Aerie Compliance Survey

Aerie No: _____ City: _____ State: _____

This survey is meant to be a guide for evaluating the proper operation of an Aerie. There are many more facets of an Aerie's operation which can lead to its success or failure. The completion of this survey should give you an overall picture of the Aerie's operation and indicate areas where improvements are required.

Please check the following to determine if the Aerie is operating in Compliance with our fraternal laws.

All answers should be confirmed through a check of past meeting minutes.

Worthy President (Section 82.1)(A)

(A) Committee Appointments (Section 82.1A, 100.1, 100.2)

1.	Appointment of Aerie Auditor (102.1)	Yes ☐	No ☐
2.	Trial Committee (62.1)	Yes ☐	No ☐
	President appointed Chairman of the Trial Committee	Yes ☐	No ☐
	President appointed Trial Committee Alternates	Yes ☐	No ☐
3.	By-Laws Committee (100.2)	Yes ☐	No ☐
	Date Aerie By-Laws were last updated: _____		
4.	Visiting Committee (100.2)	Yes ☐	No ☐
5.	Membership Committee (100.2)	Yes ☐	No ☐
6.	Finance Committee (101.1)	Yes ☐	No ☐
7.	Attendance Committee (101.2)	Yes ☐	No ☐
8.	Publicity Committee (100.2)	Yes ☐	No ☐
9.	Interviewing Committee (100.2, 70.11)	Yes ☐	No ☐
10.	Social Media Committee (100.2)	Yes ☐	No ☐
11.	Aerie Officers meeting with Ladies' Auxiliary at least quarterly (72.1)	Yes ☐	No ☐
12.	Has the Affiliation Agreement been signed and sent to the Grand Aerie (82.1 (f))	Yes ☐	No ☐
	If yes, the date they were sent:		
13.	Have Affiliation Agreements been signed for all Internal Units?	Yes ☐	No ☐
14.	Is the Ritual being conducted in Accordance with the Constitution & Statutes?	Yes ☐	No ☐
15.	Have all Officer positions been filled?	Yes ☐	No ☐

(B) Bonding

1.	Are all Officers & Employees that are handling money bonded/insured? (94.1)	Yes ☐	No ☐
2.	Has notice of bonding/insurance been forwarded to the Grand Aerie? (94.2)	Yes ☐	No ☐

Explain specifically, the nature of the violation by the Worthy President of a particular Statute, By-Law or House Rule for all "NO" answers:

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Secretary (Section 85.1)

(A) Records

1.	Minute Book up to date (85.1)	Yes ☐	No ☐
	a. Are Bills being read and approved in meetings?	Yes ☐	No ☐
	b. Are candidates being read twice?	Yes ☐	No ☐
2.	Using the MMS completely	Yes ☐	No ☐
	a. Officers List Completed	Yes ☐	No ☐
	b. Payment History	Yes ☐	No ☐
	c. Batch Entry	Yes ☐	No ☐
	d. Initiation/Dropped	Yes ☐	No ☐
	e. Delinquent Report	Yes ☐	No ☐
	f. Using Official Dues Receipts prescribed by the Grand Aerie	Yes ☐	No ☐
3.	Receipts for money received credited to the proper funds (85.8)	Yes ☐	No ☐
	Total Balance of the Following Funds: General Fund $_____ Social Fund $_____		
	Building Fund $_____ Benefit Fund $_____ Gaming Fund $_____		
	Is the balance of your Benefit Fund sufficient to cover Per Capita Taxes	Yes ☐	No ☐
	Other Funds (please list each) $_____		
4.	Does your Aerie have Benefit Members?	Yes ☐	No ☐
	If so, how many members are eligible to receive the benefit? _____		
	How much money does each recipient receive? $ _____		
5.	Receipts provided for money turned over to the Treasurer (85.8)	Yes ☐	No ☐
6.	Secretary's Cash Book up to date and signed by Treasurer (85.8)	Yes ☐	No ☐
7.	IRS Form 940 current (Annually) - If yes, date filed: _____	Yes ☐	No ☐
8.	IRS Form 941 current (Quarterly) - If yes, date filed: _____	Yes ☐	No ☐
9.	IRS Form 990 completed and current (Due Annually October 15th)	Yes ☐	No ☐
	If no, has an extension been filed?	Yes ☐	No ☐
10.	State Tax Forms completed and current - If yes, date filed: _____	Yes ☐	No ☐
11.	Articles of Incorporation have been filed and current?	Yes ☐	No ☐
12.	Have Federal and State Tax ID Numbers been obtained?	Yes ☐	No ☐
13.	Is the Aerie Tax Exempt?	Yes ☐	No ☐
	If no, has a 1024 been filed?	Yes ☐	No ☐
14.	Are the Aerie By-Laws posted on the Aerie Bulletin Board (122.1)	Yes ☐	No ☐
15.	Is your fiscal year June 1-May 31?	Yes ☐	No ☐

(B) Reports

1.	Financial Reports made at every Aerie Meeting (85.13)	Yes ☐	No ☐
2.	Was a copy of last year's IRS Form 990 or equivalent sent to the Grand Aerie	Yes ☐	No ☐
3.	Copy of annual Auditor Reports sent to the Grand Aerie (if extension has been filed)	Yes ☐	No ☐
4.	Copy of annual Treasurer Reports sent to the Grand Aerie by August 1	Yes ☐	No ☐

Explain specifically, the nature of the violation by the Secretary of a particular Statute, By-Law or House Rule for all "NO" answers:

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Secretary cont. (Section 85.1)

(C) Additional

1.	Have Personal Property Taxes been paid?	Yes ☐ No ☐
	If yes, date filed: _____	Not Applicable ◯
	If no, what year(s) are owed: _____	
2.	Have Local Property Taxes been paid?	Yes ☐ No ☐
	If yes, date filed: _____	Not Applicable ◯
	If no, what year(s) are owed: _____	
3.	Do you have a mortgage?	Yes ☐ No ☐
4.	Are you current on your mortgage and/or lease?	Yes ☐ No ☐
	If no, amount in arrears: $_____	
	Name of the Mortgage Company/Landlord: _____	
5.	Are State Sales Taxes paid to date?	Yes ☐ No ☐
	If no, how much is owed? $_____	
6.	Is the Aerie on a payment plan?	Yes ☐ No ☐
	IRS	Yes ☐ No ☐
	State	Yes ☐ No ☐
	U.I.A. (Unemployment)	Yes ☐ No ☐
	Property Taxes	Yes ☐ No ☐
	Personal Property Taxes	Yes ☐ No ☐
7.	Any loans against the Aerie?	Yes ☐ No ☐
	If yes, amount of loan? $_____	
	If yes, who is the loan with? _____	
8.	Is the Liquor License Current?	Yes ☐ No ☐
9.	Is it a Club License or is it owned by the Aerie? _____	
10.	Is Gaming License Current?	Yes ☐ No ☐

Explain specifically, the nature of the violation by the Secretary of a particular Statute, By-Law or House Rule for all "NO" answers:

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Treasurer (Section 86.1)

(A) Records

1.	Bank deposits being made by the Treasurer (86.1)	Yes ☐ No ☐
2.	Money deposited within 48 hours of receipts with deposit slips shown	Yes ☐ No ☐
3.	Proper receipts endorsed/exchanged by Secretary and Treasurer	Yes ☐ No ☐
4.	Reconciliation of Bank Statements	Yes ☐ No ☐

(B) Reports

1.	Treasurer's Annual Report properly filed with Grand Aerie by August 1 (86.3)	Yes ☐ No ☐

Explain specifically, the nature of the violation by the Treasurer of a particular Statute, By-Law or House Rule for all "NO" answers:

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Trustees (Section 89.1)

(A) Duties

1.	Chairman and Secretary elected (89.1)	Yes ☐	No ☐
2.	Secretary and/or Jr. PWP ex-officio members (in By-Laws) (89.1)	Yes ☐	No ☐
3.	Are the House Rules posted in the Aerie (89.3, 122.4)	Yes ☐	No ☐
	Date the House Rules were last revised: _____		
4.	Is there a Harassment Policy in effect and posted?	Yes ☐	No ☐
5.	All Trustees comply with Section 89.11?	Yes ☐	No ☐
6.	Incident Reports being responded to within thirty (30) calendar days (89.3(h))	Yes ☐	No ☐
7.	Approval of Expenditures by the Finance Committee (89.2)	Yes ☐	No ☐
8.	Checkout Meetings held weekly (89.4)	Yes ☐	No ☐
9.	Trustees Meetings held weekly (89.4)	Yes ☐	No ☐
10.	Is Insurance Coverage provided? (89.9)	Yes ☐	No ☐
	Date the Insurance Policy Expires: _____		
	General Liability Amount: $_____	Yes ☐	No ☐
	Is Employee Dishonesty listed on the General Liability Insurance?	Yes ☐	No ☐
	If yes, what is the amount? _____		
	Liquor Liability Amount: $_____ **Not Applicable** ☐	Yes ☐	No ☐
	Worker's Compensation Insurance: $_____	Yes ☐	No ☐
	Hired/Non-Hired Auto Insurance: $_____	Yes ☐	No ☐
	Aerie Home & Contents Amount: $_____	Yes ☐	No ☐
	D&O Insurance (Directors & Officers Insurance - not required)	Yes ☐	No ☐
	EPLI Insurance (Employee Practice Liability Insurance - not required)	Yes ☐	No ☐
	Grand Aerie named as additional insured party (89.9)	Yes ☐	No ☐
	Are all of the Internal Units included on the policy?	Yes ☐	No ☐
	Is the Auxiliary included as an owner on the policy?	Yes ☐	No ☐
	State/Provincial Aerie names as additionally insured?	Yes ☐	No ☐

(B) Records

1.	Books Audited monthy by the Aerie Auditor? (102.1)	Yes ☐	No ☐
2.	Minutes kept on each Board Meeting? (89.1)	Yes ☐	No ☐
3.	Do By-Laws provide for a Manager of the Buffet & Social Rooms? (89.8)	Yes ☐	No ☐
4.	Does the Manager have an agreement with the Aerie? (89.8)	Yes ☐	No ☐
5.	Are all employees in compliance with Aerie By-Laws, Statutes & Federal, State and Municipal Laws?	Yes ☐	No ☐

(C) Reports

1.	Weekly report of Buffet/Social Rooms completed and presented on Aerie Floor?	Yes ☐	No ☐
2.	Inventory of Buffet Goods? (Monthly)	Yes ☐	No ☐
3.	Maintaining up-to-date Inventory on all real and personal property annually?	Yes ☐	No ☐
4.	Monthly Profit and Loss Statement?	Yes ☐	No ☐

Explain specifically, the nature of the violation by the Trustees of a particular Statute, By-Law or House Rule for all "NO" answers:

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Auditor (Section 102.1)

1.	Copy of the Constitution & Statutes made available to the Auditor	Yes ☐	No ☐
2.	Monthly Audit of Records completed and reports made	Yes ☐	No ☐
	Secretary Records audited	Yes ☐	No ☐
	Treasurer Records audited	Yes ☐	No ☐
	Trustees Records audited	Yes ☐	No ☐
	Internal Unit Records being audited	Yes ☐	No ☐
	All Committees handling Aerie money	Yes ☐	No ☐

Explain specifically, the nature of the violation by the Auditor of a particular Statute, By-Law or House Rule for "NO" answers:

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Compliance Checklist

1.	Has the Affiliation Agreement been signed and sent to the Grand Aerie?	Yes ☐	No ☐
2.	Last IRS 990 or equivalent has been filed?	Yes ☐	No ☐
3.	Copy of the **entire** Insurance Policy on file with the Grand Aerie?	Yes ☐	No ☐
4.	Are the Grand Aerie Per Capita Taxes Current?	Yes ☐	No ☐
	If not, what is their current balance? $_____		
	Are they currently on a payment plan with the Grand Aerie?	Yes ☐	No ☐
5.	Are the State/Provincial Aerie Per Capita Taxes Current?	Yes ☐	No ☐
	If not, what is their current balance? $_____		
6.	Are all of the payroll and State Taxes paid? (IRS 940 & 941)	Yes ☐	No ☐

Explain specifically, the nature of the violation of a particular Statute, By-Law or House Rule for "NO" answers:

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YOUR RECOMMENDATIONS:

(If suspension is recommended, your report must be very specific in listing all violations to the Statutes, By-Laws, House Rules, etc. If these violations are too vague, the suspension or removal order cannot be issued.)

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Add Additional Pages If Necessary

Completed By: _____ Date: _____

Revised September 2026