



A Non-Profit Public Benefit Corporation for Retired Men  
Devoted to the Promotion of Independence and Dignity of Retirement

# THE SIR MANUAL

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## **INSTRUCTIONS**

THE SIR MANUAL is the property of Sons In Retirement, Incorporated. It is available on the SIR Website to all members of the SIR organization as the official copy. A hard copy or electronic issue is in the possession of and maintained by each Branch Secretary. All other copies at all levels of the SIR organization are considered personal copies and are maintained by the individual holders. The standards, content and procedures covering maintenance of this Manual and copies thereof are explained in the Standing Rules 1-5 and 11-11.3.

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**Pages in this Manual that were revised since Edition 8/6/12 are dated 11/13/12.**

**Checklist for this Edition is on the SIR Website wherein changed pages are highlighted.  
Revised Pages Only for this Edition are for easy printing and is on the SIR website.**

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### **UPDATE:**

**Replace the Cover Page & Pages  
a, c, 7, 53 and new 53.1**

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~ EDITION 11/13/2012 ~

# PREFACE

Sons In Retirement, Incorporated, was founded on July 23, 1958 by Damian L. Reynolds, Claus J. Hink, Wallace B. Plummer and Lorenz H. Hansen. It was incorporated under the laws of California governing non-profit mutual benefit corporations on February 13, 1959, as a tax exempt corporation for retired men. Branches were also incorporated under that law until 1991.

In 1990 and 1991 the Corporate and Branch Articles of Incorporation were amended to incorporate Sons In Retirement, Incorporated, and its Branches as non-profit public benefit corporations under Title 1, Division 2 (commencing at Section 5110) of the California Corporation Code.

One distinguishing characteristic of a non-profit corporation is the fact that no part of its income can be distributed to its members, directors or officers. Sons In Retirement, Incorporated, is such a corporation and can use its income only in furtherance of its public purpose.

The Articles of Incorporation of Sons In Retirement, Incorporated provide, in part:

“The specific purpose of this corporation is to provide for the welfare of retired men . . . who are pursuing a common goal, the enjoyment of their later years with dignity and pride. . . through association with other retired men who also face the particular problems that confront men upon their retirement.”

Corporate and Branch Bylaws, Standing Rules and Guidelines are adopted as may be necessary to protect and preserve the integrity and goals of Sons In Retirement, Incorporated, and to provide for uniformity in the administration of its activities. The State Board of Directors is the governing body of the Corporation.

Each Branch authorized by the parent corporation, Sons In Retirement, Incorporated, is chartered as a separate corporation. Upon being granted its charter, the Branch is empowered to adopt such rules, not inconsistent or in conflict with the Corporate or Branch Bylaws or the Standing Rules, as may be necessary to govern its activities in furtherance of the objectives of Sons In Retirement, Incorporated. The Branch Executive Committee is the governing body of the Branch.

The provisions of the Standing Rules and Bylaws in THE SIR MANUAL were adopted originally to become effective January 1, 1992. The effective date of subsequent changes is to be indicated parenthetically at the end of each Rule or Section affected.



A Non-Profit Organization for Retired Men Devoted to the Promotion of Independence and Dignity of Retirement

## ACKNOWLEDGMENT

The provisions contained in the Bylaws and Standing Rules are the product of the untiring efforts of dedicated members of Sons In Retirement, Incorporated, since it was organized in 1958. Deeply ingrained are carefully considered principles found necessary to protect and further the objectives of SIR.

Over the years, these provisions have been reviewed, recast, polished and expanded to meet new and ever changing conditions. SIR has made revisions to the Bylaws at many Annual Meetings. The Rules and Procedures have been in a constant state of revision.

SIR made major revisions to the Bylaws and Rules in 1983. The 1990 reincorporation of SIR from a non-profit mutual benefit corporation to a non-profit public benefit corporation triggered another major revision made by two committees. Starting in 1990, Rules Committee Chairman, Sir Louis J. Heinzer, former Legal Advisor led the effort of reorganization, rearranging and renumbering the Rules. In 1991, an ad-hoc committee headed by President Weston M. Alt, utilizing the work of the Heinzer committee as a base, undertook more complete restatement of the Bylaws and Rules and Procedures to make them more cohesive and understandable and to eliminate redundant and unnecessary wordage with as little substantive change as possible.

In 1998, then Travel Chairman and future President, Jim Faverman spearheaded a complete rewrite of the travel rules to conform to insurance requirements and good business practice.

Since 1998 the efforts continued to make the Manual more useful, caused Bylaws revisions to make them more general relying on rules for specifics, removal of "Guidelines" from the Manual moving the material into rules or other documents outside the Manual plus a continual revision of rules to make them more clear and effective with another rewrite of travel rules a good example.

Starting in 2001 under the direction of President Dwight Sale and Assistant Secretary Gary Gruber the production and distribution of the Manual underwent a complete overhaul. This Manual is now distributed almost exclusively from the SIR website and went from voluntary website distribution to mandatory in 2005. In addition, a strict production protocol was developed which ensures that every page of the Manual has the same look and feel and that changes are identified in a uniform manner.

Thus, THE SIR MANUAL is not the product of any one member or committee, but rather, the sum of the efforts of the members of Sons In Retirement, Incorporated, since its founding. Its provisions reflect the total dedication and intelligence of those members to a most worthy cause.

Edited and revised from the December 2, 1991 version by D. B. Sale 12/31/06

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## TITLE 1 - STANDING RULES

### DIVISION - GENERAL

#### Article 1 - Definitions

RULE 1. This compilation of the Standing Rules, Bylaws and Articles of Incorporation shall be known as THE SIR MANUAL.

- a **When there is a conflict between the wording and/or intentions of a Bylaw and a Standing Rule, a Bylaw takes precedence. (New 6/5/12)**

RULE 2. Unless the provisions of the context otherwise requires, the general provisions and definitions set forth in this Division shall govern the construction of the provisions of the Standing Rules and Guidelines:

- a. The State organization of the Sons In Retirement, Incorporated, shall be designated as "Sons In Retirement, Incorporated", the "Corporation", the "State Organization", the "Corporate Body" or "SIRinc". (Revised 11/14/06)
  - b. "SIR" may be used to refer to Sons In Retirement, Incorporated, the Corporate body, its Branches or its members.
  - c. "State Board" means the State Board of Directors, the governing body of the Corporation.
  - d. "President" means the President of the Corporation.
  - e. "Vice President" means the Vice President of the Corporation.
  - f. "Shall" and "must" are mandatory.
  - g. "May" and "can" are permissive.
  - h. The singular includes the plural and the plural includes the singular.
  - i. "Active member" means "regular member". (Revised 9/24/02)
- "Inactive member" means a member so classified by a Branch Executive Committee.
- j. "Rule" means a "Standing Rule," an action by the State Board governing the operations of the State and the Branch Corporations.
  - k. "Regulation" means an action by a Branch Executive Committee governing the operation of the Branch.
  - m. (Deleted 6/5/07)
  - n. Pages denoting a date "Revised", "Amended", or such term are to be read as "Effective". (New 4/23/99)
  - o. (Deleted 4/13/04)
  - p. "Excused" means approval of absence/s from a Branch luncheon. (Revised 6/5/01) (6/7/11)



## Article 2 - General Provisions

**RULE 3.** The titles and subheadings have been included to assist the user in locating the various provisions and shall not be used in construing the provisions to which they refer.

**RULE 4.** The provisions of the Corporate and Branch Bylaws and Standing Rules are mandatory. (Revised 6/5/07)

**RULE 5.** Guidelines do not have the force and effect of the Standing Rules but should be followed except in circumstances where it would be imprudent to do so.

**RULE 7.** No member of the Corporation or any Branch shall be given nor receive any gratuity nor shall any State Board or Branch officer have the authority to give a contribution or gratuity from the funds of the Corporation or Branch.

Plaques or similar awards honoring Branch or State members, committee chairmen or members for outstanding service to Sons In Retirement, Incorporated, are not considered gratuities under this Rule.

**RULE 8.** In General, the chain of corporate communications shall be:

- a. Individual member through his own Branch Executive Committee.
- b. The Branch through its Area Governor.
- c. The Area Governor through his Regional Director.
- d. The Regional Director to the President or the State Board.
- e. Reverse a, b, c and d for communications in the opposite direction.

**RULE 9.** Specific reports or correspondence as provided by the Standing Rules or the distribution instructions on a SIR form shall be directed to the person so specified. If an item calls for distribution to the Area Governor and that position is vacant or he is unavailable for an extended period of time, that report or form shall be sent to the Regional Director for action. (Revised 6/10/08)

**RULE 10.** A State appointee of the President shall serve at the pleasure of the President and the appointment shall not extend beyond the President's term. (Revised 9/9/03)(1/17/12)

**RULE 10.1** (Deleted 6/6/06 - text incorporated in Rule 130)

Article 2 - General Provisions (Continued)

RULE 11. There shall be included in the SIR MANUAL only the following:

- a. A frontispiece, Preface, Acknowledgment, Table of Contents, Index and such titles and headings as may be appropriate. (Revised 7/7/04)
- b. Corporate and Branch Articles of Incorporation, and the IRS Exemption Certificate. (Revised 6/5/07)
- c. Corporate and Branch Bylaws.
- d. Standing Rules.
- e. Guidelines, providing that no guidelines heretofore or hereafter promulgated shall take effect until 30 days after it has been submitted to the members of the State Board, and provided further that if any member of the State Board objects to a proposed guideline, in writing to the President within the 30-day period, the guideline shall not take effect unless and until it is approved by the State Board.
- f. Such other material as may be specifically authorized by the State Board.

RULE 11.1 The official SIR Manual shall be published on the SIR Website promptly after approval of any new or revised rule, bylaw or guideline.  
(New 7/7/04) (Revised 11/8/11)

RULE 11.2 (Deleted 11/8/11)

RULE 11.3 (Deleted 11/8/11)

RULE 12.

- a. No member is required to participate in State events. However, every member shall be provided an opportunity to do so to the extent that facilities are available on a first come, first served, basis.
- b. This rule is applicable to all State events, including State travel events. It is not applicable to events scheduled for limited segments of the membership such as bowling and golf tournaments, or State sporting events such as SIR Day at the SF Giants or other teams, or to State RV rallies.

(Revised 1/23/07) (Moved from Page 2.2 - 11/13/07)

## Article 2 - General Provisions (Continued)

**RULE 13. Sons In Retirement, Incorporated, and its Branches shall not support, promote, endorse or otherwise act to benefit, directly or indirectly, any other entity, cause, or crusade; or any charitable or civic project no matter how worthy, including donations to the Red Cross, blood banks and the like, or any political preference, affiliation, group, or organization other than SIR. Speakers at luncheons or other meetings of the Branch or State shall be made aware of this position so as to avoid any semblance of soliciting contributions or business, or endorsing any political, religious or ideological concepts. SIR groups composed exclusively of active SIR members that provide entertainment to others may appear before other than SIR groups so long as their main objective of the appearance is recruiting. (Revised 6/5/12)**

Actions prohibited by this rule shall include, among other things:

- a. Inclusion of material referred to above in Branch bulletins or distributing or making available such literature at Branch or State meetings or events.
- b. Solicitation of business or solicitation for volunteers, collection or distribution of funds, materials or other assistance by any person or persons at any luncheon or other meeting of the Branch or State.
- c. Inclusions of statements, displays or other verbal or graphic material referred to above at luncheons and other meetings or events of the Branch or State.
- d. The lending of credit by means of holding harmless or pledging indemnification or the like to insure another entity against losses, liabilities, fees, taxes, or other obligations arising, in whole or in part, because of that entity's actions or omissions.

Subdivisions a, b and c above do not apply to acts necessary to promote an authorized activity which is directly related to the fulfillment of the purposes and objectives of Sons In Retirement, Incorporated. This includes State events such as SIR Day at the Giants, Oakland A's, Golden State Warriors and Sacramento River Cats. Acknowledgement of gratuitous printing of Branch bulletins and rosters is permitted subject to the limitations contained in Rules 178 and 271.  
(Revised 11/15/05)

**RULE 14. Alcoholic beverages may be served or provided, whether or not for compensation, only when there is full compliance with all federal, state and local laws, rules or regulations.**

## Article 3 - Amendment of Rules and Bylaws

**RULE 15. All changes in the Standing Rules must be adopted by the State Board except for (1) temporary changes adopted by the State Executive Committee as provided in the Corporate Bylaws and (2) clarifications and other minor changes adopted by the State Rules Committee as provided in Standing Rule 608. (Revised 11/13/07) (Moved from Page 3 - 11/13/07) (Revised 11/8/11)**

**RULE 16. Changes in the Standing Rules proposed by a Branch Executive Committee, or by an individual member of the Branch, shall be submitted by the Branch Executive Committee through its Area Governor and Regional Director to the President for his consideration.  
(Moved from Page 3 - 11/13/07)**

Article 3 - Amendment of Rules and Bylaws (Continued)

RULE 17. The Branch or Corporate Bylaws may be amended by the affirmative vote of two-thirds of those present and entitled to vote at the Annual Meeting, subject to the following:

- a. A proposal to amend the Branch or Corporate Bylaws in any given year should be submitted to the President through the chain of corporate communications by April 1 to permit its review by the appropriate committees and the State Board.
- b. If the President finds the proposed amendment to be in the best interest of the Corporation, he shall cause a copy of the proposed amendment and notice of voting thereon at the Annual Meeting to be placed on the Annual Meeting Agenda and circulated to each voting member of the Corporation, not less than 30 days before the Annual Meeting.

(New 11/13/07)

Article 4 - Logo

RULE 20. The logo of Sons In Retirement, Incorporated, as displayed on its official letterhead, is registered as a copyright under the laws of the United States and may be used only as authorized as provided in this rule; provided that it shall not be authorized for display on any item produced, handled or sold for the personal gain of any member of Sons In Retirement, Incorporated.

The logo may be used on official letterheads, envelopes, Branch bulletins, rosters, announcements of Branch functions, paraphernalia, certificates, plaques and memorabilia.

A Branch Executive Committee, by majority vote recorded in its minutes, may authorize the use of the logo in connection with the promotion or conduct of a specifically designated official event conducted by or on behalf of the Branch. The State Executive Committee may authorize the use of the logo in connection with the promotion or conduct of a specifically designated official State, Regional or Area event of Sons In Retirement, Incorporated. It may be authorized, as provided herein, for display on other items produced, merchandised, marketed or sold.

The design of the logo may be enlarged or miniaturized to any dimension deemed desirable considering the circumstances in which it is displayed; provided the same proportional scale of the official logo is maintained as nearly as practical.

When the logo is to be displayed in color, the following colors should be as those described below or similar.

		PhotoShop		
		Red	Green	Blue
a. Head, comb and wattle	Red	255	0	0
b. Beak	Yellow	255	255	0
c. Body and tail feathers	Brown	216	80	37
d. Neck, legs and feather accents	Lt Brown	220	150	0
e. "SIR" letters fill	Blue	0	0	255
f. Banner border and lettering	Yellow	255	255	0
g. Banner fill, copyright symbol and "Incorporated"	Black	0	0	0



(Revised 6/10/08)

## Article 5 - SIR Awards and Certificates

RULE 23. Sons In Retirement, Incorporated, through its State Certificates Chairman, issues the following State awards and certificates:

- a. Honorary Life Membership
- b. Branch Charter Certificates
- c. Presidential Awards
  1. Senior SIR Certificate
  2. Super Senior SIR Certificate
  3. Century SIR Certificate
  4. President's Appreciation Certificate

(Revised 6/10/08)

RULE 24. Honorary Life Membership (HLM). The purpose of the HLM is to recognize exceptional and extraordinary service by a member to SIR. It is not to be treated lightly or awarded merely on the basis of good fellowship. The award will be meaningful if bestowed only to those who, upon careful review and scrutiny, are found to have clearly earned it through faithful and outstanding service to the organization for five years or more. Failure to meet these strict requirements and high standards will destroy the purpose and meaning of the honor and will cause the request for HLM to be rejected.

- a. HLMs requested by a Branch are first recommended by a two-thirds vote of the Branch Executive Committee. Form 45 - Application for Honorary Life Membership - and supporting documentation are then forwarded to the Area Governor and Regional Director for their approval before the form is presented to the State President for the final approval. The facts related in the supporting document should only concern SIR Branch service. Non-SIR activities and achievements are immaterial and will not be considered in determining the worthiness of an application.
- b. Approval of the Form 45 shall not result in the number of HLMs in a Branch with less than 100 members being more than two, or more than two percent of the total active membership for a Branch with 100 or more active members, on the date of application.
- c. An HLM will be awarded to each Past State President who is not the recipient of an HLM awarded through his Branch. In addition, the State Board may, on its own initiative, award an HLM to other active members who are not the recipients of an HLM awarded through their Branches, based on outstanding or exceptional service performed by an active member at the Corporate level of SIR. (Revised 2/21/07)
- d. For State-initiated HLMs, the provisions of Rule 24 as they apply to Branches do not apply to the State-initiated HLMs. If a Branch has an HLM on their roles who is now a Past President, he shall no longer be counted as a Branch-sponsored HLM for that Branch. The State Board, in conferring an HLM to an active member on its own initiative as specified in subsection c above, shall not be counted against the Branch limit. The recipient shall be presented the certificate specifying the facts upon which the honor has been bestowed in a matted and framed holder. The State shall also provide a distinctive lapel pin indicating the recipient has received the honor.  
(Revised 2/21/07)
- e. The conferring of the HLM is reserved to the State Board. An active member of SIR can only receive one HLM, either through his Branch or as a State-initiated action.  
(Revised 2/21/07)
- f. When an HLM is conferred upon a Branch member, he shall be presented with an appropriate certificate, provided by the State Board, which sets forth the facts on which the honor has been bestowed. The President, or present or past State Officer designated by the President shall present this certificate. The Branch shall provide the member with an official lapel pin indicating he is a recipient of the honor and the certificate shall be appropriately matted and framed.

Revised 6/10/08

Article 5 - SIR Awards and Certificates (Continued)

- g. In situations where a Branch-initiated HLM has not attended his home Branch luncheon meetings for at least 24 consecutive months or the Branch has determined that the HLM will no longer attend or participate in branch functions, the Branch Executive Committee with two-thirds approval may request that the Regional Director approve assigning that member HLM Emeritus status so that he would no longer count toward the Branch's HLM limit. This Branch request shall be initiated by letter to the Regional Director over the Big Sir's signature, through the Area Governor, outlining the circumstances that prompt the requested action including steps taken to contact the HLM. The Regional Director shall approve or disapprove the request by return correspondence with a copy to the State Certificates Chairman. If approved, the individual shall remain an active member of that Branch and be reflected as HLM Emeritus in that Branch's and State Roster membership records. (Revised 6/10/08) (Revised 11/8/11)
- h. An HLM shall be permitted to transfer from one Branch to another in accordance with the Standing Rules, provided that a member whose HLM initiated by a Branch shall no longer be counted by the initiating Branch in determining the number of HLMs authorized for it and shall not be counted in determining the number of HLMs authorized for the new Branch to which he transfers.
- i. An HLM shall remain an active member of his Branch until death, transfer, resignation or permanent relocation, but shall not be subject to attendance requirements and shall not be counted by the State Treasurer in determining the number of active members for the purpose of Corporate assessments.
- j. When a Branch-initiated HLM has been an HLM for at least 10 years he will automatically be elevated to Senior HLM in the Corporate HLM records and the State Roster, and he no longer counts toward any Branch's HLM limit. (New 11/11/08)

RULE 25. Branch Charter Certificates. Upon a request by the President, the State Certificates Chairman will prepare an appropriate charter using the then current charter template and forward it to the awarding President or his designee for framing and awarding and will furnish a copy to the State Secretary for the Branch file. See Rule 300 for detailed procedure. (Revised 4/6/10)

RULE 26. Presidential Awards.

- a. Senior, Super Senior and Century SIR Certificates. SIR active members upon attaining the age of 90 are entitled to be awarded the Senior Sir Certificate; upon attaining the age of 95 are entitled to be awarded the Super Senior Sir Certificate; and upon attaining the age of 100 are entitled to be awarded the Century Sir Certificate. The Big Sir of the Branch must submit a Form 6 - Senior Certificate Order Form - directly to the State Certificates Chairman for processing. The Certificate will be sent back to the Big Sir for framing. The Big Sir shall contact the Area Governor for presentation of the Senior Certificate, Regional Director for presentation of the Super Senior Certificate and the President for presentation of the Century Certificate. The awards shall be presented at a suitable SIR function or regular monthly luncheon. (Revised 6/10/08) (6/7/11)

## Article 5 - SIR Awards and Certificates (Continued)

- b. President's Appreciation Certificate. Past State Officers, Past State Committee Chairmen and Past Big Sirs are each presented with the President's Appreciation Certificate for their service to SIR. The presentations to the State Officers and Chairmen are done by the State President or his designee, and the presentations to the Past Big Sirs are done by the Area Governors. This Certificate is prepared by the State Certificates Chairman at the request of the President. The President may also contact the State Certificates Chairman to obtain any special certificate that he deems appropriate. (Revised 6/10/08)

### RULE 27. Branch Certificates.

- a. A Branch Executive Committee may obtain a Certificate of Appreciation (Form 7) from the SIR Website and issue it to guest speakers, entertainers, or other Branch members as it deems appropriate.
- b. Special Certificates. A Branch Executive Committee may obtain from the State Certificates Chairman such certificates the BEC deems appropriate for members of its Branch. The Big Sir should make direct contact, via email or telephone, with the Chairman to determine the title of the certificate and wording to best serve the situation. These certificates are not intended for presentation to persons or groups outside of SIR. (Revised 6/10/08)

## Article 6 - Nonprofit Corporations

RULE 30. As a nonprofit corporation, a Branch cannot conduct, advertise or otherwise promote any transaction such as a sale or exchange of a product, service or similar activity in which any of the proceeds inure to an individual member as distinguished from the Branch as a corporation. For example, the listing in a Branch publication of an item for sale by a member is prohibited unless all of the proceeds from the sale are to go to the Branch.

Advertising or listing in a Branch publication, or otherwise promoting the sale or exchange of products, services, or the like, of any person or entity other than a member in which all of the proceeds there from does not inure to Sons In Retirement, Incorporated, or a Branch thereof, is prohibited unless authorized by the Standing Rules or Corporate Bylaws.

The provisions of this rule do not apply to authorized travel, golf or bowling activities that are conducted in accordance with the Standing Rules.

## Article 7 - Membership List

**RULE 32.** A membership list is a corporate asset. Without the consent of the State Board or Branch Executive Committee, as appropriate, a membership list or any part thereof may not be used by any person for any purpose not reasonably related to a member's interest as a member without the consent of said State Board or Executive Committee. (Revised 11/16/04)

A membership list or any part thereof may not be:

- a. Used to solicit money or property unless such money or property will be used solely to solicit the vote of the members in an election to be held by their corporation.
- b. Used for any purpose that the user does not reasonably and in good faith believe will benefit the corporation.
- c. Used for any commercial purpose except for uses necessary to promote or authorize the activity which is directly related to the fulfillment of the purposes and objectives of Sons In Retirement, Inc. (Revised 11/16/04)
- d. Sold to or purchased by any person.
- e. Used for purposes in competition with the corporation. (New 11/16/04)

## Article 8 - Voting

**RULE 34.** (Deleted 11/11/08)

## Article 9 - Forms

**RULE 36.** Forms provided through the State are controlled by the State Executive Committee. No creation or elimination of, or amendment to, such a form should be effected without it being first reviewed by the State SIR Forms Subcommittee. The State SIR Forms Subcommittee shall then submit its recommendations regarding the form to the State Executive Committee for approval. (Revised 9/13/05)(1/17/12)

As needs arise, routine maintenance and minor updates to existing forms may be accomplished by the SIR Forms Subcommittee Chairman, in consultation with the Rules Committee Chairman and other interested parties, without direct approval of the State Executive Committee. (New 6/6/06)(1/17/12)

**RULE 36.1** (Deleted 9/13/05)

**RULE 36.2** The individual responsible for completing a form is responsible for the distribution of that form in accordance with the distribution instructions on the form or in a rule enabling the form. (New 4/13/04)

**RULE 36.3** All SIR forms may be submitted electronically, including Expense Claim Voucher Form 15. Supporting receipts and other necessary documents shall be scanned and forwarded along with the electronically transmitted form. (New 6/5/12)



Article 10 - Financial - State

RULE 37. The establishment of bank accounts for State Committees must receive prior approval from the State Treasurer or Assistant State Treasurer. Standard financial and banking procedures for State Committees like Bowling, Golf, RV, SIRARC and any other State Standing Committees that receive and disburse funds pertaining to their activities and expenses are:  
(Revised 11/13/07)

- a. There shall be a Committee Treasurer appointed by the Committee Chairman.
- b. Funds received by the Committee or a representative of the Committee shall be received by the Committee Treasurer in the name of the Committee.
- c. The Committee Treasurer shall deposit and/or distribute such funds through an insured depository approved by the State Treasurer in an account bearing the title "Sons In Retirement, Incorporated, 'Committee name' " with the SIR State Treasury federal identification number. This shall not apply to money received that is necessarily paid to a provider in connection with an event on the date it is received nor shall it apply to funds paid for travel that involves air or sea transportation and goods and services in connection therewith, which payments must be handled as provided in Rule 369. (Revised 11/11/08)
- d. There shall be three authorized signatures on the account -- the Committee Chairman, Secretary, and Treasurer. All checks or withdrawals from the account for \$500 or more shall bear the signatures of any two of the three authorized signers. (Revised 1/28/03 by the Excom) (Confirmed 4/15/03)
- e. At least every three months, the Committee Treasurer shall prepare a financial report showing the receipt, disbursement, and amount on hand of all funds in his possession. A copy of this report shall be sent to the Committee Chairman, State Treasurer, and President. (Revised 1/28/03 by the Excom) (Confirmed 4/15/03)
- f. The funds and accounts of the Committee shall be audited annually not later than January 31 by the State Audit Committee. The audit report shall be submitted to the Committee Chairman, State Treasurer, and President.

Article 10 - Financial - State (Continued)

**RULE 38.** State-related expenses incurred by SIR members must be authorized by the State and be filed on Form 15 - Expense Claim Voucher during the year of expenditure, or by not later than January 15 of the following year except with prior authorization, and submitted to the State President or his designee per Rule 816. Approved vouchers will be sent to the State Treasurer for payment.

Revised (1/17/12)

a. Reimbursable expenses include the following:

**1. Mileage: Personal motor vehicle usage at the reimbursable rate shown on the Expense Claim Voucher. (Revised 6/10/08, 6/5/12)**

2. Tolls: Bridge and road tolls.

3. Lodging: For trip over 100 miles one way. Provide receipt.

4. Meals: Actual cost including gratuity, but not including alcoholic beverages.

5. Telephone: Long distance charges. Provide log or annotated bill.

6. Other items as follows:

(a) Postage: Mailing and other delivery charges. Provide receipt or explain.

(b) Copies and Printing: Purchases of printed supply pursuant to one's SIR responsibilities. Provide receipt. Copies or documents produced on personal copier or printer, at \$.05 per side. Explain.

(c) Supplies: Such as envelopes, blank labels, etc. Provide receipt.

(d) Area meetings and Branch Training: Coffee and donut holes purchased by the Area Governor for Branch personnel attending the annual Branch Officer Training session and the Area meetings required by Rule 895, and meeting room rental fees when a free meeting room is not available. Provide receipt and explain.

(e) Miscellaneous: Explain and provide receipts.

b. Non-reimbursable expenses include the following:

1. Attendance at own Branch meetings or other functions.

2. Meals for spouses.

3. Alcoholic beverages.

4. Set-up or printing of personalized stationery.

5. Computer hardware, software or supplies unless pre-authorized by the State resident or his designee.

(Moved from Page 3.5 - 11/13/07)

## DIVISION 2 - THE BRANCH

### PART 1 - ORGANIZATION

#### Article 1 - General

RULE 40. Only active members of SIR and their guests are entitled to participate in activities of the organization. The number of guests shall not exceed the total number of participating SIR active members plus participating wives, companions and relatives of participating active members, and widows of deceased members. A "relative" is defined as a parent, sibling, child or grandchild of a participating member or companion. (Revised 11/10/09)

RULE 41. Regular monthly luncheon meetings are to be held by each Branch as required by the Branch Bylaws. Not more than two Holiday parties or Ladies Day functions per year may be held in lieu of regular luncheon meetings. (Revised 11/15/05)

RULE 42. Voluntary contributions may be solicited. (Revised 1/9/01)

RULE 44. A Branch shall not impose or collect dues, initiation fees or assessments. (Revised 11/17/00)

RULE 45. No Branch or Branch Activity shall conduct a raffle or lottery in violation of California State or Federal laws. (New 11/18/03)

RULE 46. Expense Claim Voucher - Form 15 for Branch expenses shall be submitted for approval to the Big Sir or if unavailable, the Little Sir. Expense reimbursement policy pertaining to purely Branch business shall be consistent with the SIR policy as detailed in Rule 38, or individual Branches may set their own policy by regulation. (New 11/15/05)

## Article 2 - Membership

RULE 50. Membership shall be open to men retired from full-time gainful occupation or only working part-time regardless of age, race, color or religion.

(Revised 1/11/93) (Revised 11/8/11)

RULE 51. A member shall be an active or inactive member. (Revised 9/24/02)

RULE 52. Part-time work should not detract from eligibility for membership if employment does not adversely affect one's ability to attend Branch luncheon meetings.

RULE 53. An active member is a member in good standing in a Chartered Branch or a member in good standing that has transferred from a Chartered Branch to a Provisional Branch.

(Revised 6/3/03)

RULE 54. An inactive member is a member of a Chartered Branch who has been placed on the inactive list by action of its Executive Committee. (See Rule 90 and following.)

RULE 56. Each active member shall be identified with a Chartered Branch, except one who has transferred to a Provisional Branch. (Revised 6/3/03)

RULE 57. Each member shall be assigned an identification number that shall appear on a badge furnished to him. The badge shall also contain his Branch identification name or number or both, and his name in large type. The badge may include the organization, company or vocation from which the member retired, but not the position held.

RULE 58.

a. When a member is terminated, or resigns from the Branch, his identification number may be assigned to an incoming member. (Revised 6/10/08)

b. When a member is placed on the inactive list, his identification number is placed in an inactive file and will be reassigned to him when he becomes active.

(New 6/10/08)

RULE 59. An active member is entitled to vote on all matters brought before the Branch membership for decision and to hold office in the Branch. (Revised 6/5/07)

RULE 60. Members are obligated to attend all regular luncheon meetings unless prevented by illness or absence from the Branch locale.

### Article 3 - Applicants for Membership

RULE 65. An applicant for membership in a Branch must be sponsored by a member of the Branch.

RULE 66. It shall be the responsibility of the sponsoring member to ensure that the applicant is fully qualified.

RULE 67. To be accepted, provided that he is otherwise eligible, an applicant must have attended at least one luncheon meeting as a guest and been introduced to the members in attendance.  
(Revised 6/10/08)

RULE 68. Applications shall be submitted on the proper form and filed with the chairman of the Membership Committee. The application shall bear the signature of the sponsoring member.

RULE 69. All applications for membership shall be screened, processed and approved by the Membership Committee as to the applicants' qualifications and eligibility. Applicants may be interviewed if necessary.

RULE 70. If a member objects to the acceptance of an applicant, he shall advise the Membership Chairman the reason for his objection. The application and any objection thereto shall be reviewed by the Branch Executive Committee.

RULE 71. When an applicant has been accepted by the Branch Executive Committee, the Membership Chairman shall notify the applicant of his acceptance and the identification number assigned to him. He shall be introduced in a ceremony prescribed by the Branch Executive Committee.

RULE 72. Applications shall be processed through the Branch Executive Committee without delay and approved applicants shall be inducted within 90 days of application submittal.  
(New 11/11/08)

#### Article 4 - Maximum Membership

RULE 74. Any restriction in the size of a Branch is against the principles and intent of Sons In Retirement and is therefore prohibited. Branches shall not establish maximum memberships nor inhibit recruitment and induction of new members by any means, including through waiting lists and moratoriums on application submittals. Any exception to this rule proposed by a Branch Executive Committee shall be submitted through its Area Governor and Regional Director to the President for consideration. The exception must be approved by the State Board. (New 11/11/08)

RULE 75. (Deleted 6/10/08)

RULE 76. (Deleted 6/10/08)

RULE 77. (Deleted 6/10/08)

#### Article 5 - Dual Membership

RULE 80. Membership in more than one Branch at the same time is not permissible.

#### Article 6 - Transfer of Membership

RULE 85. An active member may transfer his membership to a Provisional Branch or to another Chartered Branch by submitting a Membership Application to the Membership Chairman of the Branch to which he desires to affiliate. (Revised 6/3/03)

**RULE 86. An active member who transfers to an active or Provisional Branch shall retain his active status and is not required to attend a branch meeting before being accepted for membership in the branch. (Revised 6/3/03) (11/13/12)**

RULE 87. Sponsorship by a member of the Branch to which a member is transferring is not required. (Revised 6/10/08)

RULE 88. Upon his acceptance by the Branch Executive Committee, the Secretary of the Branch to which the member is transferring shall so notify the Secretary of the Branch from which he is transferring and request his membership record. (Revised 9/13/05)

## Article 7 - Inactive Members

RULE 90. A member who is unable to attend luncheon meetings due to prolonged illness, acting as a caregiver to a spouse or companion, or an extended absence from the Branch locale, may be moved from active to inactive status by action of the Branch Executive Committee after conferring with the member when possible. (Revised 6/10/08)

RULE 90.1 (Deleted 11/16/04)

RULE 91. An inactive member may be a one-time guest at a regular monthly luncheon meeting or an in lieu function such as a special luncheon, dinner or picnic, but cannot be a guest in any other SIR activity. When he does attend such a function, he should be pressed to become reinstated to active membership. He shall have no other rights or privileges of membership except to receive the Branch bulletin. (Revised 6/10/08)

RULE 92. Upon his request, an inactive member may be reinstated to active status by the Branch Executive Committee. (Revised 6/10/08)

RULE 93. (Deleted 6/10/08)

RULE 94. An inactive member may be requested to make a voluntary contribution to assist in defraying the cost of the Branch bulletin.

## Article 8 - Required Attendance

RULE 100. A member may be notified in writing by his Branch of the pending termination of his membership (Rule 107) should he be responsible for any of the following:

- a. Miss three (3) consecutive regular luncheon meetings without having been excused by contacting the designated Branch Attendance person prior to the meeting date.
- b. Did not attend one-half of the regular luncheon meetings within the previous twelve consecutive month period. NOTE: Excused meetings cannot be included to achieve the minimum attendance. (Revised 6/6/06)
- c. (Deleted 6/6/06)

RULE 101. Certification of attendance by a member at another Branch meeting will be considered as a credit to his attendance record. Individual Branches may limit the number of make-ups during a 12-month period.

RULE 102. Attendance by a State elected or appointed officer, State Advisor or State Committeeman at a meeting of the State Board, a meeting of a State standing committee or a meeting required by the Bylaws or Standing Rules, shall be a credit to his requirements.

The attendance by any other member at such a meeting may likewise be so credited by the Branch Executive Committee.



## Article 9 - Termination, Expulsion and Suspension

RULE 105. The breach of any Rule, Bylaw or Regulation, or refusal to conform thereto, may be cause for membership termination, expulsion or suspension.

RULE 106. Upon the finding by the Branch Executive Committee of a member's breach of any Rule, Bylaw or Regulation, or refusal to conform thereto, the Branch Executive Committee shall determine if termination, expulsion or suspension of the member shall occur.

RULE 107. Notice of said pending termination, expulsion or suspension shall be delivered to the member either personally or by first-class mail sent to the last known address of the member shown on the Branch records not less than 15 days prior to such meeting of the Branch Executive Committee. Such notice shall include all of the following:

- a. Give the reason for the action being taken against him.
- b. Notify him of his right to be heard by the Branch Executive Committee, either by appearance, or in writing at least five days before the next Branch Executive Committee meeting. (Revised 9/13/05)
- c. Specify the date, time and location of the meeting of the Executive Committee.

RULE 108. The termination, expulsion or suspension of a member of a Branch shall be accomplished by a two-thirds affirmative vote of the Branch Executive Committee at a regular meeting, or special meeting called by the Big Sir after a notice requirements and hearing have been fulfilled.

RULE 111. (Deleted 4/13/04)

## PART 2 - BRANCH OFFICERS

### Article 1 - General

RULE 120. The Branch Officers are the Big Sir, Little Sir, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and from two to six Directors.

RULE 121. The Branch Officers constitute the Branch Executive Committee (BEC).

RULE 122. No Branch Officer shall serve concurrently as a State Officer, except that upon application to the President, the President may make an exception to this rule. (Revised 11/15/05)

RULE 123. No Branch Officer or member shall receive any compensation or fee for his services. He may be reimbursed by the Branch Executive Committee for expenses including, but not limited to, mileage, meals, postage, duplicating and telephone calls incurred and paid for by him, if authorized and approved by the Branch Executive Committee.

RULE 124. The Branch Big Sir, Little Sir, Secretary and Treasurer for the incoming year shall attend an annual training session conducted by the Area Governor for the next year. The session shall be conducted in the latter part of the current calendar year. This Branch Officer training need not be limited to four Branch Officers, and if any of those designated above is unable to attend, the BEC shall appoint a replacement. (New 11/13/07)

## Article 2 - Election of Branch Officers

**RULE 130.** Following his election and prior to the end of the year, the Big Sir-elect shall make appointments to all Branch committees to serve at the pleasure of the Big Sir during his service year. In particular, the Big Sir-elect shall appoint a Nominating Committee of three or more members of his Branch, other than himself or the Little Sir elect, to select a slate of nominees to stand for election as Branch Officers in the coming year to serve during the calendar year following election. Refer to Rule 255 for the appointment of the Auditing Committee. (Revised 6/6/06)

**RULE 131.** Members appointed to the Nominating Committee shall have served at least one year as a member of the Branch Executive Committee or as chairman of any other committee. The Nominating Committee, by May 31, shall inform the Big Sir of the proposed slate of Branch Officers. Replacement candidates for incumbents in Secretary/Assistant Secretary and Treasurer/Assistant Treasurer positions should be capable of creating, storing, and transmitting data by electronic means. The names of all nominees shall be published in the July Branch bulletin or, if none, by written notice to each member. (Revised 6/5/07)(1/17/12)

**RULE 132.** (Deleted 6/5/07)

**RULE 133.** (Deleted 6/5/07, and text moved to Rule 131)

**RULE 134.** Election of the officers shall be held at the August luncheon meeting. Additional nominations may be made from the floor. A nominee from the floor must signify his agreement to accept the office if elected. Voting for Branch Officers shall be by secret ballot. However, for any office for which there is but one nominee, voting may be by voice or by a show of hands. (Revised 6/5/07)

**RULE 135.** (Deleted 6/5/07, and text moved to Rule 134)

**RULE 136.** Immediately after the August election of Branch Officers, the Branch Secretary shall prepare Form 20 - Branch Personnel, providing the meeting place information and personal data of specific Branch personnel. One ORIGINAL of the Form 20 shall be forwarded prior to September 1, even though all positions may not be filled, to the Chairman of the State Roster Subcommittee and copies to others as indicated on the form. Alternatively, submission via email attachment is acceptable. (Revised 11/14/06 effective 1/1/07)

**RULE 137.** (Deleted 9/13/05)

**RULE 138.** After submitting the Form 20 following Branch elections, the Branch Secretary shall monitor the data reported thereon. Any changes that subsequently occur to the data should promptly be reported by entering only the changed information on a blank Form 20 and mailed to the Chairman of the State Roster Subcommittee and to others as indicated on the form. Alternatively, notification by email is acceptable. (Revised 11/14/06 effective 1/1/07)

### Article 3 - Installation of Branch Officers

RULE 140. The officers-elect of each Branch shall be installed at either the November or December meeting of the Branch prior to taking office January 1<sup>st</sup> of the ensuing year. The Big Sir, a past Big Sir of any Branch, a member of the State Board of Directors, an Area Governor or a Past President, shall be the installing officer. Elected officers that were not installed in November or December, or appointees to fill vacancies, shall be promptly and properly installed.

(Revised 11/15/05)

RULE 141. The Installing Officer shall instruct the elected or appointed Officer(s) to stand before him. He shall then ask the following:

"Do you accept the office to which you have been chosen, and do you assume the responsibility to perform faithfully the duties of your office and to be bound by the Corporate and Branch Bylaws and the Standing Rules of Sons In Retirement, Incorporated?"

After receiving affirmative response, the Installing Officer shall announce:

"I hereby declare you installed to serve during the ensuing year and until an elected or appointed successor has been installed. Congratulations."

(Revised 11/15/05)

## PART 3 - DUTIES OF BRANCH OFFICERS

### Article 1 - Branch Executive Committee

RULE 150. The Branch Executive Committee, subject to the State and Branch Bylaws and the Standing Rules, and with due consideration of the Guidelines, shall direct the exercise of all corporate powers of the Branch and the conduct of all its activities and affairs.

RULE 151. The Branch Executive Committee may adopt such regulations, not inconsistent or in conflict with the Corporate or Branch Bylaws or the Standing Rules, as it deems necessary to govern the activities of the Branch.

RULE 151.1 All activities on behalf of the Branch and not in conflict with Rule 13 and Rule 650 or any other rule, must be approved by the Branch Executive Committee. The approval must be effected by an affirmative vote of a majority of the Executive Committee at a regular or special meeting. The approval shall not be effective unless it is properly recorded in the minutes of the meeting. Also refer to Rule 405. (Revised 6/5/07)

RULE 152. A Branch regulation shall be adopted at a regular meeting of the Branch Executive Committee and the text thereof shall be set forth in the minutes.

RULE 153. A Branch regulation so adopted shall continue in effect until amended or repealed by the Branch Executive Committee, by a majority vote at a regular meeting of the body, the action being recorded in the minutes.

RULE 154. The Branch Executive Committee may delegate the management of any Branch activity to any eligible active member or members or committee, provided that such activities shall be exercised under the ultimate direction of the Branch Executive Committee.

RULE 155. The Executive Committee of each Branch in the Area shall nominate by July 31 of each year the member it proposes for Governor of its Area. A candidate for Area Governor must be willing to serve and must be or have been a member of the Branch Executive Committee (BEC) for at least two years at the time he assumes the office. A past or present Big Sir is the preferred qualification. The Regional Director may waive the preceding qualifications at his discretion. The nomination shall be made on Form 44 - Candidacy for Area Governor. The form shall be submitted to the current Area Governor by July 31. To formally document the election, the Area Governor-elect shall promptly execute Form 44A - Notification of Election. (Revised 11/11/08) (Revised 11/8/11)

## Article 2 - Big Sir

RULE 160. In general, subject to the control of the Branch Executive Committee, the Big Sir shall control all of the affairs of the Branch in accordance with the Corporate and Branch Bylaws and Standing Rules, with due consideration being given to the Guidelines.

RULE 161. The Big Sir shall be responsible for the execution of, and compliance with, the Standing Rules.

RULE 162. When present, the Big Sir shall preside at all meetings of the Branch and its Executive Committee except when, at his request, that function is occasionally performed by the Little Sir.

RULE 163. The Big Sir and the Branch Secretary, or other officer authorized by the Branch Executive Committee and duly recorded in the minutes, may execute any document or other instrument authorized by the State Board.

RULE 164. The Big Sir is an ex officio member of all committees except the Nominating and Travel Committees on which he shall not serve in any capacity.

RULE 165. The Big Sir shall represent his Branch at the Annual Meeting of the Members of the Corporation and vote on propositions to amend the Branch and Corporate Bylaws and in the election of the prescribed Corporate Officers. (Revised 6/5/07)

RULE 166. In the event that a Big Sir cannot attend the Annual Meeting, the Branch Executive Committee shall appoint an alternate from the other elected Officers of the Branch. Also refer to Corporate Bylaws Section 185. (Revised 11/11/08)

RULE 167. By the 10<sup>th</sup> of each month, the Big Sir shall submit a completed Form 27-Monthly Branch Membership Report-which includes membership and luncheon attendance data for the previous month in accordance with the distribution instructions on the form. There shall be an agenda item for review of the most recent Form 27 at each BEC meeting for the purpose of reviewing progress towards reaching annual goals specified on the form. The Big Sir shall report to the BEC his recommendations for action to be taken to achieve the goals not being met. The December Form 27 is to be submitted to the new Officers as well as the previous year Officers. New(11/9/10)

RULE 168 The Big Sir shall submit to his Area Governor by April 5, July 5, October 5 and January 5 of the following year a report describing why or why not his branch is inducting new members at the rate required to meet the goals specified on Form 27. Each report shall include his recommendations for action to be taken to achieve the Form 27 goals not being met. The January report shall be submitted to the new Area Governor as well as the previous Area Governor. New (11/9/10)

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### Article 3 - Little Sir

RULE 170. In the absence or inability of the Big Sir, or at his request, the Little Sir shall perform all of the duties of the Big Sir. When so acting, he shall have all of the powers of, and shall be subject to, all restrictions placed upon the Big Sir.

RULE 171. The Little Sir may be a member of any committee except the Nominating and Travel Committees on which he shall not serve in any capacity.

RULE 172. The Little Sir shall have such other powers and perform such other duties as may be prescribed by the Big Sir or the Branch Executive Committee.

### Article 4 - Branch Secretary

RULE 175. The Branch Secretary shall prepare and keep, or cause to be kept, in a separate file, the minutes of all Branch Executive Committee (BEC) meetings, whether regular or special. The minutes of all such meetings shall contain the names of SIR members present, the presence of a quorum and the proceedings. SIR Form 53 - Request for Approval of Branch Travel Event, shall be filed as an addendum to the Branch minutes for all travel activities and events approved by the BEC. The minutes of special meetings shall also contain how the meeting was authorized and noticed. The minutes shall be prepared within 10 days of the above meetings and the Secretary shall promptly mail a copy to the Area Governor and Regional Director.

The minutes do not need to be approved by the BEC prior to forwarding. If in any given month no BEC meeting was held, the secretary, in lieu of minutes, shall send a note by the end of that month to his Area Governor and Regional Director stating that no BEC meeting was held by his Branch for that month.

(Revised 11/15/05)

RULE 175.1 The Branch Secretary shall keep in a separate file, all documents relating to each Branch travel event, which includes copies of the minutes of the Branch Executive Committee meeting in which the travel event was approved, the Form 53 - Request for Approval of Branch Travel Event, SIR-qualified list of Travel Agencies, documentation to show the travel agency's insurance is current when the travel event is taken, SIR Contract Form 50, SIR Form 52 - Travel Event Financial Report and SIR Form 51 - Travel Event Foreign if applicable, and SIR Form 59 - SIR Travel Event Checklist. These travel files shall be maintained for two years after the travel event has taken place. (New 6/7/05)

RULE 176. In the absence or inability of the Big Sir and Little Sir, the Branch Secretary shall perform all of the duties of the Big Sir and Little Sir. In the absence of, or at the request of the Branch Secretary, a Member of the Executive Committee may preside at an Executive Committee or luncheon meeting. (Revised 9/19/00)

RULE 177. The Branch Secretary shall keep, or cause to be kept, in a place designated by the Branch Executive Committee, a list showing all the information on the original Membership Application Form 2. (Revised 4/6/10)



RULE 178. The Branch Secretary shall arrange for the production of a Branch roster each year. A printed hard copy (NOT electronic copy. In order to comply with our IRS agreement) shall be furnished to the State Secretary via US Mail by March 1 of each year. A copy of this roster shall also be distributed to the Branch's Area Governor and Regional Director. The roster is to contain at least the member's name, spouse's name, telephone number (including the telephone area code), mailing address and email address. (Revised 6/5/07) (6/7/11)

Paid advertising in the roster is prohibited. Acknowledgement of a gratuitous printing shall be confined to the back cover and shall contain only the name, address, telephone number, and email address of the entity and a concise description of the entity, such as: "a gambling casino, bar and restaurant"; "a full-service bank"; "a supermarket-pharmacy-deli"; along with their logo is permissible. Acknowledging more than three entities is prohibited. (Revised 11/15/05)

RULE 179. The Branch Secretary shall give, or cause to be given, notice of all meetings provided by the Branch Bylaws. (Moved from Page 16 - 11/15/05)

RULE 180. The Secretary of the current Branch of an Honorary Life Member, Senior Honorary Life Member, Century Sir, Super Senior Sir and Senior Sir shall notify the State Certificates Chairman of the transfer, death, resignation and any change of address, telephone number or email address of the above.. (Revised 6/10/08-1/18/11)

RULE 181. The Branch Secretary shall have electronic or hard copy access to the SIR Manual and "The Schedule of SIR Branch Operations" at the Branch Executive Committee meetings for ready reference. (New 7/7/04-Revised 1/18/11) (1/17/12)

#### Secretary's Records

RULE 182. The Branch Secretary shall maintain the following active records for the duration shown. (Revised 4/13/04)

- a. (Deleted 4/13/04)
- b. Minutes of Executive Committee meetings, for at least five years. (Revised 6/5/07)
- c. Bulletins, for at least five years. (Revised 4/13/04)
- d. (Deleted 11/16/04)
- e. A copy of each current regulation of the Branch and the date of its adoption together with a record of each regulation repealed and the date thereof, permanently. (New 4/13/04)
- f. Branch Rosters, for at least five years. (Revised 6/5/07)

RULE 183. The Branch Secretary shall maintain a separate permanent file containing the following less active records.

- a. (Deleted 4/13/04)
- b. The original or copy of the Branch Charter, and Branch Articles of Incorporation and each amendment thereof. (Revised 4/13/04)
- c. The written confirmation of tax exemption issued by (1) the United States Internal Revenue Service and (2) The State of California Franchise Tax Board.
- d. Written confirmation of the employer identification number issued by the United States Internal Revenue Service.
- e. Records of where and when the Branch was organized; the number of the Branch; the name of the Branch when organized together with any change in the name; the Charter date; the date on which the Charter was presented to the Branch; and the date of incorporation and the incorporation number. (Revised 4/13/04)

Secretary's Records (Continued)

RULE 184. The Branch Secretary shall keep and maintain for two years such other records as may be prescribed in the Standing Rules. (Moved from Rule 200 - 11/17/00)

RULE 185. The Branch Secretary shall have such other powers and perform such other duties as may be prescribed by the Standing Rules, the Branch Regulations or the Big Sir or the Branch Executive Committee.

RULE 190. When a Branch Charter is surrendered or revoked, the Branch Secretary shall turn over to the Area Governor all of the Secretarial records. Other Branch records may be discarded.

- a. The Area Governor shall forward to the State Secretary the following records if available and then discard whatever remains.
  1. Branch Charter.
  2. Branch Articles of Incorporation.
  3. Tax Exemptions from IRS and State of California.
  4. Employer Identification Number assignment from IRS.
  5. Branch Record of Organization.
  6. Minutes of Branch Executive Committee meetings (recent five years).
  7. Final or most recent copy of Form 28 - Monthly Cash Report.
  8. Documents pertaining to closing down of the Branch including any information about merging with another Branch.
  9. Bank statement annotated to indicate disposition of final bank funds.
  10. Any other records that in the Area Governor's judgment are relevant enough to be retained in the State Secretary's Branch files.

(New 6/9/09)

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## Maintenance of Branch Records

RULE 200. (Moved to Rule 184 - 11/17/00)

RULE 201. Records of terminated members may be destroyed six months after the individual ceases to be a member.

RULE 202. All records of each Branch are the property of the Branch, and shall be maintained by the responsible officers in a neat and orderly manner. (Revised 7/7/04)

RULE 203. When new officers are elected, the outgoing officers shall present all records to the incoming officers by not later than the meeting in January. (Revised 7/7/04)

RULE 204. Immediately after the transfer of all records to the incoming officers as stated in Rule 203, the Branch Secretary shall notify his Area Governor of the transfer. (Revised 7/7/04)

## Article 5 - Assistant Branch Secretary

RULE 210. The Assistant Branch Secretary shall assist in the maintaining of Branch records, and in the absence of the Branch Secretary shall perform the duties of, and be governed by, the same rules as the Branch Secretary.

RULE 211. (Deleted 11/16/04)

RULE 212. The Assistant Branch Secretary shall have such other powers and perform such other duties as may be prescribed by the Standing Rules, the Branch regulations, or by the Big Sir or the Branch Executive Committee.

## Article 6 - Branch Treasurer

RULE 215. The Branch Treasurer shall keep and maintain, or cause to be kept and maintained, accurate accounts of the properties and financial transactions of the Branch, including accounts of its assets, liabilities, receipts and disbursements.

RULE 215.1 The opening of a Branch bank account, including accounts for the Branch committees in need of separate accounts, shall be authorized and controlled by the Branch Treasurer or Big Sir with the approval of the Branch Executive Committee. Approval must be recorded in the BEC minutes and kept on file with the Branch Secretary and Branch Treasurer as long as the account is active. Any Branch account must be in the name of the Branch or its committee, such as "SIR Reynolds Branch 1" or "SIR Reynolds Branch 1 Golf Committee" account. A copy of the Branch Articles of Incorporation may be provided to the bank along with the Branch federal identification number, known as the Employer Identification Number ("EIN") that is assigned by the IRS. This information is contained in local Branch files and/or on the SIR Website under SIR Documents - Organization Information - Branch EIN Numbers. Banks and Savings and Loans used by Branches must be fully insured by FDIC, or in the case of Credit Unions, the National Credit Union Administration (NCUA). (Revised 11/11/08)

# RULE 216 By the 10<sup>th</sup> of each month, the Branch Treasurer shall submit a completed Form 28-Monthly Cash Report-including the total number of Active Branch members for the previous month in accordance with the distribution instructions on the form. This report does not need to be approved by the Branch Executive Committee prior to distribution. The December Form 28 is to be submitted to the new Officers as well as the previous year Officers. (Revised 11/9/10)

RULE 217. All money received or collected by or on behalf of the Branch shall be held in the custody of the Branch Treasurer. He shall deposit all such money in the name of and to the credit of the Branch with such depositories as may be designated by the Big Sir or the Branch Executive Committee. (Revised 1/28/03 by the Excom) (Confirmed 4/15/03)

RULE 218. The Branch Treasurer shall disburse, from Branch funds, the amount required to pay the pro rata assessment determined each quarter by the State Treasurer. Quarters start January 1, April 1, July 1, and October 1. The amount assessed shall be paid no later than the 15<sup>th</sup> of the first month in the quarter for which the assessment applies. Also refer to Rule 866. (Revised 11/15/05)

RULE 219. The Branch Treasurer shall disburse, from Branch funds, such other amounts necessary to defray the expenses of the Branch upon approval of the Big Sir or Little Sir. (Revised 11/13/01)

RULE 220. The Branch Treasurer is responsible for the collection of voluntary contributions.

RULE 221. The Branch Treasurer shall have such additional responsibilities and perform such other duties as may be prescribed by the Big Sir or the Branch Executive Committee.

RULE 222. (Deleted 11/15/05 effective 1/1/06)

## Insurance Coverage

RULE 223. The office of the Branch Treasurer is covered by a fidelity bond or criminal insurance policy in the amount established by the State Board. If additional or other type of coverage is desired by any Branch such coverage must be secured by the Branch at its own expense.  
(Moved from Page 21 - 11/13/07)

## Income Tax Returns

RULE 225. The Branch Treasurer shall file Income Tax Returns as follows:

- a. (Deleted 6-6-94)
- b. Only if a Branch receives a federal income tax return Form 990 from the IRS should it complete and file Form 990 and, when it does, it should show on Page 1 the following:
  - (1) the date;
  - (2) the fact (if correct) that the Branch income is under \$25,000.00;
  - (3) the fact that the Branch is included under IRS Group Exemption Number (GEN) 4173.
  - (4) sign the form and mail it before the deadline date. (Revised 6-6-94)
- c. Annually, the SIR State Treasurer shall file Form 199, California Exempt Corporation Annual Information Return, with the California State Franchise Tax Board for the parent corporation. The return shall include all chartered Branches regardless of the amount of annual gross receipts.
- d. Any Branch receiving Form 199, letter or other documents from the California State Franchise Tax Board, will refer such documents to the SIR State Treasurer for final disposition.

## Financial Records

RULE 227. The Branch Treasurer shall maintain the following financial records for seven years:

- a. All tax returns.
- b. Monthly financial statements.
- c. Bank statements. Revised (6/7/11)
- d. Check stubs.
- e. Invoices paid.

## Article 7 - Assistant Branch Treasurer

RULE 235. The Assistant Branch Treasurer shall assist in maintaining the Branch financial records and, in the absence of the Branch Treasurer, shall perform his duties, governed by the same Rules as the Branch Treasurer.

RULE 236. The Assistant Branch Treasurer shall have such other powers and perform such other duties as may be prescribed by the Branch Executive Committee.

## Article 8 - Branch Director

RULE 240. The Branch Director is an integral part of the Branch Executive Committee. He has equal voting rights with other members of the committee and shares equal responsibility for the conduct of all Branch operations and activities.

RULE 241. A Director may be assigned specific duties and responsibilities by the Big Sir or the Executive Committee.

## Article 9 - Fiscal Matters

RULE 245. Expenses for continuing group activities in which all members do not participate, such as bowling, golf, bridge, and the like, must be borne totally by those participating.

RULE 246. Special activities, including in lieu luncheons, dinners or picnics, shall not be intended to be profit-making. (Revised 6/6/06)

## Article 10 - Audits

RULE 255. Following his election and prior to the end of the year, the Big Sir-elect shall appoint an Auditing Committee, consisting of two or more members who have not served as officers during the current (audit) year, to make an audit of the books and records covering the financial transactions of the Branch during the current calendar year. Refer to Rule 130 for the appointment of the Nominating Committee. (Revised 6/6/06)

RULE 256. The annual audit shall include an audit of the funds of all activities of the Branch, including, but not limited to golf, bowling, travel, bridge and the like.

RULE 257. A report containing a résumé of the audit(s) shall be submitted to the Area Governor, and to others as indicated on the form, by February 10 following the audit year on Form 29 - Branch Audit Report - and including a copy of the December Form 28 - Cash Report - for the audit year. (Revised 6/10/08)

RULE 258. Should the President at any time deem it advisable or necessary to audit the financial transactions of any Branch he may appoint a state auditing committee to do so.

## Article 11 - Supplies

RULE 265. The Branch Secretary shall obtain forms and other supplies from SIRinc, most of which are available via the SIR Website. A Branch may purchase, at its own expense, supplies not available from SIRinc. (Revised 11/14/06)

RULE 266. (Deleted 11/14/06)

RULE 267. (Deleted 11/14/06)

## Article 12 - Branch Bulletins

RULE 270. Communication is necessary within each Branch to keep the members informed of the Branch and Corporate activities. To meet this need, each Branch should have a monthly bulletin or other means of communication to transmit information to Branch members. (Revised 9/13/05)

RULE 271. Paid advertising in the bulletin is prohibited. Acknowledgement of gratuitous printing shall be contained to the back page and shall contain only the name, address, telephone number, and email address of the entity and a concise description of the entity, such as: "a gambling casino, bar and restaurant"; "a full-service bank"; "a supermarket-pharmacy-deli"; along with their logo is permissible. Acknowledging more than three entities is prohibited. (Revised 11/15/05)

RULE 272. The Branch Bulletin Editor shall cause each monthly Branch bulletin to be sent to all Branch active and inactive members, the Branch's Area Governor, Regional Director, Big Sirs in the Branch's Area, the Editor of SIR Happenings and the State President as well as others the Branch Executive Committee may designate. (Revised 9/13/05)

RULE 273. To ensure that every member receives notice of State events, each Branch shall make available to its members literature supplied to it concerning each State event and shall include information concerning the event in its bulletins issued during the period in which deposits for the event are being accepted. (New 9/13/05)



## PART 4 - FORMATION OF A NEW BRANCH

### Article 1 – Conditions

RULE 280. A Charter shall be granted to a new Branch by the President upon a determination that it is meeting at a place within the boundaries of SIRinc, that the required procedures have been followed, that the applicant Branch has completed the required Provisional period of at least six months and attained the required number of active members within two years. Upon application, the President may extend the Provisional period. (Revised 11/14/06)

### Article 2 - Formation Procedure

RULE 285. Twenty-five members or men with qualifications to become members may apply on Form 33 - Application to Form a Provisional Branch - through channels of corporate communications to the President for the formation of a Provisional Branch. (Revised 11/14/06)

RULE 286. The Area Governor shall confer with the appropriate Regional Director(s), Governors of contiguous Areas, and the Big Sirs of other Branches in the Areas to determine the effect of the proposed Provisional Branch on existing Branches. If approved, the Area Governor shall obtain Form 33 from the SIR Website or Assistant State Secretary, have them completed and forwarded to the President through the Regional Director. (Revised 11/14/06)

RULE 287. (Deleted 11/14/06)

RULE 288. (Deleted 11/14/06)

RULE 289. (Deleted 11/14/06)

RULE 290. After approval by the President, the Form 33 will be forwarded to the Assistant State Secretary who will assign the Provisional Branch number. One copy of the Form 33 will then be sent to the Area Governor for delivery to the Branch and one copy will be sent to the State Secretary for his file. (Revised 11/14/06)

RULE 291. (Deleted 11/14/06)

RULE 292. The minimum number of active members required for a Branch to be chartered is 50. This requirement shall not be obtained through temporary transfers and shall be attained within two years of the organization date of the Provisional Branch. (Revised 11/14/06)

RULE 293. (Deleted 11/14/06)

RULE 294. (Deleted 11/14/06)

## Article 2 - Formation Procedure (Continued)

RULE 295. The Branch Officers to serve during the Provisional period shall continue to serve following the granting of the charter until their successors have been duly elected and installed. Their duties shall be as prescribed for Branch Officers. (Revised 4/6/10)

RULE 296. During its Provisional period, a Branch shall be governed by the Corporate and Branch Bylaws and the Standing Rules. A member of a Provisional Branch shall have the same privileges and responsibilities as a member of a Chartered Branch except where the performance of an activity requires membership in a Chartered Branch such as in the case of voting at the Annual Meeting. (Revised 6/3/03)

RULE 297. All funds contributed to a new Branch shall be deposited in the name of the new Branch in a State or Federally licensed institution providing public banking services using the sponsoring entity's identification number. (Revised 12/6/93)

RULE 298. The sponsoring entity shall arrange for the advancement of necessary funds, but not less than \$100.00, to cover the organizational expenses of the new Branch. Repayment of such advances at the end of the Provisional period shall be by agreement between the Executive Committees of the new Branch and the sponsoring entity. (Revised 6/3/03)

RULE 300. After a period of at least six months from the date of approval of Application Form 33 by the President, the Provisional Branch has been conducting its regular monthly luncheon meetings, and has a minimum of 50 active members and all other requirements have been met, chartering shall be implemented as follows.

- a. The Big Sir of the Provisional Branch shall so state in writing including his preference for an award date to the Area Governor, who shall indicate his approval and forward it through the Regional Director to the President for approval.
- b. If the Provisional Branch is to be given the existing Branch number of an "Interim Management" Branch, the President shall notify the Big Sir, the Area Governor, the Regional Director, and the State Secretary of his approval or disapproval.
- c. Upon approval, the President shall terminate the Provisional status of the Branch in writing and approve the granting of a charter for the new Branch and so notify the State Certificates Chairman who will prepare the charter and forward it to the awarding President or his designee for framing and awarding and will furnish a copy to the State Secretary for the Branch file.
- d. If the Provisional Branch is using the Branch number whose corporation had been dissolved or if it is a new Branch number/corporation then the President shall notify the Assistant State Secretary who shall take actions necessary to incorporate the Branch.
- e. The official Branch Charter Date is the date of the President's notification terminating the Provisional status of the Branch.

(Revised 4/6/10)

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## PART 5 - REVOCATION OR SUSPENSION OF BRANCH CHARTER

### Article 1 - Grounds for Action

RULE 315. The breach of any Standing Rule, Bylaws or Branch Regulation, or refusal to conform thereto, may be cause for the revocation or suspension of a Branch Charter by the State Board.

### Article 2 - Procedure

RULE 320. Upon the finding by the State Executive Committee that a Branch has breached any Standing Rule, Bylaws or Branch regulation or has refused to conform thereto, the President, upon recommendation of the Committee, may refer such findings and recommendation to the State Board.  
(Typo 11/8/11)

RULE 321. Notice of a meeting at which the pending revocation or suspension of a Branch is to be considered shall be delivered, either personally or by first class mail sent to the last address of the Big Sir shown on Branch records, not less than 15 days prior to such meeting.

Such notice shall:

- a. Give the reasons for the action being taken against the Branch;
- b. Notify the Branch of its right to be heard, either through appearance of a representative or by a letter to be received at least five days before the meeting, and;
- c. Specify the date, time and place of the meeting.

### Article 3 - Final Action

RULE 325. Revocation or suspension of a Branch Charter shall be accomplished by a two-thirds affirmative vote by the State Board at a regular or a special meeting called by the President after the required notice and hearing has been fulfilled. In the event that there is no one in authority to notify because of resignations or similar circumstances the revocation or suspension may be accomplished without a hearing. Revised (6/7/11)

## Article 4 - Interim Management

### RULE 327.

- a. The President, Vice President, State Secretary, State Treasurer, Assistant State Secretary and Assistant State Treasurer shall succeed to and constitute the Interim Branch Executive Committee of a Branch, vested with all of the powers and responsibilities of a Branch Executive Committee in any of the following situations: (Revised 11/14/06 effective 1/1/07)
  1. During such time as the Charter of the Branch is suspended.
  2. Upon the revocation of the Charter of the Branch.
  3. Upon surrender of the Charter of the Branch by action of the Branch Executive Committee with the approval of 80% or more of the Branch members present and voting. (Revised 9/9/03)
  4. During such time as the State Executive Committee determines that the Branch is in the state of bankruptcy.
  5. During such time as the State Executive Committee determines the Branch to be inactive. Failure of a Branch to hold a monthly luncheon meeting for a period of four consecutive months shall be conclusive evidence that a Branch is inactive.
  6. During such time as the State Executive Committee determines that the BEC can no longer function because Branch Officers have resigned or otherwise refuse to perform their duties. (New 6/7/11)
- a1. Area Governors involved in the transferring of members brought about by a Branch surrendering their Charter shall, for the Branches in their area, report to their Regional Director, the Branch number receiving transferees and the number of members that transferred. (New 9/9/03)
- b. Upon the happening of any of the above events, all funds, property and other assets of the Branch will be immediately vested in the Interim Branch Executive Committee and held by that committee for management and such disposition as it deems necessary and proper. The Interim Branch Executive Committee may require such action of the former Branch Officers as may be required to carry the provision of this rule. After outstanding obligations like expense accounts, pro rata charges or other accounts payable have been met, the Treasurer of the Interim Branch (State Treasurer) shall report same to the State Board. The State Board of Directors, at its sole discretion, shall then direct the State Treasurer to disperse such remaining funds. The State Board of Directors may use these general guidelines:
  1. If a significant number of members from the Interim Branch have transferred to a single Branch and the transferee situation to other Branches is unclear, then the funds will be transferred to that single Branch.
  2. If a significant number of members have transferred to more than one branch and the situations are clearly defined then the funds should be split among those Branches on the basis of numbers of transferees. Any amount, so determined, that is less than \$5.00 shall be retained by the State Treasury.
  3. If the State Board has determined that the transferee situation is unclear then the funds are retained by the State Treasurer.(Revised 9/9/03)
- c. The State President, Vice President, Secretaries, and Treasurers shall serve as the Big Sir, Little Sir, Secretary, Treasurer, Assistant Secretary and Assistant Treasurer respectively, of the Interim Branch Executive Committee. Upon the disposition of the Branch Corporation, the Interim Branch Executive Committee shall, by resolution, dissolve itself.
- d. The provisions of any Standing Rule prohibiting dual membership shall not apply to any member serving on an Interim Branch Executive Committee pursuant to provisions of this Rule. (New 8/1/94)

## PART 6 - CHANGING NAME OF BRANCH

RULE 335. To change the name of an incorporated Branch, the general procedure is as follows -

- a. The Branch Secretary shall contact the State Secretary who will prepare a Certificate of Amendment of Articles of Incorporation and send it to the Branch for execution.
- b. The Big Sir (as President) and the Branch Secretary will sign the form and make two copies.
- c. The Branch Treasurer will provide a check for the appropriate amount made payable to the Secretary of State.
- d. The signed form, two copies of the signed form, and the check are mailed by the Branch Secretary to the Document Filing Support Unit at the address shown at the top of the form.
- e. When the Branch receives the approved documents, a copy shall be promptly mailed to the SIR State Secretary for inclusion in the Branch file.

(Revised 11/10/09) Clarified (11/8/11)

## PART 7 - NON-RESPONSIBILITY DECLARATION

RULE 345. All notices, brochures, announcements, or other publications relative to group activities other than those involving travel, arranged for or by, or sponsored by Sons In Retirement, Incorporated, and its Branches shall legibly display the following wording:

All activities arranged for or by, Sons In Retirement, Incorporated, and its Branches, are for the convenience and pleasure of the members and their guests who desire to participate. Sons In Retirement, Incorporated, and its Branches do not assume any responsibility for the well being or safety of the participants or their property, in any matters pertaining to said activities.

The statement prescribed in Rule 436 shall be displayed with respect to activities involving travel.  
(Revised 6/5/07)

DIVISION 2 - THE BRANCH (Continued)

PART 8 – BRANCH SHORT TRIPS

RULE 350 Branches may contract for, and use a public carrier (a bus company) for one -, two- or three-day trips without going through a travel agency. The carrier must possess an active “Transportation Charter Class A Certificate” issued by the California Public Utilities Commission (CPUC) and have a Commercial Automobile Liability Insurance Policy that meets the requirement of CPUC General Order 101-E (a minimum of \$5 million liability coverage). Branches shall document these requirements on SIR Form 46 “Request for Approval of Branch Bus Trip” and SIR Form 48 “SIR Branch Bus Trip Checklist.” (New 11/9/10) (Revised 11/8/11)

RULE 351 Bus companies shall furnish to the State Insurance Committee a “Certificate of Liability Insurance” that meets the requirements of CPUC General Order 101 E and names SIR as an additional insured to qualify as a SIR-Qualified Bus Company. The Certificate of Liability Insurance, under the Certificate’s Description of Operations, shall state “Sons In Retirement. Inc., and all authorized Branches and members, are additional insured’s under the policy as respects General Liability and Automobile Liability coverage subject to the terms and conditions of the policy.”

(Revised 11/8/11)

Based upon an approved Certificate of Insurance, the Insurance Committee shall notify the State Travel Committee to show the approved Bus Company as a SIR-Qualified Bus Company on the SIR website. After a company is listed on the approved list any branch may contract with an approved Carrier and document this approval on SIR Forms 46 and 48 for a specific trip planned by a branch.

(New 11/9/10) (Revised 11/8/11)

RULE 352 The Designated Member (DM) appointed by the BEC to manage a bus trip shall be responsible for trip literature and collect fares from, the participants. He shall give the participants’ fares to the Branch Treasurer, who shall maintain a separate custodial sub-account in the branch financial records. Just prior to the event, the Branch Treasurer shall prepare a check for the event payable to the bus company and give it to the DM for payment to the bus company. (New 11/9/10)

RULE 353 Upon completion of a bus trip, the DM shall comply with the requirements of SIR Form 52A – Short Bus Trip Financial Report, detailing the disbursement of the trip’s funds and distribute it per distribution indicated on the form. (New 11/9/10)

## DIVISION 3 - SPECIAL ACTIVITIES

### PART 1 - SIR TRAVEL CODE

#### Article 1 - Definitions and Terms

RULE 360. Unless the provisions of the context otherwise require, the definitions used in the SIR Travel Code are:

- a. "Agency" means a SIR-Qualified Travel Agency listed on the SIR Website.
- b. "ATC" means Area Travel Coordinator as specified in Rule 388.
- c. "BEC" means Branch Executive Committee.
- d. "Branch" refers to SIR at the Branch level.
- e. "BTC" means Branch Travel Chairman, who is the member appointed by the Big Sir as Chairman of the Branch Travel Committee who is responsible to the BEC for the planning, promotion and conduct of duly authorized Branch travel events.
- f. "DM" (Designated Member) means the person designated to contract with an Agency to act on behalf of that Agency in connection with a specified travel event sponsored by a Branch or State Committee.
- g. "GL" (Group Leader(s)) means the active members(s) of a participating Branch selected by BEC of the sponsoring Branch or State Committee designated to accompany, escort, guide or supervise the participants throughout a specific Branch or State travel, bowling or golfing event. The BTC or DM may also function as the GL if so selected. (Revised 11/14/06)
- h. "Personal Gain" means anything of value received by a member, his spouse or dependent, directly or indirectly, from an Agency or supplier arranging, presenting, or providing travel in connection with a travel event that is not available to all participating members and their guests. It includes, but is not limited to, free passage, reduced fare, expense money, gift, prize, rebate, credit, adjustment, allowance, or the like.
- i. "SIR" refers to Sons In Retirement, at both the Branch and State level.
- j. "SIRinc" refers to Sons In Retirement, Incorporated, at the State or Corporate level.
- k. "State" refers to SIRinc, the State Organization or State Corporation.
- l. "STC" means State Travel Committee.
- m. "Travel Literature" means any and all printed or written material, including VHS tapes, DC's and DVD's, containing a reference to a travel, bowling or golfing event that is distributed or caused to be distributed by a Branch, the State or State Committee, including a Branch Bulletin or SIR Happenings.
- n. "Travel Event" means any event involving travel authorized by the State Board or BEC, excluding "Branch or State Bowling or Golfing Events" involving travel, which also must be authorized by the State Board or BEC.
- o. "Guest" means a SIR non-member other than participating wives, companions and relatives of participating active members, and widows of deceased members. A "relative" is defined as a parent, sibling, child or grandchild of a participating member or companion. (New 11/10/09)



## Article 2 - General

RULE 365. The provisions contained herein are deemed necessary to protect the interests of SIR and to secure for their members the benefits of an effective and sound travel program. (Revised 6/6/06)

RULE 366. Travel events sponsored by SIR shall not obligate or commit it to any course of action or financial responsibility. (Revised 6/6/06)

RULE 367. Only an active member of SIR, his wife or companion, and his guest(s) shall be entitled to participate in SIR travel events. A relative of an active SIR member (meaning a parent, sibling, child or grandchild) and their companions, and the widow of a deceased member may also participate. The number of guests participating in a SIR travel event shall not exceed the total number of active members, plus participating wives, companions and relatives. (Revised 6/6/06)

RULE 368. (Deleted 11/10/09)

RULE 369.

- a. To provide adequate funding for insurance coverage for each event involving travel outside the United States (including its Territories and Possessions), Canada and Puerto Rico, contracted by SIR, or any of its Branches, the amount of \$5.00 shall be included in the fare to be paid by each participant.
- b. The BTC/Branch or State Committee DM authorized to sign SIR contract Form 50 or 50B for the event, shall be responsible for notifying the Agency providing the goods or services that they shall collect, account for and remit all such funds, by a separate check, made payable to the Branch or State Treasurer. The check should be issued no later than the event departure date. The Branch Treasurer shall remit such funds received from the Agency to the SIR State Treasurer with the SIR Report Form 51 within 7 days of receipt of the funds.

(Revised 6/6/06)

RULE 370. Travel Prohibitions.

- a. No member or participant in a SIR travel event shall receive or accept any personal gain from travel other than free passage or reduced fare passage, and actual expenses, including but not limited to, personal gain from travel provided in connection with familiarization trips, and actual expenses thereto, when such travel has been expressly authorized by the President or BEC in accordance with the provisions of the SIR Travel Code. The above provisions also apply to Branch and State travel, bowling and golfing events when such travel has been expressly authorized by the President or BEC.
- b. No member shall present any travel proposal to the BEC or State Board, nor shall such member vote upon any travel proposal or be designated as a DM or GL, for a travel, bowling or golfing event if the member, his wife or companion or relative has any financial interest in, or is an employee, agent or representative of an Agency that will be providing services for any portion of said travel, bowling or golfing event.

(Revised 11/14/06)

Article 2 - General (Continued)

RULE 371. No member shall promote or offer to other members, or solicit other members in connection with, a travel event that is not an authorized SIR travel event.  
(Moved from Page 31 - 11/14/06)

RULE 372. (Moved from Page 31 and Deleted 11/14/06)

RULE 373. Each action by the State Board or a BEC to sponsor a travel event and to designate the member to contract with an Agency, shall be separate and limited to one single specified travel event. (Moved from Page 31 - 11/14/06)

RULE 374. Any event involving travel that is arranged by SIR must be approved by the BEC and it must be done on SIR Contract Form 50 with a SIR-Qualified Travel Agency. The contract executed by the Designated Member (DM) of a Branch and the Agency shall be signed by both him and the authorized representative of the Agency and kept on permanent file with the Branch Secretary.

RULE 375. Any event involving travel that is proposed by a State activity committee must be approved by the State Board using Form 53B - Request for Approval of State Event Involving Travel. Then, the event must be arranged using SIR State Contract Form 50B, or equivalent, with a SIR-Qualified Travel Agency. The executed contract shall be signed by both the DM of the activity committee and the authorized representative of the Agency and kept on file for at least 5 years with the committee Secretary. (Revised 11/11/08)

RULE 375.1 Any event involving travel that is proposed by the State Travel Committee must be approved by the State Board and recorded in the minutes of the meeting. Then, a contract must be completed with a SIR-Qualified Travel Agency. The contract executed by the DM of the State Travel Committee and Agency shall be signed by both him and the authorized representative of the Agency and kept on file for at least 10 years with the State Secretary. The STC is exempt from mandatory use of Approval Form 53B and Contract Form 50B. (New 11/11/08)

RULE 376. If the BTC or State Committee wants to contract with a travel agency not listed on the SIR Website, the BTC or State Committee will instruct the agency to forward current copies of all of the documents required by Rule 380 to the Chairmen of the SIR State Insurance and Travel Committees so that the agency may be included on the SIR-Qualified Travel Agency list. The State Chairmen shall maintain a file of those documents. See Form 59A - Travel Agency Letter.

### Article 3 - SIR-Qualified Travel Agencies

RULE 380. A SIR-Qualified Agency ("Agency") must:

- a. Have a current California Seller of Travel license and identification number (CST ID No.).
- b. Carry a minimum of \$1,000,000 in comprehensive General and Professional Liability Insurance. The Policy shall include Sons In Retirement, Inc., All Authorized Branches and Members as Additional Insureds and stipulate coverage is provided for the Hold Harmless Clause included in the SIR Standard Travel Contract. If the policy does not include the above Additional Insureds and Hold Harmless Clause, the Endorsements must be provided naming Sons In Retirement, Inc., All Authorized Branches as Additional Insureds and that coverage is provided for the Hold Harmless Clause included in the SIR Standard Travel Contract. A 30-day notice must be sent to SIR in the event of policy cancellation. A copy of the Insurance Certificate shall be kept on file with the SIR State Insurance Committee.
- c. Have a current appointment to ARC (Airline Reporting Corporation) or IATAN(International Airlines Travel Agency Network), except Agencies that do not provide travel event transportation by aircraft and do not have a current appointment to ARC or IATAN must use boat, ship, motor coach, rail or other land based methods of transportation as aircraft cannot be used in any phase of these SIR travel events.
- d. Maintain a trust account in an insured institution, deposit and keep therein all funds of participants of each travel event pending disbursement of those funds for goods or services pertinent to the event. (Revised 11/11/08)

RULE 381.

- a. The insurance requirements listed in Rule 380 for Agencies are under the control of the SIR State Insurance Committee. The Chairman shall maintain a file of the required insurance documents for each Agency. The Chairman must notify the Agency 90-days before the insurance expiration date that the SIR Insurance Committee must receive a copy of the new insurance policy or the renewal certificate not later than the current insurance expiration date. Failure of the Agency to comply may result in the Agency being removed from the SIR-Qualified list.
- b. The other requirements listed in Rule 380 for Agencies are under the control of the SIR State Travel Committee. The Chairman shall maintain a file of the other required documents for each Agency.
- c. The Chairmen of the SIR State Insurance and State Travel Committees shall cause to be published on the SIR Website a list of the SIR-Qualified Travel Agencies. It shall be updated, if changes occur, on a monthly basis. This list shall include the name of the travel agency, CST Number, and the expiration date of their insurance. It shall identify those Agencies that are not permitted to provide air transportation (ATP – Air Transportation Prohibited) for any portion of a SIR travel event because they do not belong to ARC or IATAN.

### Article 3 - SIR-Qualified Travel Agencies (Continued)

RULE 382. The following conditions provide grounds for the SIR State Board to have an otherwise SIR-Qualified Travel Agency removed from the list of agencies that must be used by SIR, Inc. or its Branches for events involving travel:

- a. Failed to comply with the provisions of a signed SIR and/or Travel Agency contract to the satisfaction of the SIR Designated Member signing said contract, or the Group Leader who accompanied the event, and these facts are documented and sent to the President through the corporate chain of communications with concurrence at each level.
- b. Refused to accept credit card payment from participants for a SIR contracted event. This provision does not apply to those events where the travel agency is only providing bus transportation to and from a specific event, such as a theater, sporting event, etc.
- c. Uses a SIR participant list for purposes of other than SIR approved events involving travel.  
(New 6/5/07)

### Article 4 - Branch Travel Program Administration

RULE 383. The BEC is responsible in every respect for the travel program of the Branch and, as part of this responsibility, shall require the BTC to use SIR Form 59 - Travel Event Checklist. This form shall be completed and used by both the BTC and the Big Sir on behalf of the BEC at every step of the Branch Travel Event process. Upon final completion of the form, it shall be submitted to the Branch Secretary for filing with the approval Form 53. (Revised 6/5/07)

RULE 384. A BTC may be appointed by the Big Sir. The BTC, under the direction and supervision of the BEC, is responsible for the planning, promotion and conduct of duly authorized Branch travel events. The BTC shall use the SIR Form 59 - Travel Event Checklist - for all Branch Travel Events as specified in Rule 383. (Revised 6/5/07)

RULE 385. The Big Sir may appoint one or more members to serve on a Branch Travel Committee to assist in the conduct of an effective travel program. A Branch Big Sir or Little Sir may not serve on the BTC. Other elected officers of a Branch may serve as Branch Travel Chairman or as a member of the committee, but as a member of the BEC he must abstain from voting on Branch travel matters. (Revised 11/13/07)

RULE 386. A Branch shall not, directly or indirectly, enter into an agreement or understanding with an Agency giving the agency the right to submit a proposal or bid on any or all future travel events of the Branch.

RULE 387. Upon approval of a State Travel Event by the State Board, no Branch shall thereafter authorize or otherwise schedule a Branch Travel Event that involves travel in an area covered by the State Travel Event within 12-months before or after the State Travel Event. This rule does not apply to any Branch Travel Event duly authorized by the BEC before the State Travel Event was approved by the State Board. Upon application by the BEC, the President may except from this rule a Branch Travel Event that he finds not to duplicate travel in areas included in the State Travel Event to the extent that the Branch event would adversely affect the State event.

RULE 388. An Area Travel Coordination Committee may be formed by two or more Branches within an Area or two or more contiguous Areas for the purpose of sponsoring and coordinating travel events. It shall be chaired by an ATC appointed by an Area Governor with due consideration being given to the recommendation of a majority of the participating Branches.

## Article 5 - Branch Travel Event Process

RULE 405. The BTC shall present to the BEC on a Form 53 - Request for Approval of Branch Travel Event, all significant details of a Branch travel event, including but not limited to the dates, itinerary, meals, type of transportation, cost, services to be provided, accommodations and any items of personal gain that would be provided to any member of the Branch, including free passage or reduced fare for the GL. The approval shall not be effective unless it is effected by an affirmative vote of a majority of the BEC at a regular or special meeting and properly recorded in the minutes of the meeting with a copy of the Form 53 attached. Also refer to Rule 151.1.

RULE 406. In approving a travel event, the BEC may authorize such items of personal gain as it deems appropriate, subject to the provisions of this code.

RULE 407. The DM of the sponsoring Branch or State Committee shall agree, in contracting with the Agency:

- a. To act as or provide a group leader(s) (GL) for the sponsoring Branch or State Committee in connection with a specified event. (Revised 11/14/06)
- b. To act on the behalf of the Agency in offering or selling all transportation and travel goods and services in connection therewith for the event.
- c. To act only on behalf of the Agency with whom he has the written contract and sell no other travel goods or services in connection with the specified event.
- d. That travel services are offered or sold pursuant to the Agency with whom he has a written contract.
- e. Not to receive any consideration for travel services from any passenger.
- f. To require the event participants to pay all consideration for travel services as provided in Rule 420.
- g. To ensure that insurance fees are collected and remitted to the Branch or State Treasurer as required by Rule 369.

RULE 408. After the Form 53 has been approved by the BEC, the BTC or DM must complete a Form 50 contract to be signed by the BTC and the Agency before any deposits or payment is accepted for the event or it is publicized or otherwise announced as being available to members of the Branch or their guests. The Form 50 shall not be altered in any way other than filling in blanks as appropriate. Distribution of Forms 50 and 53 shall be in accordance with the instructions of each form and shall be made within 7 days of their execution.

RULE 409. If a Branch Travel Event is cancelled for any reason, the BTC shall make copies of the SIR Contract Form 50 for that Travel Event and mark on the face of the Form in bold lettering of a distinctive color "EVENT CANCELLED", and the date of cancellation. Copies of the cancelled Form 50 must then be promptly sent to the Branch Secretary, Branch Treasurer, Area Governor, Regional Director and State Travel Chairman.

## Article 6 - Travel Event Insurance

RULE 412. It is the responsibility of the BTC to verify that the Agency's insurance shall be in effect from the date the contract is signed until the travel event is completed.

RULE 413. If the insurance expires 30 days prior to or during the travel event, the BTC must check the SIR Website to ascertain if the insurance has been updated on the list of Agencies, or contact the Chairman of the State Insurance or Travel Committee to ascertain the status of the insurance. Confirmation that the insurance was reinstated or renewed must be provided by the BTC to the Branch Secretary by an updated copy of the qualified list or a signed and dated note as to how this was ascertained for filing with the Form 53.

RULE 416. If the insurance of an Agency is not renewed or is cancelled prior to the contracted travel event, the BTC shall immediately notify the Chairman of the State Insurance or Travel Committee of this fact. The BTC will be provided a recommendation by the State Chairman regarding the status of the travel event. The BTC shall then promptly notify the Big Sir of the situation and the recommendation received from the State Chairman. If there are significant changes regarding the travel event, the Big Sir shall call for an emergency meeting of the BEC. The BTC shall promptly notify the travel event participants and the Chairman of the State Travel Committee of the decision of the BEC.

## Article 7 - Travel Event Funds

RULE 420. Participants in a travel event shall pay all costs for goods and/or services received. Payment may be made by credit card, check or money order made payable to, and delivered to, the Agency or Branch, as determined by the BEC or State Board for the event.

RULE 421. A reasonable amount may be added to the cost of a travel event to be made available to the DM or GL for the purpose of meeting unanticipated needs, emergencies and special activities directly related to the event. Examples of unanticipated needs are: transporting a participant by taxi to a hospital if other transportation is not available, transportation to government offices to resolve a problem that occurred during an event, and telephone calls to a participant's family in the event of illness or injury. Special activities could be a party near the end of an event, or some other activity in which all participants are included. Add-on funds may only be used during the dates that the travel event occurs. The funds cannot be used to pay for services that are the responsibility of the travel agency and are included in the travel agency contract -- such as excursions, activities, transportation, accommodations, step-on guides, nor for personal sight-seeing tours selected by individual participants. A reasonable add-on fee shall not exceed \$50 per participant. See Rule 423 for disposition of surplus funds. (Revised 11/13/07)

RULE 422. All funds paid directly or indirectly by an Agency to a Branch for a travel event for the purpose or purposes designated by the Agency shall be made by check payable to the Branch DM for the travel event. The funds shall include, but not be limited to, money handled by the designated escort to pay for non-prepaid travel expenses such as gratuities, entertainment, parties, unexpected expenses, fees and the like. Such funds do not include refunds or the like paid directly from the Agency to the participants.

RULE 423. Upon termination of each travel event, all unencumbered travel funds that are subject to the control of the BTC shall either be expended as a refund to the participants in a proportionate manner, or expended on an appropriate activity that directly benefits the participants of that travel event, in a uniform manner. Any such funds remaining that amount to less than \$2.00 per participant per day or a total of \$5.00 per participant, shall be turned over to the Branch Treasurer as unencumbered surplus travel money.

RULE 424. Within 30 days of the termination of each travel event, the BTC shall submit to the Branch Treasurer a SIR Form 52, along with the unencumbered surplus travel money specified in Rule 423, setting forth in detail all receipts and expenditures of funds received by him by means of Rule 422. The report of the SIR Form 52 shall include copies of documents supporting monies received from the Agency and receipts for all expenditures except gratuities and refunds to participants of excess funds. The report shall include a statement setting forth any deviations from the travel services and the accommodations actually provided and those contained in the proposal as approved, the financial or other adjustments made for such deviations and the BTC's statement as to the reasonableness of the adjustments.

## Article 8 - Travel Literature

RULE 429. No Branch shall participate in, or publicize in any way, any travel event of another Branch unless it has been duly authorized by the BEC of the sponsoring Branch. All travel literature shall clearly state which Branch is sponsoring the event. No Branch shall participate in, or publicize in any way, any State travel event or State Bowling or Golfing event, unless it has been approved by the State Board.

RULE 430. No Branch shall sponsor, announce, or publicize or promote a travel event or circulate or distribute information or literature concerning the event where it is indicated in any way that a Branch is sponsoring, or that an Agency is proposing, planning, arranging or presenting the event for all members of SIR or for all Branches of SIR unless the event has been authorized as a State event by the State Board.

RULE 431. The publicizing of a Branch travel event shall be confined to the Branches within the Area of the originating Branch. Where the travel event is originated by a Branch in two or more contiguous Areas formed pursuant to Rule 388, the publicizing of the event shall be confined to the Branches within the Areas involved. This rule does not apply to Branch travel events publicized in SIR Happenings.

RULE 432. The copyrighted logo of SIR shall be used only as prescribed in Rule 20.

RULE 433. Travel events offered for active members of SIR shall not be offered to the general public or any other organization. Travel events are only for active members of SIR, their companions, relatives and their guests. In promoting a travel event a simple statement such as "...travel event is open to members of SIR only and their guests" should be used.

RULE 434. The wording in any travel literature shall disclaim any liability on the part of SIR. Travel literature concerning any travel event arranged by an Agency should clearly identify that Agency as the entity presenting the event with a statement such as "... Branch No ... sponsors this (identify the event) arranged by the ...Travel Agency." The travel literature must indicate that the travel agency is a registered seller of travel and display its registration (CST) number. Travel literature may indicate that a Branch is sponsoring a travel event, but in no instance shall the literature indicate that the Branch is "arranging" or "presenting" the event.

RULE 435. All travel event fliers, brochures and application forms shall specify exactly how check or money orders are to be drawn for each travel event. SIR Branch, Area and Region Travel Bulletins or announcements that briefly describe a travel event may refer to the payment procedure in general terms.

RULE 436. Each item of travel literature arranged for SIR and its Branches shall legibly display the following wording:

All travel events and other activities sponsored by Sons In Retirement, Inc., or its Branches, are for the convenience and pleasure of the members and their guests who desire to participate. Sons In Retirement, Inc., and its Branches do not assume any responsibility for the well being or safety of the participants or passengers, or their property or damages whatsoever, in any manner pertaining to said travel events.

Where the travel literature is prepared by a travel agency, the following words shall be added to the above wording:

Any other 'disclosures' or non-responsibility provisions contained herein shall not in any way incur any liability attaching to Sons In Retirement, Inc., or any Branch thereof.



## Article 9 - Enforcement

RULE 440. While the BEC is primarily responsible for the enforcement of this Code in accordance with its provisions, each member of SIR has the privilege of reporting any violation of which he becomes aware to the Chairman of the State Travel Committee. In reporting such a violation the chain of Corporate Communications shall be followed, subject to the right of the member to communicate without regard to the chain of Corporate Communications in the event that no action is taken on the matter within a reasonable time. (Revised 6/6/06)

RULE 441. The President shall consider all alleged violations of this code that have not been acted upon by a BEC in a timely manner that are reported to him and he shall cause an investigation and review of the matter to be made by the State Travel Committee Chairman. Upon determination that a violation of the SIR Travel Code has occurred, the President shall take such action as he deems appropriate including, but not limited to, removal from office or termination of the membership of the offending party, and suspension of the Branch Travel Program for failure to monitor it properly. (Revised 11/14/06)

RULE 442. No Branch shall participate in, or publicize, a travel event offered or otherwise presented by an Agency during such period of time that the Agency is found by the President, with the concurrence of the State Executive Committee, to be in violation of any provision of the SIR Travel Code. (Revised 6/6/06)

## Article 10 - State Travel Committee

RULE 450. The State Travel Committee (STC) shall be composed of a Chairman and up to 5 members. Upon application from the Committee Chairman to the President or at his discretion, the number of members may be altered. No member of the State Board of Directors shall serve on the STC. The Vice President shall serve ex officio without the right to vote.

RULE 451. The STC shall review, from time to time, the provisions of this Code together with the travel events being conducted by the Branches and State Committees. Proposed changes or additions to the SIR Travel Code by the STC shall be coordinated with the State Rules Committee to avoid conflict, overlap or duplication with other Standing Rules or Bylaws.

RULE 452. The Chairman of the STC shall review all SIR Travel Event Report Forms submitted to him for compliance with the SIR Rules. He shall report any State or Branch violations to the State President.

RULE 453. The STC may provide information to the Branches, regarding the proper and effective conduct of Branch travel programs. Upon request, the STC may provide assistance and training to the Branches in resolving travel problems.

RULE 454. The STC shall propose a State Travel Event for all active members of SIR, and those persons specified in Rule 367, every five years or so. Refer to Rule 375.1 for procedures.  
(Revised 11/11/08)

- a. (Deleted 11/11/08)
- b. (Deleted 11/11/08)

## PART 2 - STATE GOLF

RULE 500. The State Golf Committee ("Committee") shall be composed of a Chairman and 11 members. Upon application from the Committee to the President or at his discretion, the number of members may be altered. The Vice President shall serve as ex officio without the right to vote. (Revised 6/3/03)

RULE 501. The Committee Chairman may appoint such subcommittees that he deems necessary. (Revised 6/3/03)

RULE 501.1 The Committee shall review from time to time the golfing activities of SIR and its Branches. Proposed changes or additions to the Standing Rules or Bylaws pertaining to golfing shall be coordinated with the State Rules Committee to avoid conflict, overlap or duplication with other Standing Rules or Bylaws. (New 6/3/03)

RULE 502. The Committee shall undertake such activities in the conduct of State and Regional golfing events and the coordination of Area Golfing events as may be specified by the President, with due consideration being given to the responsibilities and functions of the Regional Directors and Area Governors. (Revised 6/3/03)

RULE 503. (Deleted 6/3/03)

RULE 504. The Committee Chairman shall not serve for more than three consecutive years, excluding any partial year immediately preceding the first such year. If he vacates the position for one or more calendar years, eligibility is reestablished. He may serve as a host at State Tournaments on a rotational basis with the balance of the Committee members. (Revised 9/13/05)

RULE 504.5 The State Board may authorize the Committee to sponsor State Golfing events. Each event shall be specifically authorized for that single identified event. When travel is involved, procedures are outlined in Rule 375. (Revised 11/11/08)

RULE 505. The Committee, upon the approval of a majority of its members, may recommend to the State Board the authorization of a State Golfing event. When the event includes travel, the procedures are outlined in Rule 375. (Revised 11/11/08)

- a. (Deleted 11/13/07)
- b. (Deleted 11/11/08)
- c. The State Golf Committee shall comply with applicable provisions of the SIR Travel Code -- Rules 360 et seq. Notwithstanding some of the terminology used, since most of those rules were designated for Branches, they apply equally to the State in most instances. (Revised 11/13/07)

PART 2 - STATE GOLF (Continued)

RULE 505.5 When travel is involved as part of an approved Committee event, the Committee shall be responsible for enforcing compliance with applicable provisions of the Travel Code.  
(New 6/3/03)

RULE 506. A proposed event shall not be publicized or otherwise promoted by the Committee or the Branches or Members before it is authorized by the State Board. The Committee is responsible for preventing the distribution of any literature concerning such an event prior to its authorization by the State Board. (Revised 6/3/03)  
(Moved from Page 41.2 - 11/13/07)

RULE 507. All funds received by the Committee or its representative, in connection with a golfing activity, shall be processed in accordance with Rule 37. (Revised 6/5/07)  
(Moved from Page 41.2 - 11/13/07)

RULE 508. (Deleted 6/3/03) (Moved from Page 41.2 - 11/13/07)

RULE 530. (Deleted 6/3/03) (Moved from Page 41.2 - 11/13/07)

(Deleted Page 41.2 - 11/13/07)

### PART 3 - STATE BOWLING

RULE 550. The State Bowling Committee shall be composed of a Chairman and up to 15 members. Upon application from the Committee to the President or at his discretion, the number of members may be altered. The Vice President shall serve ex officio without the right to vote. (Revised 4/13/04)

RULE 551. The Committee Chairman may appoint such subcommittees as he deems necessary. (Revised 4/13/04)

RULE 552. The Committee shall review from time to time the bowling activities of SIR and its Branches. Proposed changes or additions to the Standing Rules or Bylaws pertaining to bowling shall be coordinated with the State Rules Committee to avoid conflict, overlap or duplication with other Standing Rules or Bylaws. (Revised 4/13/04)

RULE 553. The Committee shall undertake such activities in the conduct of State and Regional bowling events and the coordination of Area bowling events as may be specified by the President, with due consideration being given to the responsibilities and functions of the Regional Directors and Area Governors. (Revised 4/13/04)

RULE 554. A member shall not serve as Chairman of the Committee for more than three consecutive years, excluding any partial year immediately preceding the first such year. If he vacates the position for one or more calendar years, eligibility is reestablished. He shall not engage in the direct operation of bowling events during his tenure as Chairman. (Revised 6/3/03)

RULE 555. All funds received by the Committee or its representative in connection with a State Bowling activity shall be processed in accordance with Rule 37. (Revised 4/13/04)  
(Moved from Page 42.1 - 11/13/07)

RULE 556. Rule 555 shall not apply to compensation paid for travel goods and services in connection therewith, which payment must be handled as provided in Rule 368. (Revised 1/28/03 by the Excom) (Confirmed 4/15/03)  
(Moved from Page 42.1 - 11/13/07)

### PART 3 - STATE BOWLING (Continued)

RULE 557. The Committee, upon approval of a majority of its members, may recommend to the State Board the authorization of a State Bowling event. The Board may authorize the Committee to sponsor State Bowling events. Each event shall be specifically authorized for that single event. When the event includes travel, the procedures are outlined in Rule 375. (Revised 11/11/08)

- a. (Deleted 11/11/08)
- b. (Deleted 11/11/08)
- c. The State Bowling Committee shall comply with applicable provisions of the SIR Travel Code -- Rules 360 et seq. Notwithstanding some of the terminology used, since most of those rules were designated for Branches, they apply equally to the State in most instances.

RULE 558. (Deleted 11/13/07)

RULE 559. (Deleted 11/13/07)

RULE 560. (Deleted 11/13/07)

### PART 3.5 - RECREATIONAL VEHICLE (RV) COMMITTEE

RULE 574 Rules within PART 3.5 shall be known as the "SIR RV Code" (New 06/07/11)

RULE 575. The Recreational Vehicle (RV) Committee shall be composed of a Chairman and eleven members. Upon application from the Committee to the President or at his discretion, the number of members may be altered. The Vice-President shall serve as ex officio without vote. (New 01/01/02)

RULE 576. The Chairman shall appoint a Secretary/Treasurer and shall assign duties to other Committee members as he deems necessary.

RULE 577. The Committee shall form, supervise and assist in the operational functions of State rallies as may be specified by the President, with due consideration being given to the responsibilities and functions of the Regional Directors and Area Governors.

RULE 578. The Committee shall have such other powers, duties and responsibilities as may be prescribed by the Standing Rules.

RULE 579. A member shall not serve as Chairman of the Committee for more than three consecutive years, excluding any partial year immediately preceding the first such year. If he vacates the position for one or more calendar years, eligibility is reestablished. (Revised 6/3/03)

PART 3.5 - RECREATIONAL VEHICLE (RV) COMMITTEE (Continued)

RULE 580. Each State Rally must have the approval of the State Board of Directors.

RULE 581. To facilitate non-State events, the Committee may recommend that the President authorize Area and/or Regional RV Coordinators when so needed. An Area RV Coordinator so authorized would be appointed by the Committee with the approval of his Area Governor. A Regional Coordinator so authorized would be appointed by the Committee with the approval of his Regional Director.

RULE 582. The Committee shall provide advice and counsel regarding RV activities of the Branches and any Area or Regional Coordinators.

RULE 583. Receipt and Distribution of Funds:

- a. All funds received by a Branch, its RV Chairman or other representative in connection with an RV activity shall be received in the name of the Branch and deposited in and distributed through its Branch treasury or deposited in and distributed through an RV fund in the depository of the Branch's treasury in an account bearing the Branch's federal identification number.
- b. All funds received by a member of SIR or his agent in connection with an Area or Regional RV activity shall be received in the name of the Area or Regional RV fund, as the case may be, and deposited in and distributed through the treasury of a designated Branch or in the depository of a designated Branch treasury in an account bearing the designated Branch's federal identification number.
- c. All funds received by the State RV Committee or its representative in connection with a State RV activity shall be processed in accordance with Rule 37.  
(Revised 11/16/04)
- d. This rule shall not apply to money received and paid to a provider in connection with an RV event on the same date of receipt.

RULE 584. Audit of RV Funds:

- a. RV funds shall be audited by the Branch Auditing Committee and its report shall be submitted to the Branch Executive Committee in accordance with Standing Rule 257. Area and Regional RV funds shall be audited by the Auditing Committee of the designated Branch.
- b. The State RV fund shall be audited by the State Audit Committee. Reports of the Area, Regional and State RV funds shall be submitted to the State Board.

RULE 585. Recreational vehicle events sponsored by Sons In Retirement, Inc. shall be in accordance with applicable provisions of the Sir RV Code. (Revised 11/9/10)

## PART 4 - SIRARC

RULE 600. The SIR Amateur Radio Club (SIRARC) Committee shall be composed of a Chairman and six members. Upon application from the Committee to the President or at his discretion, the number may be altered. The Vice President shall serve as ex officio without vote. (Revised 1/1/02)

RULE 601. The committee shall review and study the activities of Sons In Retirement, Incorporated, and its Branches pertaining to amateur radio communications. With the approval of a majority of the entire committee, recommendations of the committee may be submitted to the President proposing such changes as are deemed necessary or desirable. The committee shall conduct such other studies related to amateur radio communications as may be directed by the President or the State Board. (Revised 9/24/02)

RULE 602. The subcommittee shall undertake such activities in connection with activities of members participating in the functions of SIRARC as may be specified by the President or the State Board. (Revised 9/24/02)

RULE 603. The committee shall have such other powers, duties and responsibilities as may be prescribed by the Standing Rules.

## PART 5 - INFORMATION SYSTEMS COMMITTEE (INFOSYS)

RULE 604. The Information Systems Committee (INFOSYS) shall be composed of a Chairman and five members, with subcommittees as necessary. Upon application from the Committee to the President or at his discretion the number of members may be altered. The Vice President shall serve as ex officio without vote. (Revised 11/14/06)

RULE 604.1 The INFOSYS shall provide continuous oversight of the SIR program to computerize methods and procedures wherever possible, thereby eliminating manual labor, distribution and filing of excessive printed materials plus generally speeding up processes in every facet of the organization. The committee is responsible for certain routine operations, such as:

- a. Development and support of the SIR State Database.
- b. Development and maintenance of database application programs including, but not limited to, the programs for generation of:
  1. Hard copy Forms SI-100 – CA Corporation filings
  2. Hard-copy Forms RRF-1 – CA Attorney General filings
  3. Pro rata invoices
  4. Statistical membership data
- c. Maintenance and operation of the Email System to disseminate announcements and other broadcast messages to Officers, Appointees, Committeemen and the general membership.
- d. Development and maintenance of the SIR Website, including, but not limited to:
  1. Forms and documents.
  2. The SIR Manual and associated reports.
  3. The State Roster and associated reports.
  4. Section of general interest, including but not limited to, SIR activities.
- e. The State Newsletter, "SIR Happenings".

(New 11/14/06)



## PART 6 – GROWTH AND MEMBERSHIP COMMITTEE

RULE 605. The Growth and Membership Committee shall be composed of a Chairman and eight members. Upon application from the Committee to the President or at his discretion, the number of members may be altered. The Vice President shall serve as ex officio, without vote. (Revised 8/6/07)

**RULE 606. The Growth and Membership Committee shall:**

- a. monitor the membership numbers of SIR, its Regions, Areas and Branches, and report to the President such recommendations as it deems necessary or desirable to increase membership in SIR, retain existing members, and publicize the activities of SIR to attract new members.**
- b. test and promote Branch and Area tools that work. Among these tools are four key Branch and Area Functions: Publicity, Recruitment, Activities and Retention.**
- c. address such issues and make such recommendations as may be directed by the President or the State Board. (Revised 8/6/07) (Revised 6/5/12)**

## PART 7 – RULES COMMITTEE

RULE 607. The Rules Committee shall be composed of a Chairman and ten members. Three of these members shall be chosen from the present elected or past Big Sirs of the member Branches. The remaining seven may be chosen from past or present Regional Directors, Area Governors, and /or past elected State Officers (President, Vice President, Secretary and Assistants and Treasurer and Assistants). Upon application from the Committee to the President or at his discretion the numbers of members may be altered. The Vice President shall serve as ex officio without vote. (New 8/6/01, effective 1/1/02) (Moved from Page 43 - 11/14/06)

RULE 608. The Rules Committee shall review for conflict, overlap or duplication all proposals involving the Standing Rules or Bylaws and, in a timely manner, submit its findings to the President for his consideration. Exception: A rule proposal to clarify a rule without changing the rule's intent, to standardize format or to correct word processing may be approved and published at the discretion of the Rules Committee or its Chairman. (New 8/6/01 effective 1/1/02) (Moved from Page 43 - 11/14/06) (Revised 6/7/11) (Typo 11/8/11)

RULE 609. The Rules Committee shall consider and shall submit to the President for his consideration, together with its recommendations, any proposal involving the Standing Rules or Bylaws that have been referred to the Rules Committee by the State Board, a State Officer, a State Committee Chairman, any member of the State Rules Committee, or a Branch Executive Committee through channels to the President. (Revised 11/11/08)

RULE 610. The Rules Committee in considering a proposal submitted under Rule 609 may make such changes therein as may be mutually agreed by the parties involved. The Rules Committee may recommend rejection of the proposal and/or, if it desires, recommend an alternate proposal. The Rules Committee shall submit its reasons for such rejection or alternate proposal together with the original proposal to the President. (New 8/6/01 effective 1/1/02)

## PART 8 – AUDIT COMMITTEE

RULE 611. The President shall appoint a State Audit Committee composed of not more than three members, none of whom shall be the holder of an elective office, nor shall more than one member be from the same Branch. (New 9/24/02 effective 1/1/03)

RULE 611.2 As soon as practical after the appointment of its members, the Audit Committee shall make an audit of the books and records covering the financial transactions of the corporation. The audit shall include State activities such as golf, bowling, travel and the like, for the calendar year just past. The report shall be submitted to the State Board through the President.

**The Audit Committee shall include the following procedures in its annual audit, recognizing that all these steps cannot be performed in one meeting:**

- a) **Determine that all records required for the audit are available at the review meeting(s).**
- b) **Review the physical or electronic accounting system providing reconciliation statements for all bank accounts- both for the close of the previous financial year and for the close of the year under review.**
- c) **Determine that fiscal year Balance Sheet and Income and Expenditure Reports are available for inspection, and check that bank balances agree with the reconciliation reports for the fiscal yearend.**
- d) **Select any month, and, using the checking account and money market bank account Quickbooks or other registers, ask for and review supporting paperwork for every transaction that month. If there are income transactions for that month check that the deposit listing reflects all of the incomes received.**
- e) **Select 3 member expense payments at random and write a standard audit letter asking them to confirm the expense coding and that it was paid.**
- f) **Select 2 vendor invoices at random and write a standard audit letter asking for confirmation of the invoice content and payment.**
- g) **Require details of any Accounts Receivable or Accounts Payable balances shown on the Balance Sheet at yearend.**
- h) **If during the audit process, it is discovered that improper accounting methods existed indicating negligence, unaccounted-for expenditures, failure to disburse or pay bills, or a gross failure to keep required records, the Audit Committee shall immediately notify the State Board through the President.**

**(New 9/24/02 effective 1/1/03) (Revised 6/5/12)**

RULE 611.3 The State Audit committee shall make such additional audits as may be prescribed by the Standing Rules or as directed by the President or the State Board. (New 9/24/02 effective 1/1/03)

## PART 9 – PRESIDENT’S ADVISORY COMMITTEE

RULE 612. There shall be a President’s Advisory Committee that shall consist of all Past Presidents. The most recent Past President available shall serve as Chairman.  
(New 9/24/02 effective 1/1/03)

RULE 613. The duties of the President’s Advisory Committee are to report to the President on matters referred to it by the President.  
(New 9/24/02 effective 1/1/03)

## PART 10 - INSURANCE COMMITTEE

RULE 615. The State Insurance Committee shall be composed of a Chairman and two members appointed by the President. Upon application from the Committee to the President, or at his discretion, the number of members may be altered. The Vice President shall serve as ex officio without vote.  
(New 11/13/07)

RULE 616. The State Insurance Committee shall evaluate insurance programs for appropriate coverage to meet current and anticipated future activities, maintain an active and ongoing survey of potential risks that may impact SIR, and make recommendations to the President for any changes the Committee deems appropriate. (New 11/13/07)

RULE 617. The State Insurance Committee will negotiate insurance coverage with knowledgeable and reputable insurance firms on an annual basis. The Committee will also obtain an annual quote on the cost of Errors and Omissions (E&O) Insurance for Branches and provide this information to the Branches by February 28 each year, along with instructions on how to implement the exemption for E&O Insurance for its Officers and Directors. (Revised 4/7/09)

RULE 618. The State Insurance Committee shall maintain a file for each SIR-Qualified Travel Agency to ensure that it maintains current liability insurance as specified in Rule 380. The State Insurance Committee shall also comply with the provisions contained in Rule 381. (New 11/13/07)

RULE 619. The State Insurance Committee shall address such other issues and perform other duties as may be directed by the President or the State Board. (New 11/13/07)

## PART 11 - HISTORIAN (Deleted 11/13/07)

RULE 649. (Deleted 11/13/07)

## PART 12 - GENERAL

- RULE 650. The following are not SIR authorized activities:
- a. Winter sports including, but not limited to, ice skating, snow skiing, or sledding.  
(Revised 9/24/02)
  - b. Water sports including but not limited to, water skiing, boating, sailing, surfing.  
Fishing, however is authorized (Revised 9/24/02)
  - c. (Deleted 1/15/96)
  - d. Participation in sports, including but not limited to, football, basketball, soccer, hockey, and the like, in which participation normally involves bodily contact.
  - e. Air travel on any air-supported device other than a regularly scheduled airline or air charter company.
  - f. Operating or learning to operate any aircraft, as pilot or crew.
  - g. Mountain climbing.
  - h. Riding or driving in any motor competition.
  - i. Activities involving firearms.

DIVISION 4 - THE STATE

PART 1 - STATE ORGANIZATION

Article 1 - Membership

RULE 750. (Deleted 11/16/04)

Article 2 - State Officers

RULE 755. The Officers of the Corporation, herein referred to as "State Officers," are the President, Vice President, State Secretary, State Treasurer, Assistant State Secretary, Assistant State Treasurer, the Regional Directors and the Area Governors.  
(Revised 11/14/06 effective 1/1/07) (Revised 11/8/11)

RULE 756. The Board of Directors of the Corporation, herein referred to as the State Board, consists of the President, Vice President, State Secretary, State Treasurer, Assistant State Secretary, Assistant State Treasurer and the Regional Directors. (Revised 11/14/06 effective 1/1/07)

RULE 757. The State Executive Committee consists of the President, Vice President, State Secretary and State Treasurer.

RULE 758. Officers of the Corporation as defined in Rule 755 shall not serve concurrently as a Branch Officer except as provided in Rule 327 (Interim Management). Upon application to the President, the President may make an exception to this rule. (Revised 11/15/05)

Article 3 - Election of Officers

RULE 765. The members to serve as State Officers, other than Regional Directors and Area Governors, shall be elected at the Annual Meeting. (Revised 7/6/95)

RULE 766. Annually by September 30 the President-elect should make all of his appointments to State Committees and other Presidential appointments pertaining to his administration.

Among these appointments, the President-elect shall appoint a Nominating Committee consisting of:

- a. A chairman who shall be the then current President or; if unable to serve, the most recent Past President available, and
- b. One other Past President; and
- c. Three other members other than Past Presidents, who shall be past or present Regional Directors or Area Governors.

(Revised 6/8/10)

RULE 767. It shall be the duty of the Nominating Committee to select from the members of Sons In Retirement, Incorporated, and its Branches nominees for election to state offices, other than the Regional Directors and Area Governors to serve during the calendar year next following the year in which they are elected and until their successors have been elected and installed.

### Article 3 - Election of Officers (Continued)

RULE 768. A Candidate for the office of President must be a past or present Regional Director, Area Governor or Vice President or held or holding the office(s), singly or in combination, of State Secretary or Assistant, or State Treasurer or Assistant, for more than two years. (Revised 11/14/06)

RULE 768.1 A Candidate for the office of Vice President must be a past or present Regional Director, Area Governor or held or holding the office(s) singly or in combination, of State Secretary or Assistant, or State Treasurer or Assistant, for more than two years. (Revised 11/14/06)

RULE 768.2 A candidate for President or Vice President must meet the qualifications for the office as specified in Rules 768 and 768.1 and must submit to the Chairman of the State Nominating Committee by April 15 of each year a SIR Form 43 - Declaration of Candidacy - and the background data requested on the Form 43. Refer to Rule 769 for an exception. (Revised 11/11/08)

RULE 768.3 A candidate for State Secretary, State Treasurer, Assistant State Secretary or Assistant State Treasurer must be an active member of Sons In Retirement, and must submit to the Chairman of the State Nominating Committee by April 15 of each year a SIR Form 43 - Declaration of Candidacy for State Elected Office - and the background data requested on the Form 43. Refer to Rule 769 for an exception. (New 11/11/08)

RULE 769. The Nominating Committee shall submit its report to the President not later than June 1. Additional nominations may be made from the floor at the Annual Meeting. A nominee from the floor must signify his agreement to accept the office if elected.

RULE 770. Not less than 30 days prior to the Annual Meeting, the State Secretary shall notify those entitled to vote the date, time and place of the meeting. The notice shall contain a list showing the names and qualifications of the nominees recommended for State offices designated. (Revised 4/18/00)

RULE 771. All State chairmen and appointees, although not eligible to vote, should register in lieu of roll call at the Annual Meeting. (Revised 9/19/00)

RULE 772. In lieu of roll call at the Annual Meeting, each qualified voter, at the time of registration, shall receive a ballot. This ballot shall contain:

- a. Names of the nominees for State Offices recommended by the Nominating Committee.
- b. Write-in space for the names of other eligible candidates nominated from the floor and who are willing to serve if elected.

RULE 773. Voting shall be by secret ballot, provided, that for any office for which there is but one nominee, voting may be by voice or by show of hands.

RULE 774. Prior to the Annual Meeting, the President shall appoint a committee of three to serve as tellers in the event that more than one candidate is nominated for any office. A committee member shall be a Regional Director, Area Governor or a Big Sir.

Article 4 - Regional Director

RULE 780. The territory within the geographic boundaries of Sons In Retirement, Incorporated, shall consist of the following Regions:

- Region No. 1 .....Areas 12, and 26 (Revised 9/25/07)
- Region No. 2 .....Areas 19, 30, and 31
- Region No. 3 .....Areas 3, 9, 14 and 27
- Region No. 4 .....Areas 17, 18 and 32 (Revised 4/15/03)
- Region No. 5 .....Areas 1 and 16 (Revised 7/14/07)
- Region No. 6 .....Areas 2, 7, 8 and 24 (Revised 4/13/04)
- Region No. 7 .....Areas 5,10, 20 and 21
- Region No. 8 .....Areas 22, 29 and 34
- Region No. 9 .....Areas 15 and 33 (Revised 11/14/06)
- Region No. 10 .....Areas 6, 13 and 25 (New 4/15/03)

(Revised 11/13/07)

RULE 781. Each Region shall have a Regional Director. The Area Governors in each Region shall meet by August 31 upon the call of the Regional Director and by majority vote elect a Regional Director for a one-year term to commence on January 1 of the following year. The Regional Director shall act as Chairman and shall have no vote except to break a tie in the balloting. Immediately following the election of the Regional Director, the Regional Director-elect shall complete Form 44A - Notification of Election - and submit the form according to the distribution shown on the form.

(Revised 11/11/08)

RULE 782. In the absence or unavailability of the Regional Director, the Area Governor of the lowest numbered Area in the Region shall call the meeting and act as Chairman with the right to vote. In the case of a tie vote the State Vice President shall be notified, and after reviewing the applicants' qualifications he shall cast the deciding vote. (Revised 11/16/04)

RULE 783. If an Area Governor is absent or otherwise unable to participate in the election of the Regional Director, the Big Sirs and Little Sirs of the Branches in the Area shall, by majority vote at a meeting called by the Big Sir or Little Sir of the earliest Charter Date, designate one of their number to serve in the Area Governor's stead. (Revised 9/28/99)

RULE 784. A candidate for the office of Regional Director must be willing to serve and must be a past or present Area Governor, or must have held or is holding the office of Big Sir, Little Sir, Secretary or Treasurer of a Branch in that Region, singly or in combination, for at least two years at the time he assumes the office. A past or present Area Governor is the preferred qualification. The Office of a Regional Director shall be vacated upon his transfer to a Branch in a Region other than the one in which he was elected and the vacancy shall be filled at the earliest possible date in an election conducted as provided in Rules 781 and following. (Revised 9/13/05)

RULE 785. Regional Directors shall serve one-year terms and be restricted to three consecutive terms, excluding any partial year immediately preceding the first such year. If a Director vacates the position for one or more calendar years, eligibility is reestablished. (Revised 6/3/03)

# RULE 786. Each Regional Director shall submit to the President by April 25, July 25, October 25 and January 25 of the following year a report on the status of Areas within his Region. Each report shall include recommendations for action to be taken to achieve the From 27 goals not being met for branches in his Region. The January report shall be submitted to the new President as well as the previous President. (Revised 11/9/10)

## Article 5 - Area Governor

RULE 790. An Area is a group of Branches designated by an assigned number. No Area shall have less than three chartered Branches, except that the President may authorize the formation of an Area consisting of two Branches if he determines, because of distances involved, that administration and communication would be otherwise be impaired. In making his determination, special consideration should be given to situations where Branches are being formed in a new Area and it is probable that additional Branches will be formed in that Area. (Revised 4/8/92)

RULE 790.1 The office of an Area Governor elected to serve on or after January 1, 1996, shall be vacated upon his transfer to a Branch in an Area other than the one in which he was elected and the vacancy shall be filled at the earliest possible date in an election conducted as provided in Rules 794 and following. (Revised 9/25/01)

**RULE 791. In case it becomes necessary to change the number of Areas, the Regional Director or Regional Directors affected, acting with the advice of the Area Governors and the Branches affected, shall submit recommendations to the President for consideration and action by the State Board. The State Board acting on its own initiative may also adopt recommended changes if deemed necessary.**  
(Revised 6/5/12)

RULE 792. Each Area shall be under the supervision of an Area Governor.

RULE 793. (Qualifications - moved to Rule 155 and Revised 4/12/05)

RULE 794. The Area Governor of each Area shall call a meeting of the Election Committee no later than August 31. The Area Governor shall act as chairman of the meeting. He shall have no vote except when required to break a tie in balloting for Area Governor. In the event there is only one candidate for Area Governor who meets the qualifications of Rule 155, the Area Governor may poll the Election Committee in lieu of calling a meeting. (Revised 6/6/06)

RULE 795. The Election Committee shall be comprised of all Big Sirs and Little Sirs of the Chartered Branches in the Area except that in Areas consisting of two Branches as authorized by the President, the Election Committee shall be comprised of all Big Sirs and Little Sirs of the Chartered and Provisional Branches in the Area. If the Big Sir or Little Sir cannot attend the meeting, the Executive Committee of the Branch shall appoint an alternate or alternates from the elected officers of the Branch. (Revised 6/3/03)

RULE 796. The Election Committee shall elect an Area Governor from the candidates nominated by the various Branch Executive Committees.

RULE 797. Area Governors shall serve one-year terms and be restricted to three consecutive terms, excluding any partial year immediately preceding the first such year. If an Area Governor vacates the position for one or more calendar years, eligibility is reestablished. (Revised 6/3/03)

RULE 798. Immediately following the election of the Area Governor, the Area Governor-elect shall complete Form 44A - Notification of Election - and submit the form according to the distribution shown on the form. (Revised 11/11/08)

Article 5 - Area Governor (Continued)

RULE 799. (Deleted 9/25/01)

RULE 800. Each Area Governor shall submit to his Regional Director by April 15, July 15, October 15 and January 15 of the following year a report concerning the status of the Branches within his Area. Each report shall include recommendations for action to be taken to achieve the Form 27 goals not being met for branches in his Area. The January report shall be submitted to the new Regional Director as well as the previous Regional Director. (Revised 11/9/10) (Typo 11/8/11)

RULE 801. When the Area Governor has received the annual audit reports from all of his Branches pursuant to Rule 257 and he has satisfied himself that the reports reflect the true financial conditions of each Branch, he will so certify in writing to the Assistant State Treasurer no later than February 20. He shall include any comments he deems necessary or advisable. (New 6/6/06)



Article 6 - Installation of State Officers

**RULE 805. The installation ceremony for State Officers shall be the same as for Branch Officers, in accordance with Rule 141.**

- a) The members-elect of the State Board shall be installed at the November State Board meeting by the outgoing President or a Past President of his selection.
- b) Area Governors-elect shall be installed at the Governor Training Sessions, or by December 31 by the outgoing or incoming Regional Director at a luncheon meeting of the Area Governor's Branch.
- c) State Officers shall take office on the following January 1, serving during that year and until an elected or appointed successor has been installed.
- d) State Board members who were not installed at the November meeting, and appointees to fill vacancies, shall be installed at the next State Board meeting at which they are present.
- e) Area Governors who were not installed by December 31, and appointees to fill vacancies, shall be installed by their Regional Director as soon after as possible.

(Revised 6/5/07, 4/13/12,(6/5/12)

Article 7 - Meetings

RULE 810. The regular meetings of the State Board shall be held in January, June and November at the time and place designated by the President. Each member of the State Board shall be given written notice and the agenda of a regular meeting of the State Board not less than 10 days before the date of the meeting.

Special meetings of the State Board shall be held on the call of the President or upon a request to the State Secretary by a majority of the State Board. Written notice of a special meeting of the State Board setting forth the purpose, time and place of the meeting, shall be given to each member of the State Board not less than 10 days before the date of the meeting.

(Revised 11/14/06)

PART 2 - DUTIES OF STATE OFFICERS

Article 1 - President

RULE 815. The President is the chief executive officer, and is subject to the control of the State Board. He shall supervise and control the business affairs of the Corporation. He shall, when present, preside at all meetings of the State Board and at the Annual Meeting.

RULE 816. The President shall review and approve all State expenses, provided that the President may delegate any terms and conditions as the President deems necessary or desirable in the best interests of SIR. Neither the President nor the Vice President shall approve his own expenses.

(Revised 11/15/05)

RULE 816.1 (Deleted 11/13/07)

RULE 817. The President may sign, with the State Secretary or other Officer of the Corporation authorized by the State Board, any documents or other instruments that the Board has authorized, except where the signing and execution thereof has been delegated by the Board to some other officer or agent of the Corporation, or is required by law to be otherwise signed or executed.

RULE 818. The President shall have authority to appoint a Parliamentarian, and a State Advisor and establish temporary appointments or committees as he may deem necessary as is permitted per Section 265. (Revised 9/19/00)

RULE 819. The President shall perform all duties incident to his office, and such other duties as may be prescribed, from time to time, by the State Board. (Moved from Page 49 11/10/09)

## Article 2 - Vice President

RULE 825. In the absence or inability of the President, the Vice President shall assume and perform his duties. When so acting, he shall have all the powers of, and be subject to, all the restrictions placed upon the President. He shall have such other powers and perform such other duties as may be prescribed for him from time to time by the President.

## Article 3 - State Secretary

RULE 830. The State Secretary shall keep, or cause to be kept, at the principal office of the Corporation or at such other place as the State Board may order, a book of minutes of all meetings of the State Board whether regular or special and, if special, detailed how organized, noticed, the names of those present, the presence of a quorum and the proceedings thereof.

RULE 831. The minutes of each meeting shall be published and distributed at the earliest possible date, but no later than 20 days after the meeting.

RULE 832. In the absence or inability of the President and Vice President, the State Secretary shall perform all of the duties of the President and Vice President.

RULE 833. The State Secretary shall mail, or cause to be mailed, notices of all State Board meetings to all members thereof at least 10 days prior to the date set.

RULE 834. Deleted. (Revised 1/9/01)

RULE 835. The State Secretary shall be responsible to the President for the dissemination of the decisions of the State Board.

RULE 836. The State Secretary has the responsibility for roll call at the State Board meetings. However, at the Annual Meeting the Chairman of Meeting Arrangements has charge of the seating and assists the Secretary with the roll call.

RULE 837. The State Secretary shall have such other powers and perform such other duties, not specifically delegated to the Assistant State Secretary, as may be prescribed by the President or the State Board. (Revised 11/14/06 effective 1/1/07)

RULE 838. The State Secretary shall keep, or cause to be kept, a register showing the name, address and telephone number of the State Officers, State Advisor, and Appointive Officer Assistants if any. (New 11/10/09)

RULE 839. The State Secretary shall maintain the master file for every Branch ever formed containing relatively important hard copy documents that come into his possession. (New 11/10/09)

#### Article 4 - Assistant State Secretary

RULE 840. The Assistant State Secretary shall function under the supervision of the State Secretary. (Revised 11/14/06 effective 1/1/07)

RULE 841. (Deleted 11/10/09)

RULE 842. (Deleted 11/10/09)

RULE 843. When a Branch has completed its Provisional status and the President has authorized the issuance of the charter, and a newly formed corporation is required, the Assistant State Secretary shall:

- a. Participate in the incorporation and California Tax Exemption procedures for the new Branch.
- b. Arrange with the Secretary of a newly Chartered Branch to obtain the Federal Employer Identification Number -- by filing Federal Form SS-4 -- which is required of all tax exempt corporations within the State of California; and arrange for the new Branch, after incorporation, to obtain the Federal Tax Exemption letter by filing Federal Forms 1024 and 8718.
- c. File the required report(s) with the Internal Revenue Service so as to retain the Group Exemption status for all of the Branches.

(Revised 4/6/10)

RULE 844. In the absence of the SIR State Secretary, the Assistant State Secretary shall assume and execute his duties in accordance with the Rules. (Revised 11/14/06 effective 1/1/07)

RULE 845. The Assistant State Secretary shall have such other powers and perform such other duties as may be authorized by the President or the State Board. (Revised 11/14/06 effective 1/1/07)

RULE 846. The Assistant State Secretary is responsible for the timely filing of the Form SI-100 on behalf of SIRinc and all of its Branches with the California Secretary of State, including making payment for the appropriate amount as designated on the form payable to the California Secretary of State. Upon completion, a copy shall be retained in the Assistant State Secretary's files for SIRinc. Notwithstanding Rule 816, the Assistant State Secretary shall be reimbursed for the expenses incurred in making payment to the California Secretary of State by submitting a Form 15 - Expense Claim Voucher for this amount, along with a receipt, directly to the State Treasurer. When payment was made by personal funds, the State Treasurer shall issue a check to reimburse the Assistant State Secretary within 5 days of receipt of the Expense Claim Voucher. (Revised 11/14/06 effective 1/1/07)

RULE 847. The filing of the Form SI-100 may be performed in batch quantities covering multiple Branches, for a specific period as may be deemed appropriate by the Assistant State Secretary in concert with the State Treasurer. Reimbursement of the filing fee will not be sought from the Branches. (Revised 11/14/06 effective 1/1/07)

(Article 5 - Rules 850 thru 855 - Deleted 11/14/06 effective 1/1/07)

(Article 5 - Rules 856 thru 861 - Deleted 11/14/06 effective 1/1/07)

Article 6 - State Treasurer

RULE 865. The State Treasurer shall keep and maintain, or cause to be kept and maintained, adequate accounts of the properties and financial transactions of the Corporation, including accounts of its assets, liabilities, receipts, disbursements and insurance matters.

**RULE 866. State Treasurer submittals.**

- a. **On or before December 15th the Treasurer Elect shall submit to the President elect for his consideration a draft annual budget based upon prior years' records and input from incoming Office Holders and Committee Chairmen, and the proposed amount of the annual branch assessment for the ensuing year. The President shall submit an annual budget and the amount of the proposed annual branch assessment to the Board of Directors for approval at the January meeting. The Board of Directors may revise the annual budget and the amount of the branch assessment as needed throughout the year. The current approved budget shall be posted on the sirinc.org web site in the "State Treasurer Reports" section. (Revised 4/16/01) (Revised 6/3/03) (Revised 11/13/12)**
- b. **December 31, March 31, June 30 and September 30 of each year the Treasurer shall invoice Chartered and Provisional Branches one quarter of the approved annual branch assessment in effect for that quarter. The amount to be invoiced for each SIR Member shall be determined by dividing the quarterly assessment by the total number of active SIR members, excluding Honorary Life Members, reported on Form 28 for the second month of the quarter preceding the invoice date. The amount to be invoiced each branch is determined by multiplying the amount per active member times the number of branch members reported on Form 28, excluding Honorary Life Members. Payment by each branch is due upon receipt of the invoice. (New 11/13/2012)**

RULE 867. The Treasurer shall deposit all funds and other valuables in the name of, and credit to, the Corporation with such depositories as may be designated by the State Board.

RULE 868. The Treasurer shall disburse funds as specified below:

- a. Payment of Expense Claim Vouchers as specified in Rule 38.
- b. Payment of SIR products, services or activities that are supported by receipts and the cost of which does not exceed \$1,500.00.
- c. **Payment of SIR products, services or activities in excess of \$1,500.00 that have received prior authorization in writing from the State Board, or in the case of an urgent situation in writing from the State Executive Committee. (Revised 11/13/12)**
- d. Regardless of the above, the State Treasurer has the authority to pay, upon presentation of invoices, insurance premiums in the amount annually negotiated by the SIR State Insurance Chairman even though it may exceed \$1,500.00. (Revised 11/13/07)

## Article 6 - State Treasurer (Continued)

**RULE 869.** The Treasurer shall file Income Tax Returns and any other forms required by Federal and California Taxing Authorities. He shall require and retain, for all tax documents, proof of delivery signed by representatives of the appropriate taxing authorities. Copies of the emails enclosing forms filed online shall be retained. Both forms of proof of delivery shall be retained as long as required by the taxing authorities. Filing instructions for specific documents are shown below:

- a. Form 199. The "California Exempt Organization Information Return", together with the appropriate filing fee shall be filed on or before May 15<sup>th</sup>. This "Group Return", includes information for all Chartered Branches regardless of annual Branch gross receipts.
- b. Form 990. The "Federal Return of the Organization Exempt from Income Tax" shall be filed annually by May 15<sup>th</sup> for the State Corporation only.
- c. Form RRF-1 shall be filed annually by April 15<sup>th</sup> with the California Attorney General.
- d. The Subordinate Corporation listing shall be filed annually by August 31<sup>st</sup> with the IRS.
- e. Form 990N shall be filed annually by May 15<sup>th</sup> in electronic format for every Subordinate SIR corporation (branch).

(Revised 11/13/12)

**RULE 870** On or before the 10<sup>th</sup> of each month the Treasurer shall deliver Profit and Loss and Balance Sheet reports for the current month and year to date to each State Board Member, and post these reports on the sirinc.org web site in the "State Treasurer Reports" Section. These reports shall show comparisons to the approved annual budget.

(Revised 11/13/07) (11/13/12)

**RULE 871.** The Treasurer shall have such other powers and perform such other duties as may be authorized by the President or the State Board.

## Article 7 - Assistant State Treasurer

RULE 875. The Assistant State Treasurer shall assist in maintaining State Board Financial Records and in the absence of the Treasurer shall assume his duties in accordance with the Rules.

RULE 876. The Assistant State Treasurer shall have such other powers and perform such other duties as may be authorized by the President or the State Board.

## Article 8 - Regional Director

RULE 880. The Regional Director is responsible, acting through the Area Governors, to implement liaison between the State Board and the President and the Branches within his Region.

RULE 881. The Regional Director is responsible for the conduct of the activities of the Branches within his Region in accordance with the Articles of Incorporation, Bylaws, Standing Rules and directives of the State Board and the President, with due consideration being given to appropriate guidelines as approved by the President.

RULE 882. The Regional Director has the authority, subject to an appeal to the President, to suspend any activity of a Branch within his Region which he finds to be in violation of the Corporate Articles of Incorporation, Corporate Bylaws, Standing Rules, or the Branch Bylaws.

The Regional Director shall give the offending Branch written notice of the violation and such reasonable time as may be appropriate under the circumstances to correct the deficiency.

RULE 883. The Regional Director should meet with the Area Governors in his Region within two weeks after each meeting of the State Board of Directors, unless those Area Governors were in attendance at that meeting, and at such other times as he may deem necessary or desirable to carry out his duties and responsibilities. (Revised 3/25/97)

RULE 884. In addition to his normal duties, the Regional Director, in the extended absence of an Area Governor or when the Area Governor position is vacant, shall receive and act for the Area Governor on specific reports or correspondence and SIR forms normally directed to the Area Governor. (New 6/10/08)



## Article 9 - Area Governor

RULE 890. It is the responsibility of the Area Governor to see that all Branches are operating in accordance with the provisions of the Bylaws and the Standing Rules.

RULE 891. The Area Governor is the liaison officer, acting through his Regional Director, between the Branches of his Area and the President.

RULE 892. The Area Governor shall assist the Regional Director in carrying out his responsibilities and representing the interests of the Branches before the State Board.

RULE 893. The Area Governor cannot commit Sons In Retirement, Inc. or the State Board in any manner by directing any act or omission in the absence of specific authority set forth in the Bylaws or Standing Rules or as specifically directed by the State Board or the President.

RULE 894. The Area Governors shall attend Branch Executive Committee meetings as necessary and be available for counseling with Branch Officers.

RULE 895. The Area Governor shall hold an Area meeting, within two weeks following the Regional Directors meeting, with the Officers of each Branch as necessary. (Revised 3/25/97)

RULE 896. The Area Governor may appoint an Area Chairman for any activity such as Travel, Speakers Exchange, Golf, Bowling, etc, as may be deemed appropriate to facilitate the conduct of SIR activities beyond the Branch level. (Revised 6/8/10)

RULE 897. The Area Governor shall have such other powers and perform such other duties as may be prescribed by the President or the State Board.

RULE 898. The Area Governor for the next year shall attend an annual training session each year. The session shall focus on explaining and highlighting the role of an Area Governor, and train him to conduct an annual training session in the current year for incoming Branch Officers. (New 11/13/07)

### PART 3 - GENERAL PROVISIONS

RULE 915. The State Board shall keep in its principal office, or such other place as it may prescribe, the original or copy of the Bylaws as amended to date, certified by the Secretary, which shall be open to inspection by the members at all reasonable times during office hours.

RULE 916. All checks, drafts and other orders for payment of money, notes or other evidence of indebtedness, issued in the name of, or payable to the Corporation, shall be signed or endorsed by such person or persons and in such manner as from time to time, shall be determined by a resolution of the State Board.

RULE 917. The State Board may authorize any officer to execute any contract or other instrument in the name of the Corporation. Such authority may be general or confined to specific instances. Unless so authorized by the State Board, no officer, employee or member shall have authority to bind the Corporation by any contract or agreement, or pledge its credit to render it liable for any purpose or of any amount.

RULE 918. No member of this Corporation shall receive any compensation or fee for his services, but may be reimbursed for expenses incurred and paid for in connection with authorized duties or services on behalf of the Corporation, and may, when authorized, receive free or reduced fare passage in connection with tours and trips.

RULE 919. (Deleted 11/14/06)

RULE 920. (Deleted 11/15/05)

RULE 921. (Deleted 11/15/05)

RULE 922. An amount necessary to pay general administration and promotional expenses may be included in the fee or fare charged participants for a special activity conducted by or for the State or a committee thereof. The charge for each participant shall not be more than two dollars (\$2.00) per day or ten dollars (\$10.00) in the aggregate, whichever is the lesser. Except as otherwise specifically provided in the Standing Rules, these funds shall be paid into the State Treasury.  
(Revised 1/15/99)

RULE 923. No proposal involving a change in the organizational structure of Sons In Retirement, Inc. or its Branches shall be submitted to the Branches without the approval of the State Board.  
(Moved from Page 57 - 11/15/05)

## PART 4 - SIR WEBSITES

RULE 950. "SIR Website" refers to any website on the Internet that uses the name Sons In Retirement and/or the SIR logo. Any use of the copyrighted SIR logo must be in accordance with Rule 20 in the SIR Manual.

RULE 951. No text or image in a SIR Website shall include any profanity or immoral subject matter.

RULE 952. No advertising for or other mention of any product, service, specific religious denomination, political preference, affiliation, group, or organization other than the SIR is to be listed on any SIR Website.

RULE 953. Acknowledgment of a sponsoring ISP (Internet Service Provider) for a SIR Website is permitted. Said acknowledgment may include the name and location of the sponsoring ISP and shall be placed at the bottom of the last page of the Website. The acknowledgment shall not contain words such as "Click here for link to XXX". (A link to the sponsoring ISP is permissible but only by the process of a hand appearing when the cursor is moved over the ISP name.)

RULE 954. No SIR Website shall have a link to another website that has material that contains material prohibited by the Standing Rules.

RULE 955. Any link to a non-SIR website must contain a clear statement that the browser (user) is leaving the SIR Website and that SIR is not responsible for any material found in/on any linked site beyond an official SIR Website.

RULE 956. The SIR websites are supervised by the Information Systems Committee whose members are appointed by the President. (New 9/9/03)

RULE 957. SIR websites are intended to impart information concerning the organization. The primary website, [www.sirinc.org](http://www.sirinc.org), shall contain information of a general nature which is easily available to the public. It shall not contain names or addresses of individual SIR members. It shall contain a method whereby a viewer can communicate directly with a designated SIR member in order to promote SIR to interested persons. It may be found by use of a search engine. (New 9/9/03)

RULE 958. A second website can be accessed through [sirinc.org](http://sirinc.org) and then click on Documents, and is intended primarily for SIR members. It shall contain information largely of interest only to members. It is available directly or by a link from the Primary website. It may contain names, such as authors of documents, without the approval of the individual. It may contain names and addresses of individuals, such as recipients of activity applications, but only with the prior approval of the individual(s). Data in this website cannot be accessed by means of a search engine.  
(Revised 11/13/07)

RULE 959. A third website contains names and addresses of SIR members. Documents such as the SIR State Roster are located on this website but can only be accessed by using a password obtained from a Branch Email Contact. (New 9/9/03)

BRANCH  
ARTICLES OF INCORPORATION

I

The name of this corporation shall be SONS IN RETIREMENT,  
\_\_\_\_\_ BRANCH NO. \_\_\_\_\_, INCORPORATED

II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public purposes.

B. The specific purpose of this corporation is to operate an organization for the enjoyment of its members as a means of promoting the objective of Sons In Retirement, Incorporated, the meeting of civic need by providing for the welfare of retired men from all walks of life in their pursuit of a common goal, the enjoyment of their later years with dignity and pride, by assisting these senior citizens in renewing former friendships and associations and providing them an opportunity to make new friends through association with other retired men who also face the particular problems that confront men upon their retirement. The assets of the organization are irrevocably dedicated to the foregoing purpose.

III

This corporation is organized and operated exclusively for social welfare purposes within the meaning of Section 501(c)(4) of the Internal Revenue Code, or Section 23701f of the Revenue and Taxation Code.

IV

The property of this corporation is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for social welfare purposes and which has established its tax exempt status under Section 501(c)(4) of the Internal Revenue Code.

This corporation elects to be governed by all the provisions of the Nonprofit Corporation Law of 1980 not otherwise applicable to it under part 5 thereof.

The name of the existing unincorporated association, now being incorporated by the filing of these articles is SONS IN RETIREMENT, \_\_\_\_\_  
\_\_\_\_\_.

DATED:

\_\_\_\_\_  
(Signature of Incorporator)

\_\_\_\_\_  
(Typed Name of Incorporator)

- - - - -

DECLARATION

\_\_\_\_\_ and \_\_\_\_\_ declare  
(President) (Secretary)

under penalty of perjury that they are the President and Secretary, respectively, of SONS IN RETIREMENT, \_\_\_\_\_  
\_\_\_\_\_, the unincorporated association referred to in the Articles of Incorporation to which this declaration is attached, and that said association has duly authorized its incorporation by means said articles.

Executed at \_\_\_\_\_ on \_\_\_\_\_  
(city and state) (date)

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Secretary)

For Branches Incorporated  
after 1-1-80 whose Articles  
of Incorporation have been  
amended

BRANCH  
ARTICLES OF INCORPORATION

I

The name of this corporation shall be SONS IN RETIREMENT,  
\_\_\_\_\_ BRANCH NO. \_\_\_\_\_, INCORPORATED

II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public purposes.

B. The specific purpose of this corporation is to operate an organization for the enjoyment of its members as a means of promoting the objective of Sons In Retirement, Incorporated, the meeting of civic need by providing for the welfare of retired men from all walks of life in their pursuit of a common goal, the enjoyment of their later years with dignity and pride, by assisting these senior citizens in renewing former friendships and associations and providing them an opportunity to make new friends through association with other retired men who also face the particular problems that confront men upon their retirement. The assets of the organization are irrevocably dedicated to the foregoing purpose.

III

This corporation is organized and operated exclusively for social welfare purposes within the meaning of Section 501(c)(4) of the Internal Revenue Code, or Section 23701f of the Revenue and Taxation Code.

IV

The property of this corporation is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment or provision for payment of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for social welfare purposes and which has established its tax exempt status under Section 501(c)(4) of the Internal Revenue Code.

The name of the existing unincorporated association, now being incorporated by the filing of these articles is SONS IN RETIREMENT, \_\_\_\_\_  
\_\_\_\_\_.

DATED:

\_\_\_\_\_  
(Signature of Incorporator)

\_\_\_\_\_  
(Typed Name of Incorporator)

-----  
DECLARATION

\_\_\_\_\_ and \_\_\_\_\_ declare  
(President) (Secretary)

under penalty of perjury that they are the President and Secretary, respectively, of SONS IN RETIREMENT, \_\_\_\_\_  
\_\_\_\_\_, the unincorporated association referred to in the Articles of Incorporation to which this declaration is attached, and that said association has duly authorized its incorporation by means said articles.

Executed at \_\_\_\_\_ on \_\_\_\_\_  
(city and state) (date)

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Secretary)

For Branches Incorporated after 1-1-80 whose Articles of Incorporation have been amended

BRANCH  
ARTICLES OF INCORPORATION

I

The name of this corporation is SONS IN RETIREMENT, \_\_\_\_\_  
\_\_\_\_\_ INCORPORATED.

II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public purposes.

B. The specific purpose of this corporation is to operate an organization for the exclusive enjoyment of its members as a means of promoting the objective of Sons In Retirement, Incorporated, the meeting of civic need by providing for the welfare of retired men from all walks of life in their pursuit of a common goal, the enjoyment of their later years with dignity and pride, by assisting these senior citizens in renewing former friendships and associations and providing them an opportunity to make new friends through association with other retired men who also face the particular problems that confront men upon their retirement. The assets of the organization are irrevocably dedicated to the foregoing purpose.

III

The name and address in the State of California of this corporation's initial agent for service of process is: Lee Duffield, 466 Floral Way, Rohnert Park, California 94928

IV

This corporation is organized and operated exclusively for social welfare purposes within the meaning of Section 501(c)(4) of the Internal Revenue Code, or Section 23701f of the Revenue and Taxation Code.

V

The property of this corporation is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment or provision for payment of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for social welfare purposes and which has established its tax exempt status under Section 501(c)(4) of the Internal Revenue Code.



The name of the existing unincorporated association, now being incorporated by the filing of these articles is SONS IN RETIREMENT, \_\_\_\_\_

DATED:

\_\_\_\_\_  
(Signature of Incorporator)

\_\_\_\_\_  
(Typed Name of Incorporator)

-----

DECLARATION

\_\_\_\_\_ and \_\_\_\_\_ declare  
(President) (Secretary)

under penalty of perjury that they are the President and Secretary, respectively, of SONS IN RETIREMENT, \_\_\_\_\_, the unincorporated association referred to in the Articles of Incorporation to which this declaration is attached, and that said association has duly authorized its incorporation by means said articles.

Executed at \_\_\_\_\_ on \_\_\_\_\_  
(city and state) (date)

\_\_\_\_\_  
(President)

\_\_\_\_\_  
(Secretary)

CERTIFICATE OF AMENDMENT  
OF  
ARTICLES OF INCORPORATION

\_\_\_\_\_ AND \_\_\_\_\_ certify that:

1. They are the president and the secretary, respectively, of SONS IN RETIREMENT, \_\_\_\_\_ INCORPORATED, a California corporation.
2. The numbered articles of the articles of incorporation of this corporation following Article I are amended to read as follows:

II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public purposes.

B. The specific purpose of this corporation is to operate an organization for the enjoyment of its members as a means of promoting the objective of Sons In Retirement, Incorporated, the meeting of a civic need by providing for the welfare of retired men from all walks of life in their pursuit of a common goal, the enjoyment of their later years with dignity and pride, by assisting these senior citizens in renewing former friendships and associations, and affording them an opportunity to make new friends through association with other retired men who also face the particular problems that confront men upon their retirement. The assets of the corporation are irrevocably dedicated to the foregoing purpose.

III

This corporation is organized and operated exclusively for social welfare purposes within the meaning of Section 501(c)(4) of the Internal Revenue Code, or Section 23701f of the Revenue and Taxation Code.

IV

The property of this corporation is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for social welfare purposes and which has established its tax exempt status under Section 501(c)(4) of the Internal Revenue Code.

3. Any and all other numbered Articles are deleted.
4. The foregoing amendment of articles of incorporation has been duly approved by the board of directors.
5. The foregoing amendment of articles of incorporation has been duly approved by the required vote of all the members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE:

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For amending Branch  
Articles of Incorporation  
(A different form is available  
for Branch name changes)

## DIVISION 2 - BRANCH BYLAWS

### Article 1 - General

Section 1. The purpose of a Branch of Sons In Retirement, Incorporated, is to operate a public benefit organization providing for the welfare of retired men from all walks of life who are pursuing a common goal, namely, the enjoyment of their later years with dignity and pride, by assisting these senior citizens to renew former friendships and associations and affording them an opportunity to make new friends through association with other retired men who also face the particular problems that confront men upon their retirement.

### Article 2 - Definitions

Section 5. As used herein, the terms "Corporation" and "Corporate" refer to the State organization of Sons In Retirement, Incorporated.

Section 6. As used herein, the term "Standing Rules" means rules adopted by the State Board of Directors.

Section 7. As used herein, the term "Regulation" means an action by the Branch Executive Committee to govern the Branch.

Section 8. The operation of a Branch and its activities shall conform to the provisions of the Standing Rules.

## DIVISION 2 - BRANCH BYLAWS (Continued)

### Article 3 - Membership

Section 15. Membership shall be open to men retired from full time gainful occupation, regardless of age, race, color or religion. (Revised 8/2/93)

Section 16. An active member has the right to vote on all matters before the Branch membership for decision, and to hold Branch and State office.

Section 17. Membership shall require no dues or initiation fees, but members may make contributions at luncheon meetings to defray necessary expenses of the Branch and to meet Corporate assessments.

Section 18. To maintain his membership, a member must attend his Branch meetings as required by the Standing Rules.

Section 19. The breach of any Standing Rule, Bylaw or Regulation, or refusal to conform thereto, may be cause for membership termination, expulsion or suspension.

Section 20. The procedure for effecting the termination, expulsion or suspension, after due notice and opportunity to be heard, shall be as prescribed in the Standing Rules.

### Article 4 - Officers

Section 25. Officers of the Branch are the Big Sir, Little Sir, Branch Secretary, Assistant Branch Secretary, Branch Treasurer, Assistant Branch Treasurer, and from two to six Directors, all elected from the active membership each year to serve for the ensuing calendar year and until their successors have been elected and qualified.

Section 26. A vacancy in any Branch office shall be filled by an active member selected by the members of the Branch Executive Committee.

### Article 5 - Officer Responsibility

Section 30. In accepting a Branch office, a member assumes responsibility to be bound by the Corporate Bylaws and Standing Rules and the Branch Bylaws and Regulations.

## DIVISION 2 - BRANCH BYLAWS (Continued)

### Article 6 - Meetings

Section 35. A Branch shall hold regular monthly luncheon meetings at the time and places designated by the Big Sir with the approval of the Branch Executive Committee, as set forth in information supplied to the members of the Branch. (Rev 2/12/01 Section 5 changed to 35)

Section 36. Special meetings of the officers or members may be held at the discretion of the Big Sir. Notice of special meetings shall be mailed to the members involved at least five days in advance of the date set.

### Article 7 - Executive Committee

Section 40. The Big Sir, Little Sir, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and the Directors shall constitute the Branch Executive Committee.

Section 41. The Branch Executive Committee is empowered to formulate regulations governing the procedures applicable to the Branch not otherwise provided in the Standing Rules, and not in conflict therewith.

Section 42. Only members of the Branch Executive Committee may make and second motions at an Executive Committee meeting and have the right to vote on such motions.

Section 43. Subject to the supervisory responsibilities of the State Board of Directors, the activities and affairs of the Branch shall be conducted and all powers shall be exercised by or under the direction of the Branch Executive Committee.

Section 44. The Branch Executive Committee may delegate the management of such activities to any member or members of the Branch, or committee thereof, provided that such activities shall be exercised under the direction and be the full responsibility of the Executive Committee.

**Section 45 A Branch Executive Committee (BEC) quorum for its meetings shall consist of a majority of all its BEC members. (New 8/6/12)**

### Article 8 - Committees

Section 50. The Big Sir shall appoint committee chairmen and members to conduct the administrative details and records of membership, attendance and various Branch activities, to serve at the pleasure of the Big Sir.

## DIVISION 2 - BRANCH BYLAWS (Continued)

### Article 9 - Amending the Bylaws

Section 55. Deleted. (Revised 8/6/01)

Section 56. A proposal to amend the Branch Bylaws in any given year shall be submitted to the President through the chain of corporate communications in such reasonable time, prior to the Annual Meeting, as set forth by the President to permit its review and consideration by the appropriate committees and the State Board of Directors.

Section 57. If the President finds the proposed amendment to be in the best interest of the Corporation, he shall cause to be circulated to each voting member and chartered Branch, not less than 30 days before the Annual Meeting, a copy of the proposed amendment and notice of voting thereon at the Annual Meeting. (Revised 8/7/00)

Section 58. The State Secretary shall include on the agenda for the Annual Meeting, proposed amendments to the Branch Bylaws, as directed by the President.

Section 59. If a proposed amendment is approved by two-thirds of those present and entitled to vote at the Annual Meeting, all Branch Bylaws shall be amended, even though one or more Branches did not vote favorably thereon.

Section 60. The revised Branch Bylaws approved by the State Board of Directors on August 5, 1991 and adopted at the Annual Meeting on December 2, 1991 became effective January 1, 1992. The date on which each provision is thereafter amended or added shall be indicated parenthetically at the end of the section so affected.

ENDORSED  
FILED

In the office of the Secretary of State

CERTIFICATE OF AMENDMENT  
OF  
ARTICLES OF INCORPORATION

NOV 26 1990

MARCH FONG EU, Secretary of State

HARRY E. ESTES AND GORDON G. NEVIS certify that:

1. They are the president and the first assistant secretary, respectively, of SONS IN RETIREMENT, INCORPORATED, a California Corporation.
2. Articles II, III, IV, and V, of the articles of incorporation of this corporation are amended to read as follows:

II

A. This corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public purposes.

B. The specific purpose of this corporation is to provide for the welfare of retired men from all walks of life who are pursuing a common goal, the enjoyment of their later years with dignity and pride, by assisting these senior citizens to renew former friendships and associations, and affording them an opportunity to make new friends through association with other retired men who also face the particular problems that confront men upon their retirement. The assets of the corporation are irrevocably dedicated to the foregoing purpose.

C. The purpose of this corporation shall be effected through authorizing the incorporation of branches using the term "Sons In Retirement, Incorporated", as part of the corporate name and by formulating and promulgating bylaws and rules and procedures as, in the opinion of the board of directors of this corporation, are necessary, expedient, or appropriate to the accomplishment of such purpose and are consistent with the laws of the State of California under which the corporation is formed.

III

This corporation is organized and operated exclusively for social welfare purposes within the meaning of Section 501(c)(4) of the Internal Revenue Code, or Section 23701f of the Revenue and Taxation Code.

IV

The property of this corporation is irrevocably dedicated to social welfare purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for social welfare purposes and which has established its tax exempt status under Section 501(c)(4) of the Internal Revenue Code.



This corporation elects to be governed by all the provisions of the Nonprofit Corporation Law of 1980, not otherwise applicable to it under part 5 thereof.

3. Article VI is deleted.
4. The foregoing amendment of articles of incorporation has been duly approved by the board of directors.
5. The foregoing amendment of articles of incorporation has been duly approved by the required vote of all the members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: November 26, 1990

(Original signed by Harry E. Estes)  
HARRY E. ESTES, PRESIDENT

(Original signed by Gordon G. Nevis)  
GORDON G. NEVIS  
FIRST ASSISTANT SECRETARY



Department of the Treasury  
Internal Revenue Service

FRESNO, CA 93888

In reply refer to: 8916603779  
May 10, 1994 LTR 1169C N  
94-6117562 0000 00 000  
07727

SONS IN RETIREMENT INCORPORATED  
% AL WALTON  
3847 ROBERTSON AVE  
SACRAMENTO CA 95821-3805478

Employer Identification Number: 94-6117562  
Group Exemption Number: 4173  
Name of Organization: as above  
Tax Period: Dec. 31, 1994  
Form: SGRI

Dear Taxpayer:

The Group Exemption Number (GEN) we assigned to you is 4173. Please give this number to your subordinates because they'll have to include the GEN on any forms the law requires exempt organizations to file. It's also important that whenever you or your subordinates contact us, you include you GEN as well as your Employer Identification Number (EIN).

If you have any questions about this letter, please write us at the address shown on this letter. If you prefer, you may call the IRS telephone number listed in your local directory. An employee there may be able to help you, but the office at the address shown on this letter is most familiar With your case.

Whenever you write, please include your telephone number, the hours you can be reached, and this letter. You may also want to keep a copy of this letter for your records.

Your Telephone Number ( ) \_\_\_\_\_  
\_\_\_\_\_ Hours \_\_\_\_\_ We apologize for any inconvenience we  
may have caused you, and thank you for your cooperation.

Sincerely yours,

G. L. Joly  
Chief, Inquiry and Support Section

Enclosure(s):  
Copy of this letter

## DIVISION 2 - CORPORATE BYLAWS

### Article 1 - Purpose

Section 100. The purpose of the Corporation is to provide a governing entity which, through its Board of Directors, will manage the Organization to assure uniformity of administration and operation of the Chartered Branches in furtherance of the objectives of Sons In Retirement, Incorporated: the providing for the welfare of the retired men from all walks of life who are pursuing a common goal, the enjoyment of their later years with dignity and pride by assisting these senior citizens in renewing former friendships and associations, and affording them an opportunity to make new friends through association with other retired men who also face the particular problems that confront men upon their retirement.

### Article 2 - Geographical Limitations

Section 110. The activities of the Corporation in the formation of Branches, and in the acceptance of members therein, shall be confined to the northern portion of the State of California that lies within the geographical limitations; north of the southernmost boundaries of the counties of Inyo, Kern and San Luis Obispo, and including the metropolitan area of Santa Maria.

### Article 3 - Definitions

Section 120. As used herein, the term "Corporation" means the State Organization incorporated under the laws of the State of California as "Sons In Retirement, Incorporated."

Section 120.5. As used herein the term "State Officer" and the term "Corporate Officer" shall mean an officer of the Corporation. (New 8/7/95)

Section 121. As used herein, the term "State Board" means the Board of Directors of the Corporation.

Section 122. As used herein, the term "Standing Rules" means the rules governing the Corporation and the Branches adopted by the State Board.

## DIVISION 2 - CORPORATE BYLAWS (Continued)

### Article 4 - Membership

Section 130. Membership of the Corporation shall consist of the President, Vice President, State Secretary, State Treasurer, Assistant State Secretary, Assistant State Treasurer, Regional Directors, Area Governors, Big Sirs of the Chartered Branches and Past Presidents.  
(Revised 8/7/06 effective 1/1/07)

Section 131. All Members of the Corporation shall be entitled to vote at the Annual Meeting in the election of the President, Vice President, State Secretary, State Treasurer, Assistant State Secretary and Assistant State Treasurer, and on amendments to the Corporate and Branch Bylaws.  
(Revised 8/7/06 effective 1/1/07)

Section 132. Membership requires no dues or initiation fees. Authorized expenses of the Corporation shall be defrayed through the assessment of Chartered and Provisional Branches on a pro rata membership basis as well as through other sources approved by the State Executive Committee.  
(Revised 8/4/03)

Section 133. The conferring of Honorary Life Membership is reserved to the State Board.  
(Revised 8/4/03)

Section 134. An Honorary Life Membership in the Branch of his choice shall be conferred upon each Past President. (Revised 8/4/03)

(Sections 130 and 131 edited 11/14/06)

## DIVISION 2 - CORPORATE BYLAWS (Continued)

### Article 5 - Officers

Section 140. The Officers of the Corporation are the President, Vice President, State Secretary, State Treasurer, Assistant State Secretary, Assistant State Treasurer, Regional Directors and Area Governors. (Revised 8/7/06 effective 1/1/07)

Section 141. The President, Vice President, State Secretary, State Treasurer, Assistant State Secretary, Assistant State Treasurer, and eight or more Regional Directors as specified in the Standing Rules, shall constitute the State Board and shall have voting rights on all matters before the Board. (Revised 8/7/06 effective 1/1/07)

Section 142. Only members of the State Board shall be entitled to vote on matters to be determined by the State Board.

Section 143. All State officers except Regional Directors and Area Governors shall be elected at the Annual Meeting of the Corporation. (Revised 8/7/95)

Section 144. Each Regional Director shall be elected for the ensuing calendar year by the Governors of the Area comprising the Region, as provided in the Standing Rules.

Section 145. A Regional Director shall not serve concurrently as an Area Governor or any other elected State office.

Section 146. Each Area Governor shall be elected for the ensuing calendar year by the Big Sirs and Little Sirs of the Branches within the Area as provided in the Standing Rules.

Section 147. An Area Governor shall not serve concurrently in any other elected State office.

Section 148. Except as otherwise provided herein, a regularly elected Officer of the Corporation shall serve for one calendar year and until his successor is elected and installed. If an officer is appointed or elected after a calendar year commences to any office for the remainder of such year, such year shall not be counted in applying any term limit. (Revised 8/4/03)

Section 149. Duties of State Officers shall be as prescribed in the Standing Rules.

(Sections 140 and 141 edited 11/14/06)

## DIVISION 2 - CORPORATE BYLAWS (Continued)

### Vacancies in Office

Section 150. A vacancy in the office of the President shall be filled by the Vice President. A vacancy in the office of any other State Officer, except Regional Director or Area Governor, shall be filled by a majority vote of the Board. (Revised 8/7/95)

Section 151. A vacancy in the office of Regional Director shall be filled by a majority vote by the Area Governors of the Region at a meeting called and presided over by the Area Governor of the lowest numbered Area in the Region. A vacancy in the office of Regional Director shall be filled as soon as possible.

Section 152. In the temporary absence of a Regional Director, the Regional Director may appoint a present or past Area Governor to serve during his absence. The appointee shall have all the powers of the Regional Director.

Section 153. In the event the Regional Director is unable to make this appointment, the Area Governors of his Region shall select, by a majority vote, a qualified past or present Area Governor to serve during his absence.

Section 154. A vacancy in the office of Area Governor shall be filled by a majority vote of the Big Sirs and Little Sirs of the Area at a meeting called and presided over by the Big Sir of the Branch of which the Area Governor vacating the office was a member. A vacancy in the office of Area Governor shall be filled as soon as possible.

Section 155. In the temporary absence of an Area Governor, the Area Governor may appoint a past or present Big Sir of his Area to serve during his absence. The appointee shall have all the powers of the Area Governor.

Section 156. In the event the Area Governor is unable to make this appointment, the Regional Director for the Region in which the Area is located shall make the appointment after consultation with the Big Sirs in the Area.

## DIVISION 2 - CORPORATE BYLAWS (Continued)

### Removal from Office

Section 160. Any corporate officer, except a Regional Director or Area Governor, after notice and hearing as provided herein, may be removed from office by two-thirds affirmative vote of the State Board at a regular meeting or at a special meeting called for that purpose by the President or called upon a petition to the State Secretary signed by a majority of the members of the State Board.

Section 161. A Regional Director, after notice and hearing as provided herein, may be removed from office by a two-thirds affirmative vote of the Area Governors in the territory that comprises the Region that the Regional Director represents. In the event that there are less than three Areas in the Region, removal shall require the affirmative vote of all Area Governors in the Region.  
(Revised 8/2/04)

Section 162. An Area Governor, after notice and hearing as provided herein, may be removed from office by a two-thirds vote of the Big Sirs and Little Sirs of the chartered Branches which comprise the Area which the Area Governor represents.

## DIVISION 2 - CORPORATE BYLAWS (Continued)

### Procedures for Removal

Section 165. Upon the finding by the State Board that any State Officer, other than a Regional Director or an Area Governor, has breached or refused to conform to, any Standing Rule, Bylaw or Presidential directive, or is, or has been, engaging in a course of action determined to be inimical of the best interest of Sons In Retirement, Incorporated, the question as to whether the membership of the officer should be terminated or suspended shall be placed before the State Board at the next scheduled meeting or at an earlier meeting called for that purpose. (Revised 8/2/04)

Section 166. Upon the finding of a Regional Director's breach of any Rule, Bylaw or Presidential Directive, or refusal to conform thereto, by any one of the Area Governors in his Region, or if the State Board through the President advises the Area Governor in which the Regional Director's Branch is located, that a transgression has taken place, the Area Governor so notified shall call a meeting of the Area Governors of that Region to determine if the membership of the Regional Director shall be terminated or suspended. In the event that there are less than three Areas in the Region, removal shall require the affirmative vote of all Area Governors in the Region. (Revised 8/2/04)

Section 167. If the Executive Committee of a Branch finds that its Area Governor has breached any Rule, Bylaw or Presidential Directive, or has refused to conform thereto, a special meeting of the Big Sirs and Little Sirs of the Branches in the Area shall be called and conducted by the Regional Director of the Region in which the Area is located, to determine by majority vote whether the membership of the Area Governor should be terminated or suspended. Such a meeting will be called by the Regional Director if the State Board through the President advises the Regional Director of the Region in which the Area Governor is a member, that such a transgression has occurred. The Regional Director shall have no vote in the matter except to break a tie.

Section 168. Notice of a meeting to consider the suspension or termination of membership of a State officer shall:

- a. Give the reasons for the action being taken.
- b. Notify the officer of his right to be heard, either by appearance or in writing, at least five days before the hearing.
- c. Specify the date, time and place of the meeting.
- d. Be delivered either personally or by first class mail sent to the last known address of the member shown on the Branch or State Board records.



## DIVISION 2 - CORPORATE BYLAWS (Continued)

### Article 6 - Meetings

#### General

Section 180. The President shall preside at the Annual Meeting and at all meetings of the State Board. In the absence of the President, the Vice President shall preside.

Section 181. If the President is unable, or refuses to act, the Vice President shall act in his behalf.

**Section 182. A quorum for Annual Meetings shall consist of a majority of all Members of the Corporation. (Revised 8/7/00, 8/6/12)**

#### Annual Meeting

Section 184. There shall be an Annual Meeting on the first Monday in August, at a time and place set by the State Board for the purpose of electing corporate officers, acting upon proposed changes in the Branch and Corporate Bylaws which have been circulated to all Branches not less than 30 days prior to the meeting and such other business as is specified in the agenda for the meeting. (Revised 8/7/00)

Section 185. The Annual Meeting shall have in attendance the Members of the Corporation, each of whom shall have one vote; provided, that in the case of a Big Sir who cannot attend the meeting, the Branch Executive Committee shall appoint an alternate from the elected officers of the Branch who shall be entitled to vote in the stead of the Big Sir.

Section 186. The minutes of the Annual Meeting may be approved at the next meeting of the State Board. (Revised 8/2/04)

**Section 187 Voting for election of State Officers at Annual Meetings shall be by secret ballot, provided, that for any office with one nominee, voting may be by voice or by show of hands. For three or more nominees for an office, the candidate receiving the largest number of votes (a plurality) shall be elected. (New 8/6/12)**

#### Regular and Special Meetings

**Section 187.1 A quorum for State Board meetings shall consist of a majority of all Board members. (New 8/6/12)**

Section 188. The regular meetings of the State Board shall be held on such dates as may be specified by the State Board in the Standing Rules, at which time the Board may consider and act on all such matters as may properly come before it.

Section 189. Special meetings of the State Board shall be held at the call of the President and upon written petition to the State Secretary by a majority of the members of the State Board.

Section 190. Notification for regular and special meetings of the State Board shall be mailed by the State Secretary to the members of the Board and such other individuals as may be designated by the President.

Section 191. Meetings, other than those otherwise covered in this Article, may be called at the discretion of the President.

## DIVISION 2 - CORPORATE BYLAWS (Continued)

### Article 7 - Powers of the State Board

Section 200. Subject to the limitations expressed in the corporate Articles of Incorporation and the General Non-Profit Public Benefit Corporation Law of California, the State Board shall have and exercise the powers set forth in this Article.

Section 201. The State Board may adopt such Standing Rules, not inconsistent with the Corporate Articles of Incorporation and the Corporate Bylaws, as it deems necessary or desirable to further the purposes of Sons In Retirement, Incorporated.

Section 202. The State Board may adopt, make and use a corporate seal and alter the form of the seal.

Section 203. The State Board may grant and issue charters to Branches established under the authority of this corporation and may institute proceedings to revoke or suspend said charters. The authority to grant and issue charters may be delegated to the President.

Section 204. The State Board may cooperate with groups outside the geographical boundaries of the Corporation by providing assistance and advice as to the steps to be taken in organizing branches and in establishing requirements for acceptance for membership of individual applicants, in the formation of corporations similar to Sons In Retirement, Incorporated. No legal responsibility or financial obligation on the general funds of the treasury of this corporation shall result from providing such assistance and advice.

## DIVISION 2 - CORPORATE BYLAWS (Continued)

### Article 8 - Committees

#### State Executive Committee

Section 220. There shall be a State Executive Committee composed of the President as Chairman, the Vice President, the State Secretary and the State Treasurer. The State Advisor shall meet with and advise the Committee. The Committee shall meet at the call of the President concerning matters requiring his attention.

The President, upon recommendation of the State Executive Committee, is authorized to consummate any matter which is not required to be acted upon by the State Board.

Section 221. If the State Executive Committee determines that the best interests of the Corporation require an immediate change in the Standing Rules, it may adopt a temporary change in the Standing Rules which will become effective upon notification of those affected by the change and remain in effect only until the next regular or special meeting of the State Board.

Section 222. While in effect, temporary changes in the rules adopted by the State Executive Committee shall have the same force and effect as if adopted by the State Board.

Section 223. The State Executive Committee shall report to the State Board through the President concerning matters of consequence considered by the Committee and the disposition thereof; provided, that nothing contained in this section shall be construed as limiting the duties and responsibilities of any Committee.

#### State Standing Committees

Section 224. Standing Committees are the Committees established by a Corporate Bylaw. Committees not so named will not be considered as a Standing Committee. (Revised 8/7/00)

Section 225. The following are the established Standing Committees. The President shall appoint a Chairman for each committee and the actions and makeup of each committee shall be governed by terms of the applicable Standing Rule or Bylaw.

1. Sons In Retirement Amateur Radio Club (SIRARC)
2. State Golf Committee
3. State Bowling Committee
4. State Recreational Vehicle (RV) Committee
5. Information Systems Committee (INFOSYS)
6. Growth and Membership Committee
7. State Travel Committee
8. Rules Committee
9. State Audit Committee
10. Nominating Committee
11. President's Advisory Committee
12. State Insurance Committee

(Revised Item 6 and added Item 12 - 8/6/07)

DIVISION 2 - CORPORATE BYLAWS (Continued)

Section 230 to 233 Deleted. (Revised 8/6/01) (Effective 1/1/02)

DIVISION 2 - CORPORATE BYLAWS (Continued)

Section 240 through 251 Deleted. (Revised 8/6/01) (Effective 1/1/02)

State Audit Committee

Section 255. The President shall appoint a State Audit Committee composed of not more than three members, none of whom shall be a member of the State Board of Directors, nor shall more than one member be from the same Branch. (Revised 8/6/01) (Effective 1/1/02)

Section 256. As soon as practical after the appointment of its members, the committee shall make an audit of the books and records covering the financial transactions of the Corporation, including State activities such as golf, bowling, travel and the like, for the calendar year just past and report thereon to the President.

Section 257. The State Audit Committee shall make such additional audits as may be prescribed by the Standing Rules or as directed by the President or the State Board.

## DIVISION 2 - CORPORATION BYLAWS (Continued)

### Organizational Advisory Committee

Section 260. Deleted. (Revised 8/6/01) (Effective 1/1/02)

### Special Committees

Section 265. The President may create and appoint members to committees (a) to make special studies and report its recommendations to him concerning such matters as he deems necessary or desirable in the interests of the Corporation, and (b) to make special studies and reports to the Board, and to process administrative details and records.

### Article 9 - Parliamentary Procedure

Section 280. Subject to the limitations in the Articles of Incorporation, of these Bylaws, the Standing Rules and the California Non-Profit Public Benefit Corporation Law, Robert's Rules of Order shall, where applicable, govern the conduct of all meetings.

### Article 10 - Amending the Corporate Bylaws

Section 290. These Bylaws may be amended by the affirmative vote of two-thirds of those present and entitled to vote at the Annual Meeting.

Section 291. The revised Corporate Bylaws adopted on December 2, 1991, became effective on January 1, 1992. The date on which any provision is thereafter amended or added shall be indicated parenthetically at the end of the section so affected.

## GUIDELINES FOR THE BRANCH

GL 40.1 The officers and members of each Branch should keep it in mind that it is part of a large organization -- one of 165 or more, all working together for a common cause. This presents a very substantial problem of control which is necessary to provide uniformity of action and compliance with the California law under which SIR and its Branches are formed, the Nonprofit Public Benefit Corporation law. This uniformity is provided by the State Board of Directors.

GL 40.2 As contemplated by its founders, the State Board of Directors is required to exercise broad powers of supervision and control over all branch activities. This includes, among other things, the establishing of policy and issuing directives, to assure the required compliance with State law and the uniformity of administration and operation of Branches.

GL 40.3 As the chief executive officer of SIR, it is the responsibility of the State President to direct the conduct of the affairs of the organization in a manner consistent with the Bylaws, Standing Rules, and policies established by the State Board of Directors. Normally the President will act through the Regional Directors and the Area Governors in bringing matters to the attention of the Branches. Therefore, the Branch officers should take care to comply with the Standing Rules and heed the advice of their Area Governor.

GL 40.4 Branch officers, including the members of the Branch Executive Committee, should keep in mind at all times that they pledged that they would conduct the affairs of the Branch in accordance with the Standing Rules when they accepted office.

## GUIDELINES FOR BIG SIRs

GL 160.1 The scope of the authority of the Big Sir is set forth, generally, in the Standing Rule 160 as follows:

"In general, subject to the control of the Branch Executive Committee, the Big Sir shall control all of the affairs of the Branch in accordance with the Corporate and Branch Bylaws and Standing Rules, with due consideration being given to the Guide Lines."

In assuming the role as the chief executive -- the leader -- of his Branch, he owes it to himself and his Branch to know his duties and responsibilities as set forth in the Standing Rules and to conduct himself accordingly. READ THE STANDING RULES! Standing Rules, other than Rule 160, are not repeated in the Guidelines.

GL 160.2 The Big Sir should appoint, to serve at his pleasure, committee chairmen and members to conduct administrative details and records of such matters as membership, attendance, luncheons, bulletins and rosters and to conduct special activities including golf, bowling and the like.

GL 160.3 The Big Sir will normally preside as chairman, at least two meetings each month, the meeting of the Branch Executive Committee and the meeting of the members of the Branch at its luncheon. He should be ready to assume that responsibility.

GL 160.4 In presiding at a meeting the chairman should keep in mind the following:

- a. He should be familiar with Robert's Rules of Order and have an agenda which will allow him to provide the control necessary to accomplish the objectives what are planned. It is helpful to have a copy of the agenda available for all members of the Executive Committee at its meeting.
- b. He should be a leader, not a dictator. He should invite participation and be willing to listen and consider all points of view. He can stimulate participation by asking questions.
- c. He should maintain control of the meetings and not do all of the talking. Side conversations should not be permitted.  
(Ask those in side conversations to share them with others.)
- d. He should avoid observations which embarrass the participants
- e. Once a matter has been decided, he should move onto the next item of business. He can cut off further discussion by announcing the next item to be considered.  
He should not voice his negative opinion if he does not agree with the result.
- f. He should summarize what has been said or action taken.
- g. He should announce the next meeting date.
- h. He should adjourn on time.



## GUIDELINES FOR BIG SIRS (Continued)

GL 160.5 In handling motions from the floor the chairman should observe the following rules of parliamentary procedure:

- a. Anyone wishing to make a motion must first be recognized the chairman.
- b. The chairman may ask for a second to a motion, if necessary.
- c. Once there is a second, the motion should be restated by the chairman.
- d. Until the motion is made (and seconded, if required), it cannot be debated, amended or otherwise acted upon.
- e. After the motion has been made and seconded (if required), the chairman should ask if there is any discussion.
- f. Upon completion of the discussion, or upon a call for the question which is sustained, the motion should be restated and the chairman should call for a vote.
- g. The chairman should announce the result of the vote. If he is uncertain of the results of a voice vote, the chair may ask for a show of hands.

GL 160.6 The Big Sir may be presented with a pin designating his office when he assumes that position. When he leaves office, he should present it to his successor.

## GUIDELINES FOR LITTLE SIRS

GL 170.1 In the absence or inability of the Big Sir, or at the request of the Big Sir, the Little Sir shall perform all the duties of the Big Sir and, when so acting, shall have all the powers of, and shall be subject to all restrictions upon the Big Sir.

GL 170.2 The Little Sir may be presented with a pin designating his office when he assumes that position. When he leaves office, he should present it to his successor.

## GUIDELINES FOR BRANCH RV COMMITTEES

GL 575. The Chairman of the Branch RV Committee is appointed by the Big Sir of the sponsoring Branch. In most cases the Big Sir will welcome a suggestion from the RV Committee as to who they would prefer to have as Chairman.

GL 576. The Chairman will select Committee Members as may be necessary to run the program. It is suggested that a Secretary and a Treasurer be selected as well as a committee to oversee the RV Group.

GL 576.1 Each RV Committee regardless of whether it is a "Branch" or "Area" must be under the auspices of a Branch as is any other Branch activity. If more than one Branch is involved with an RV Club, the primary Branch may be rotated each year, or one may be chosen permanently.

GL 576.2 RV membership and officers are required to be members of a SIR Branch, in good standing and not on an inactive list. Voting within the RV Group should be limited to one vote per rig.

GL 577. The RV Committee shall bring to the Branch Executive Committee of the sponsoring Branch, the list of outings for the year or that period they have selected in order that approval be recorded in the minutes of that meeting as required per Standing Rule 151.1. The schedule of outings should be published in each member's Branch Bulletin.

GL 577.2 There will be no limit to the RV membership of participating Branches. It is recognized that most RV parks will only accommodate a given number of RVs, so an outing may be limited to the space available. (First come, first served.)

GL 577.3 An RV outing commences when each member reaches a designated place or park and ends upon departure from the terminal point of the outing. All notices or applications for a meeting will state that the outing commences at a specific place on a given date and ends at a specific terminal point and date.

GL 577.4 It is advisable that the application for RV membership have a place to indicate that they have insurance for their vehicles. It is not necessary to require a specific amount but to ensure that a member has public liability and property damage coverage for their vehicles.

GL 583. The Treasurer will set up an account through the primary Branch. The identification will be the same as the Branch but with an RV identifier. (Example: Make checks payable to SIR Branch 149 RV)

A non-responsibility disclaimer shall be worded and printed on all applications for outings and activities as specified in Standing Rule 438.

## GUIDELINES FOR REGIONAL DIRECTORS

GL 780.1 The Regional Director should be sensitive to the positions, needs and desires of the Branches in his Region which he represents on the State Board of Directors, with information from the Branches and advice of the Area Governors in his Region, he should espouse positions which reflect the best interests of those Branches commensurate with the purposes and objectives of Sons In Retirement, Incorporated. To that end, he should encourage the Branches, through their Area Governors, to make their positions, needs and desires known to him.

GL 780.2 The Regional Director is charged with the general overall direction of the Area Governors and Branches in his region and insure that the Area Governors, in the day to day supervision of the Branches in their respective Areas, comply with the corporate and Branch Bylaws and Standing Rules. The Regional Director should give careful consideration to the communications received from the Branches and Area Governors and, through his Area Governors, attempt to resolve misunderstanding and other problems.

GL 780.3 The Regional Director must develop a system for insuring the prompt and effective method whereby the Branches receive and understand information from the State organization (State Board, President, Secretary, Treasurer, Regional Director, Area Governor, etc.)

GL 780.4 The Regional Director should meet with his Area Governors as required by the Standing Rules at such other times as he deems necessary or desirable for training or informational purposes. He should be careful not to advise or direct actions which are not directed by the President or expressly supported by the Bylaws or Standing Rules.

GL 780.5 The Regional Director, in effect, should act as a buffer for the President. He should handle matters within his competence and authority so as to relieve the President from unnecessary detail and minor problems. At the same time, the Regional Director must be sensitive to the needs of the President and bring to his attention all matters of which he should have knowledge.

GL 780.6 The Regional Director should work with his Area Governors, as a team, to bring to the individual members of the Branches and understanding as to the relationship between the Branches and the State (or Corporate) organization and the need for acting together in order to maintain a strong and effective body.

GL 780.7 The Regional Director should be prepared to accept special assignment and duties which would assist or relieve other State officers.

GL 780.8 The Regional Director, in carrying out his duties and responsibilities, must avoid interfering with the proper activities of the Area Governors. The Regional Director should act through, and with the concurrence of, the Area Governor where practical; provided that in an unusual situation where the Area Governor's actions are in direct conflict with the provisions of the Bylaws or Standing Rules, the Regional Director, with the approval of the President, may take remedial action.

GL 780.9 The Regional Director should attend meetings of his own Branch and such meetings of other Branches in his Region as he deems necessary or desirable to carry out his duties and responsibilities. When taking any action, which affects the activities of a Branch in his Region, the Regional Director must be sure to act through its Area Governor, if possible. (Revised 10-11-94.)

GL 780.10 The Regional Director should train, or cause to be trained, Area Governors in his Region in a manner sufficient to enable them to effectively carry out their duties and responsibilities.

## GUIDELINES FOR AREA GOVERNORS

GL 890.1 The Area Governor is the State officer responsible for representing the State organization in his Area and, through his Regional Director, representing his Branches before the State Board. He is the essential member in the line of communication and control between the State organization and its branches. This involves providing communications and recommendations from the Branches to the State as well as from the State to the Branches.

GL 890.2 It is the obligation of the Area Governor to insure that the Branches within his Area enjoy the benefits and assume the responsibilities as units of Sons In Retirement, Incorporated. He is responsible for compliance by his Branches with the provisions of the Corporate and Branch Bylaws and the Standing Rules and observance of the spirit underlying the purpose and objectives of the organization.

GL 890.3 To effectively carry out his responsibilities the Area Governor must be familiar with the provisions of Bylaws and Standing Rules. He can find assistance in this regard through training sessions and by developing a first hand day-to-day working relationship with his Regional Director.

GL 890.4 The Area Governor can best assist his Branches by insuring that each of their officers and key committeemen are conversant with the provisions of the Bylaws and Standing Rules that affect their activities. To that end, he should hold training sessions or workshops for all Branch officers in his Area who are concerned with those activities.

GL 890.5 While it is not necessary for the Area Governor to attend all Branch executive luncheon meetings, he should attend the meeting of each Branch in the Area on an occasional basis. Of course, attendance is important when a Branch is experiencing a problem, particularly when its officers first take office.

GL 890.6 It is extremely important for the Area Governor to distribute to all of his Branches without delay, information and documents provided to him for that purpose by the State Board, the President or other State officers and State Committeemen. Information such as proposals and changes to the Bylaws, Standing Rules and Guidelines is essential to the Branch Officers so that they can carry out their responsibilities. Likewise transmission of information concerning State events, general instructions and mandated actions and deadlines and compliance with any required responses or action should be carefully monitored by the Area Governor. State Officers

GL 890.7 The Area Governor should review carefully the monthly Forms 28 submitted to his Branches since they provide one of the best sources of information concerning the condition of his Branches. He should note any errors or omissions in the forms and cause them to be corrected and have all corrections reported to the State Treasurer promptly.

GL 890.8 In working with his Branches, the Area Governor should stress the relationship between the State organization and the Branches so that the Branches will acquire a sense of belonging with an understanding that all Branches and their members are part of Sons In Retirement, Incorporated, working together to fulfill common objectives and purposes, that the organization is more than just a loosely collected group of independent clubs.

GL 890.81 To provide additional leadership exchange of ideas, tools and activities between branches, the Area Governor shall appoint an Area Publicity & Recruitment Chair or an Area Scribe to maintain and distribute

1. an Area Contact Roster which will include the branches' Officers, Email Contacts, Webmasters, Newsletter Editors, Publicity Chairs, Recruitment Chairs, Activity Coordinators, Member Relations Chairs, Travel Chairs, and other contacts area branches deem appropriate.
2. an Area Activities List which will include each of the Area's branches with their activities. Editable templates are available on the SIR website under Membership Information , Branch and Area Ideas and Tools.

(Revised 6/7/11)

GL 890.9 As an officer of the corporate body, Sons In Retirement, the Area Governor is responsible for supporting the programs, directives and events of the corporate body in his Branches.

GL 890.10 In summary, the heavy obligation of providing the measure of continuing dedication, support and guidance to his Branches that is necessary to achieve the objectives of Sons In Retirement, Incorporated, rests on the shoulders of the Area Governor.

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