascertain that all necessary dispensations have been obtained.

#### **Statistics**

Number of Exaltees: \_\_\_\_\_

Number of Affiliates: \_\_\_\_\_

Any Obituaries: \_\_\_\_\_ Names: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

R.A.C.'s **within** Province invited to perform degrees \_\_\_\_\_

R.A.C.'s **outwith** Province invited to perform degrees \_\_\_\_\_

Invitations received from **within** Province to confer degrees \_\_\_\_\_

Invitations received from **outwith** Province to confer degrees \_\_\_\_\_