

Department of Florida Sons of Union Veterans of the Civil War

Office of the Department Commander

Michael E. Farrell, DC
1952 Muirfield Way SE
Palm Bay, FL 32909
llmitchell@c4dofsuvcw.org

DEPARTMENT ORDER # 3 SERIES 2011-2012 28 November 2011

1. As of August 2011 something new has been added to the C&R. Please reference Chapter II (Dept), Article V (Duties of Officers), Section 3(b). The change in the C&R requires the Dept. Secretary to send a report to the National Treasurer by March 15th annually, which includes the EIN and a IRS Contact Person from each camp of our department.
2. Please reference the C & R Chapter I (Camps), Article VI (Duties of Officers), Section 5 (Camp Treasurer) QUOTE “He shall make an annual report to the Dept. Secretary, and shall perform all such other duties as pertain to his Office.”
3. In order to help the Dept. Secretary do his job; under my authority as the Department Commander I am assigning the duty of reporting the IRS Contact Person as described in the C & R Chapter II (Dept), Article V (Duties of Officers), Section 3(b) to all Camp Treasurer’s within the Department of Florida under the C & R Chapter I, Article VI (Duties of Officers), Section 5 (Camp Treasurer). **This does not exclude any member from filing the Camp 990N with the IRS.**
4. **Whereas** the IRS Contact Person’s duty is to file form 990N with the IRS by April 15th annually in order to maintain the non-profit status of the Camps within the SUVCW.
5. **And Whereas** there being no designation of IRS Contact Person in the Installing Officers Report (Form 22) but only designations for camp officers; this fact will not exclude any member in the Dept. from filing any Dept. or Camp 990N with the IRS.
6. **And Whereas** the Dept. Secretary is required to submit to the National Treasurer a compiled list of Camp EIN’s and IRS Contact Person’s Name, Address, Phone and email from each camp, using the Installing Officers Report (Form 22) by March 15th annually.
7. **I hereby Order** all members who hold the Office of Treasurer in the Department of Florida and its Camps the duty of reporting who the IRS Contact Person is to the Dept. Secretary. And for all Dept & Camp Treasurers to provide annually by March 30th proof of filing the form 990N with the IRS, to the Department Commander.

So ordered this 28th day of November, 2011

Michael E. Farrell
Commander
Department Order, Sons of Union Veterans of the Civil War

Attest:

Charles D. “Buck” Custer, PDC
Secretary / Treasurer
Department Order, Sons of Union Veterans of the Civil War