

Oziel Grand Chapter
Order of the Eastern Star, Prince Hall Affiliation
for the Jurisdiction of New Jersey, Inc

Instituted June 24, 1913



Jersey City, New Jersey

Incorporated July 16, 1919

**VISITATION OF DISTRICT DEPUTY GRAND MATRON
WORK OF THE CHAPTER**

Committee Work

Reports – written copies for Worthy Matron
Information presented with clarity

Worthy Matron's Presiding

Worthy Patron's Cooperation

Secretary's Books

Minute Book – Minutes properly signed and sealed
Minutes, if typed, properly affixed to minute book pages

Membership Records – Member history up to date to current year
Dues recorded on member's page

Order on Treasurer - Copy of receipt to Treasurer
Properly signed by Worthy Matron and Secretary
Number on orders same as the checks number

Receipts and Disbursements

Properly recorded in minute book – Corresponds with the Treasurer's records
Receipts and Disbursement Book

Roll Call Book - Separate book for roll call

Receipt Book

Copy of Chapter's Constitution and By-Laws

Copy of Oziel Grand Chapter Constitution and By-Laws

Copies of Oziel Grand Chapter forms used by the chapter

Treasurer's Books

Original order on the Treasurer from the Secretary

Treasurer's receipt to the Secretary

Checkbook

Receipts and Disbursement Book – Should correspond with the Secretary's records