



# New York Grand Lodge OSIA Local Lodge Deputy Quarterly Report

(please print)

Name of Lodge \_\_\_\_\_ # \_\_\_\_\_ District \_\_\_\_\_

President's Name \_\_\_\_\_

Number of members reported on per capita report \_\_\_\_\_ Number of new members initiated this quarter \_\_\_\_\_

Did you sign the Per Capita Tax form? \_\_\_\_\_ Was the Per Capita Tax paid on time? \_\_\_\_\_

## YOU MUST ATTEND THE JANUARY GENERAL MEETING IN ORDER TO SIGN THE LAST QUARTER PER CAPITA TAX

**Quarterly Report**

Check one of the quarters below

- Jan/Feb/March due April 1st
- April/May/June due July 1st
- July/Aug/Sept due October 1st
- Oct/Nov/Dec due January 1st

*Figures should be given only for those months that the deputy attended the meeting.*

Month of quarter. Check the appropriate month in each column	<input type="checkbox"/> Jan	<input type="checkbox"/> Feb	<input type="checkbox"/> March
	<input type="checkbox"/> April	<input type="checkbox"/> May	<input type="checkbox"/> June
	<input type="checkbox"/> July	<input type="checkbox"/> Aug	<input type="checkbox"/> Sept
	<input type="checkbox"/> Oct	<input type="checkbox"/> Nov	<input type="checkbox"/> Dec
Officers in Attendance			
Members in Attendance			
Total in Attendance			

### PLEASE CHECK APPROPRIATE BOX FOR EACH ITEM BELOW:

Opening of meeting according to Ritual Book?  Yes  No

Meeting according to Ritual Book (orderly/reports given/motions made and voted upon?)  All of meeting  Most of Meeting  Some of Meeting  None

Correspondence from Grand Lodge and local lodges read?  All  Most  Some  None

Tone of Meeting?  Very friendly  Friendly  Unfriendly  Contentious

Participation by general membership (questions/discussion)  Very often  Often  Sometimes  Never

Length of Meeting?  <1 hour  1 hour  1 1/2 hrs  2 hrs or more

Close of meeting according to Ritual Book?  Yes  No

Comments on any of the above: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Remarks: Please complete this section by commenting on the projects the lodge is pursuing, the concerns the lodge might have, the difficulties the lodge might be facing, the steps being taken to address these difficulties, any issue(s) that you believe the State Deputy, the State President or the Grand Council should know about? If necessary, please use additional pages for your remarks.

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How many of your own lodge meetings have you attended this quarter? \_\_\_\_\_

Have you attended your District Deputy Meeting this quarter?  Yes  No

**IT IS MANDATORY THAT YOU FORWARD THIS COMPLETED FORM TO YOUR DISTRICT DEPUTY BY THE DATE LISTED ON THE OTHER SIDE OF THIS FORM. THE DISTRICT DEPUTY IS REQUIRED TO FORWARD THESE TO THE NY STATE DEPUTY IN A TIMELY MANNER SO THAT A REPORT MAY BE PRESENTED TO THE STATE PRESIDENT AND GRAND COUNCIL AT THE QUARTERLY PLENARY SESSION!**

Name of Deputy (please print) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Deputy Signature \_\_\_\_\_

Comments:

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**According to our By-Laws: A Local Lodge Deputy is required to attend meetings of the assigned lodge at least once each quarter, to submit quarterly reports to the District Deputy on or before the appointed dates and to attend the quarterly meetings held by the District Deputy.**

**Deputies should report matters of serious importance to the District Deputy and/or State Deputy immediately.**