

SUPREME QUEEN'S OFFICIAL VISIT March 2011
Inspection of Properties

The Temple records shall be inspected from the date of the previous Supreme Queen's Official Seal to the current date.

The PRINCESS RECORDER shall provide:

1. Minutes Book
2. Membership Book of the Temple with members' signatures
3. Dispensations granted and refused, including Limited Event Account(s)
4. Official Temple Seal
5. Temple Copy:
 - a. Official Forms for Release of Records Agreement
 - (1) Princess Recorder
 - (2) Princess Banker
 - b. Official Form for Inspection of Temple Properties
 - c. Code of Conduct Booklet – two copies
 - d. History of Daughters of the Nile (2009)
6. Temple Files:
 - a. Proposals for Membership
 - b. Petitions for Initiation
 - c. Affiliation
 - d. Affiliation as Dual member
 - e. Letter(s) of Invitation (sent following balloting)
 - f. Reinstatement to Membership
 - g. Rejected Proposals
 - h. Wills/Bequests
 - i. Temple Charitable Giving Committee Report
 - j. Official Temple Forms
 - k. Copy of Temple Bylaws including all Units and/or Clubs.
7. Supreme Temple Correspondence File (*Letters Received and Sent to Supreme Temple*)
8. Current Reports:
 - a. Supreme Temple Finance Committee (**Most recently filed/returned biennial Financial Review Certification Form.**)
 - b. Approved Amendment(s) or Revision from the Supreme Temple Bylaws of Subordinate Temple Committee since last Supreme Queen's Review.

The Princess Recorder shall place a copy of the list of properties to be inspected with the properties thus allowing the Supreme Queen to verify the properties in a chronological order as to their existence, condition, content and accuracy.