

Commandery Name and # \_\_\_\_\_

Date of Inspection \_\_\_\_\_

Recorders Records:	Max Pts	Actual Pts
1. Record books should be neat and have a good appearance	(10)	_____
2. Minute books must show full minutes of each conclave according to prescribed Templar Code (Sec.908, 1986). Loose leaf & typewritten are permitted and encouraged. (Reference Sec.908 for example). Special functions and activities must be recorded in minute book.	(10)	_____
3. Minutes of stated conclaves must show proper monthly reports of:		
a. Membership	(5)	_____
b. Hospitaler: (reference Sec 908, Para. J)	(5)	_____
c. Eye Foundation (reference sec. 908 Para J)	(5)	_____
d. Holy Land Pilgrimage (Reference Sec. 908 Para J)	(5)	_____
4. Membership Records must show individual accounts for each member including date of admission by creation or affiliation; discharge by: death, suspension <sup>***</sup> or expulsion; and Dues billing and payment. <sup>**</sup> Documents must be presented to show that any suspensions were made in accordance with Sec. 711 (6) of Michigan Templar Law.	(10)	_____
5. Cash Book must show all receipts, disbursements and current balances of the Commander, Audited within the last year. (Sec.709) Date: _____	(10)	_____
6. Inventory must detail all property of the Commandery and be valued at current market prices. Must be updated within one year of this Inspection. Date of Last inspection _____	(10)	_____
7. Standing Resolutions and Amended By-Laws must be pasted in the Michigan Laws of Templar Masonry Blank spaces in Sections: 701,702, 704,709, 728(6), 729, 732(2) and 732(5) must be filled in and agree with standing resolution. _____ out of sixteen filled in correctly.	(10)	_____
8. Committee members and Chairmen thereof must be affixed or shown in the Minutes of the April Annual Stated Conclave and no later than the May Stated Conclave. A complete list of Committees in accordance with Sec.714(7)	(10)	_____
9. Michigan Laws of Templar Masonry - 1986 Edition w/Revisions (2 copies) or the new Laws of Templar Masonry ( 2012 ) with Constituent Bylaws Grand Encampment Constitution and Statutes - 2003 Edition ( 1 copy & electronic copy or 2 copies )	(5)	_____
10. Copy of current IRS 990	(5)	_____
	Total Points	(100) _____

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Inspecting Officer (printed & Signed)

This document for distribution to Commandery, Inspector General and GCO files