



State SIR Leadership Summit

Tuesday, January 12, 2021

A Virtual Meeting

Policies & Procedures

Dale Decker, Chairman

You might be surprised to learn that

- **The Policies & Procedures Committee governs SIR today and sets the future of SIR for tomorrow.**
- **Everything that SIR does is controlled by what the P&P Committee presents to the State Board for review and approval that changes our SIR Manual.**

Its Policies, Procedures and its By-Laws

- **The SIR Manual is managed by the Chairman and three committee members:**
- **Foster Kinney, Charles Luke and Paul Squeri**
(Governor Area 13 & Past Big Sir) (Past Big Sir) (Governor Area 5 & Past Big Sir)
- **Any proposal involving P&P shall be submitted to the P&P Chairman with a copy to the President**
- **Proposals may be submitted by the State Board, a State Officer or Committee Chairman, any member of the P&P Committee or a Branch BEC**
- **The P&P Committee reviews all proposals for applicability, meaning and accuracy**

- **The P&P may recommend a change, an alternate proposal or reject the proposal**
- **However, a proposal shall not be changed unless the submitter agrees**
- **If a disagreement exists the P&P shall comment in the agenda addendum presented to the State Board for review with their comments**
- **The State Board approves or disapproves the proposal by a single majority vote.**

Powers of the State Executive Committee

(President, Vice President, Secretary, Treasurer,
and the State Advisor)

- **If, in the best interests of the SIR, an immediate change in Policies and Procedures or in a Branch or State By-Law it may adopt a temporary change that will remain in effect until the next regular or special meeting of the State Board.**
- **If a Branch or State By-Law is involved the temporary change, if approved by the State Board, will only remain in effect until the next SIR Annual Meeting.**

- **But what are SIR Policies?**

Restrictive principles needed for achieving a goal that provides guidance, consistency, accountability and clarity in how SIR is to operate.

- **And what are SIR Procedures?**

A series of actions in a certain order or manner that defines the 'How To' implement a policy.

- **How about By-Laws?**

- **By-Laws are the internal rules of our organization. They create structure and guide how our organization operates and conducts itself.**

By-Laws legally support policies

Why do we need P&P and By-Laws?

- **It guarantees that as members we will be treated with respect without regard to race, religion, national origin and all those other things and attributes that make us individuals.**
- **It guarantees that as members we have a voice in the overall staffing and direction of SIR both at the Branch and State levels and its adoption of new and modified By-Laws.**
- **It guarantees that our individual rights as members of SIR will not be infringed upon by others.**

**Here's an actual example of a policy change
and why it was needed:**

IF YOU KNOW THE MEMBER NAME DON'T SAY IT!

- **A few years ago a member of a SIR branch engaged in an activity that jeopardized the well being of three branches that were enjoying a sizeable discount in a propane co-op.**
- **The member that had been with a branch for a number of years decided after moving to a new home to join the branch propane co-op and submitted an application.**
- **Prior to being approved as a coop member the individual made a large purchase of propane at full price.**
- **A few weeks later, after being accepted into the co-op, the member went to the provider and demanded a discount on his previous purchase.**

- **Note: Propane Co-op members are told that they are not to contact the propane company directly.**
- **Of course the provider wouldn't give him a discount because he wasn't a member of the propane co-op at the time of purchase and the member got irate!**
- **This would be like buying a new car and asking for a discount a month later when you saw it went on sale.....it wouldn't happen!**
- **Needless to say the member consistently harassed the provider, even to the point of chewing out his secretary and calling the provider's boss to complain.**
- **The provider was ready to cancel the propane co-op discount and eliminate discounts for members in three SIR branches.**

- Bottom Line -

- **At the time there was no policy in our SIR Manual that directly covered this situation so direct action against a member that was legally binding could be taken.**

We did have an existing Policy 25 that said:

- **A Branch Executive Committee may terminate a member's membership for a serious breach of a State Policy, Bylaw or Branch Regulation.**

**But this only covered a breach of State Policy,
Bylaw or Branch Regulation.**

- **Therefore, Policy 25 was amended to include:**

**or for activity which jeopardizes the well-being
of its members or of the branch**

(the member was placed on 6 months suspension by the BEC)

Now,.....let me justify what I said earlier when I said:

**The Policies & Procedures Committee governs SIR today
and sets the future of SIR for tomorrow.**

- **In 2020 we entered into a global pandemic that caused us to defer physical Branch luncheons and BEC meetings.**

So we started using 'Zoom'

- **An electronic meeting services application that most of us didn't know how to use.**
- **We didn't have a Policy or Procedure to tell us how to conduct electronic meetings.**
- **Since SIR is a Corporation, meetings must meet certain criteria to hold a legal electronic meeting or everything that is covered and voted on would be invalid.**

- **In this case the P&P Committee was given the task to address electronic meetings.... And.....**
- **The SIR Manual was reviewed in its entirety and policies and procedures re-written to allow electronic meetings in place of physical ones.**

And what you might not know...

- **That in order to conduct the SIR Annual Meeting last August two Bylaw changes had to pass with immediate approval by the membership before the electronic meeting could even begin.**

- **As a result a new Policy 51 was introduced with its corresponding procedures and some supporting By-Laws to cover electronic meetings.**
- **Not an easy task as the legality of voting and the meeting itself was a key part of this and had to be carefully written.**
- **In addition, all existing policy and procedure sections that dealt with physical meetings had to be re-written to reference Policy 51.**
- **This was a difficult task and one in which was only achieved with the invaluable assistance of Stu Williams, our current SIR President who is also a retired lawyer.**

**Now let's see what's been done with the SIR Manual
over the last two years**

- **Complete reformatting of the SIR Manual in 2019**
 - Changed Standing Rules to Policies and Procedures**
 - Reduced number of pages**
- **Reorganized sections of the SIR Manual in 2020**
 - Procedures directly following Policies for easier reading**
 - Further reduction in number of pages**
- **Change in name from Sons in Retirement to SIR**
- **New Logo and Emblem artwork definitions**
- **Elimination of retired/semi-retired requirement**
- **Response to Individual Complaints - discrimination policy**
- **Luncheon attendance requirements (Branch BEC determines)**
- **New Policies, Procedures and By-Laws to allow electronic meetings**
- **Increased emphasis on Providing Food at SIR Functions safely**
- **New procedure How to handle food safely**
- **Updated Membership list/roster requirements reduced**
- **Dual Memberships allowed**
- **Branch Bulletins, no degradation of others**

- **Are we done with new SIR policies, procedures and By-Laws?**

Let's take a look at another true story – an analogy

- **In 1800 Charles Duell, US Commissioner of Patents resigned his position and said:**

"Everything that has been invented has been invented"

- **Since his resignation 2,950,000 patents were issued!**

24, 380 per year on average

- **However, in 2020 399,055 patents were issued!**

How do I relate this to SIR?

- Slide 15

The P&P Committee is not done!

The SIR Manual will continue to evolve!

The need to address small branches -

- **Current Policy requires the BEC to have 6 Officers and 2 - 6 Directors**
- **RAMP, Nomination and Activity Chairman Staffing**
- **Restrictive term limits for BEC Officers**
- **Area Governor & Regional Director Candidates**
- **Viability of small Satellite SIR Branches**
- **And _____**

The SIR Manual is a legal document

But talking about legalities:

**Did you know that legally you have to turn on your headlights
when it's raining in Sweden?**

How the heck are we supposed to know when it's raining in Sweden?

**Therefore, it's extremely important when writing policies,
procedures and By-Laws that the wording used is written
to reflect exactly what is intended**

**MY THANKS TO KEVIN ANDEL, ARNOLD BRANCH 152
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- **Questions / Comments**