

DISTRICT GRAND LODGE, CHAPTER OF MADRAS

Notes for the guidance of Inspecting Officers:

Secretaries/Scribes 'E' of Lodges/Chapters to ensure that the following Books, Registers, Files and all relevant Records are kept ready for inspection.

1. Lodge/Chapter Minutes Book.
2. Lodge/Chapter Permanent Committee Minutes Book.
3. Declaration & No Dues Clearance Certificate Books.
4. Inventory Book of Lodge/Chapter properties.
5. Copies of D.G.L./D.G.C. By-Laws.
6. Copies of Lodge/Chapter By-Laws (Up dated)
7. Copy of Book of Constitutions (Lodge/Chapter copy)

REGISTERS

1. Membership Register
2. Attendance Register

F I L E S for: a) General Correspondence
b) U.G.L./S.G.C. Communications
c) D.G.L./D.G.C. Circulars

** Copies of Registration Forms -A
Installation Returns
Annual Returns
Half-Yearly Returns
Return of Alteration of Membership

- * The forms and returns are printed matter and are available at D.G.L. Office. Duplicate copies duly completed should be kept by the Lodge/Chapter for reference.

MINUTES BOOK - To be of hard-backed cover, strongly bound, the quality of paper to be good. The approved minutes duly signed by the Master/M.E.Z., Secretary/Scribe 'E'. The business transacted within the Lodge/Chapter should follow in sequence as set out in the Agenda of the Summons. The pasting of Summons in the Minutes Book is not considered good practice; it is recommended that the Agenda set out in the Summons is written in the Minutes Book. Dispensations should be properly recorded.

PERMANENT COMMITTEE MINUTES BOOK - The business transacted should be clearly written - the attendance recorded of W.M., Wardens, P.M.'s., Decisions taken on matters relating to Exclusions, Cessations, Resignations should follow the procedure laid down in the B of C. Payment of bills must be ratified

NO. DUES CLEARANCE CERTIFICATE BOOK - Ensure that the counterfoil in the book is correctly filled in and signed.

DECLARATION BOOK - To be correctly filled in and signed by the Candidate, Secretary and witness.

INVENTORY BOOK OF LODGE/CHAPTER PROPERTIES - Inventory of Lodge/Chapter properties should be properly recorded - checked at regular intervals and should be duly signed by the Outgoing and Incoming Masters.

OLD RECORDS - For posterity such old records of Lodge/Chapter should be carefully maintained and kept in steel trunks or almirahs. They should be preserved well. Maintain a list of old records.

BY-LAWS - The Lodge/Chapter should possess updated copies of D.G.L./D.G.C. By-Laws (Available at DGL Office) Lodge/Chapter by-Laws must also be up-dated - amendments be inserted, copies should be presented to candidates.

REGISTERS - Check the membership register, ensure that all entries are clearly written i.e. dates of Passings, Raisings, Joinings, - offices appointed in the Lodge/Chapter - appointments to Dist. Grand Ranks Craft/Chapter No. and date of issue of Grand Lodge/Chapter Certificates to be recorded.

ATTENDANCE REGISTER - Scrutiny of this Register will reveal the average attendance at meetings. Whether regular officers as well as those appointed to Lodge/Chapter offices are attending. Check attendance of visitors, those who have signed the attendance register include their Masonic Rank, name and number of their Lodge/Chapter. Note if any un-attached member is regularly attending. Names of visitors should also be recorded in the Lodge/Chapter Minutes Book

R E T U R N S - As stated these are printed forms duplicate copies should be filed by the Secretary/Scribe 'E' properly completed. The original forms duly completed and signed are submitted to D.G.L. Office on the dates mentioned in the booklet 'Masonic Notes'

ACCOUNTS - Is a statement of accounts being presented by the Treasurer at each meeting. Arrears in subscription Action taken to recover arrears - Does the Lodge/Chapter maintain any Trust, Charity accounts. - Disbursement to private Charitable institutions. If the Lodge/Chapter has its own property - check on the maintenance - Building Fund Are the Taxes to the concerned authorities being paid. Are the accounts being checked by the Lodge Audit Committee.

RITUAL WORKING & MASONIC EDUCATION - From the Minutes Book it will be possible to ascertain the number of ceremonies performed during the year under review. Whether P.M's are assisting, are portions of the ritual phased out to Junior Members. Any form of Masonic Education will be included in the Minutes Book. The matter to be presented will be mentioned in the Agenda of the Summons. Intervisitation with sister Lodges.

THE NOTES GIVEN ABOVE ARE MERELY GUIDELINES FOR THE INSPECTING OFFICER TO ASSIST IN COMPILING THE INSPECTION REPORT. REPORT ANY PARTICULAR PROBLEMS THAT EXIST. THE INSPECTING OFFICER TO MAKE HIS OWN ASSESSMENT ON ALL MATTERS CONCERNING THE LODGE/CHAPTER, AND TO SUBMIT ANY RECOMMENDATIONS FOR THE FUTURE GROWTH AND WELL-BEING OF THE LODGE/CHAPTER.