

Executive Order No. 4
2020-2021

[This Executive Order shall be read in its entirety as soon as possible but NOT LATER THAN THE NEXT STATED CONVOCATION of your Chapter.]

Whereas, the DDGHP in his official visit report form is required to check if the Chapter filed with the IRS the Form 990 N, Form 990 EX, or Form 990 last year,

Whereas, some Chapters have not filed the required IRS form, and,

Whereas, Chapters can lose their tax-exempt status if they fail to file the required form, and restoring this status can be a long and arduous process;


Now, therefore, by my authority as Grand High Priest, in order to ensure that Chapters are meeting their IRS tax filing obligations in a timely fashion, I direct that the following actions be taken.

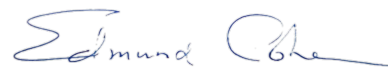
1. Each Chapter shall complete the required IRS tax form at the time required and the Chapter Secretary shall immediately send to the Grand Secretary a copy of the confirmation form from the IRS stating that the Form 990 had been received. The annual report of the Chapter Secretary should include compliance with this IRS requirement.
2. The Grand Secretary with the assistance of the Grand Treasurer and the Finance Committee is available to assist any Chapter that has problems filling out the form or deciding which form is required.
3. If the Grand Secretary has not received a copy of the required IRS confirmation that the Form 990 has been received, he shall contact the District Deputy Grand High Priest, the Chapter High Priest, Secretary, and Treasurer, to determine why the confirmation had not been received and take steps to remedy the situation.
4. The Grand Secretary is responsible for completing the Form 990 for Grand Chapter.

Given under my hand and the Seal of the Grand Chapter Royal Arch Masons in Virginia at the City of Richmond this 19 day of April A.D. 2021. A.I. 2551.



Attest:


Wayne H. Anderson
Grand Secretary


Edmund Cohen
Grand High Priest