

# THE SIR MANUAL

**SIR MISSION STATEMENT:** Sir exists to improve the lives of its members through fun activities and events while making friends for life.

**PREFACE:** THE SIR Manual is the property of SIR, Incorporated. It is available on the SIR Website to all members of the SIR organization as the official copy.

In January 2019 this reconstructed SIR Manual was approved by the State Board. The reconstruction makes the Manual much more user-friendly after 20+ years of revisions and additions. The reconstruction addressed duplication; typos; blank and half-filled pages; vestiges of prior rules; relevance vs. obsolescence; strikeouts that have not been removed, changes in bold text from previous revisions that have not been removed; rearrangement into more appropriate sections; and general simplification wherever reasonable to do so.

Bylaws remain stand-alone, but also have been incorporated within Policies and Procedures for user convenience.

**SIR MANUAL COMPOSITION:** This Manual has the following sections

Section

- 1 Table of Contents
- 2 Policies
- 3 Procedures.
- 4 Position Descriptions for Branch and State Officers
- 5 Appendices
  - A. Bylaws (adopted by eligible voters at Annual Meetings). Bylaw intentions are included within the Policies and Procedures, with appropriate Bylaw reference.
  - B. History
  - C. Articles of Incorporation.
  - D. IRS Exemption Certificate

**AUTHORITY:** The provisions of Policies and Procedures and underlined sections of position descriptions are mandatory unless stated otherwise. Bolded sections of position descriptions Guidelines should be followed except in circumstances imprudent to do so. A Bylaw takes precedence over a Policy or Procedure whenever there is conflict in wording or intention.

**NON-PROFIT STATUS OF SIR:** SIR (SIR, Incorporated) and its Branches are 501c-4 non-profit public benefit corporations under the California Corporation Code.

**SIR MANUAL REVISIONS:** Manual revisions are found on this website, under STATE INFORMATION. Click on SIR Manual, Checklist, and Revisions.

---

--EDITION 8/20/19--

**TABLE OF CONTENTS**  
**POLICIES**

Note: \* means there is also a Procedure with the same number

GENERAL	PAGE	TITLE
1.	2-1	Guiding Principles
2.	2-1	Geography
3.	2-1	Organization
4.	2-2	Parliamentary Procedures
5.	2-2 to 2.21	Definitions
6.*	2-3	Alcohol Policy
7.	2-3	Alliances With Woman's Groups
8.	2-4	Worthy Causes
9.*	2-5	Logo and Emblem
10.*	2-5	SIR Awards/Certificates
11.	2-6	State Forms
12.*	2-6	Managing Funds of Branch and State
13.*	2-7	Travel & Short Bus Trips
14.*	2-7	Amending Policies and Procedures
15.*	2-7	Amending Bylaws
16.	2-7	No Contact With Insurance Company, Agent, or Broker
16a.	2-7.1	Providing Food at SIR Functions
17.*	2-7.1	Filling Vacancies in SIR Leadership Positions

**BRANCH – MEMBERSHIP**

18.	2-8	Membership List/Roster
19.	2-8	Participation- Members and Guests
20.	2-8	Membership Criteria
21.	2-8	Members' Badges
22.	2-8	Membership Applications
23.	2-8	Dual Memberships
24.	2-8	Member Transfer
25.	2-9	Member Attendance
26.	2-9	Termination of a Member

**BRANCH - OTHER**

27.	2-9	Branch Operations
28.	2-9	Branch Size
29.	2-9	Branch Meetings
30.*	2-10	Fundraising/Dues/Raffles/Contributions
31.	2-10	Branch Executive Committee
32.	2-12	Branch Officer Training
33.*	2-12	Branch Committees
34.*	2-12	Election of Branch Officers
35.*	2-12	Forming a New Branch
36.*	2-12	Revoking or Suspending a Branch Charter
37.*	2-12 to 2.12.1	Managing Inactive Branches

**TABLE OF CONTENTS continued**  
**POLICIES continued**

38.*	2-13	Changing a Branch Name
39.	2-13	Unauthorized SIR Activities
40.*	2-13	Removal From Branch Office
41.	2-13	Branch Advertising in Bulletins/Rosters
42.	2-14	Branch Bulletins

STATE

43.*	2-14	Developing & Monitoring the State Budget
44.	2-14 to <b>16</b>	State Board
45.	2-16	State Executive Committee
46.*	2-17 to <b>18</b>	State Committees
47.	2-18	State Officer Elections
48.	2-18	Annual Meetings
49.	2-19	Removal From State Office
50.	2-19	State Website

**PROCEDURES**

Note: Procedure numbers are the same as associated Policy numbers

GENERAL

6.	3-1	How to Provide and Serve Alcoholic Beverages at Meetings and events
9.	3-1 to 2	How to Use the SIR Logo
10.	3-3 to 4	How to Process a HLM Award
12.	3-5 to 8	How to Manage Funds in State Committees and Branches
13.	3-9 to <b>16</b>	How to Administer a Domestic or Overseas Trip
13a.	3-16	How to Use a Bus Company for Short Trips
14.	3-17 to <b>3-18.1</b>	How to Amend Policies and Procedures
15.	3-18	How to Amend Bylaws
16a.	3-18.1 to .3	How to Handle Food Safety
17.	3-19	How to Fill Vacancies in State Offices

BRANCH – MEMBERSHIP

26.	3-20	How to Terminate a Member
-----	------	---------------------------

BRANCH - OTHER

30.	3-20	How to File for a California Raffle License
33.	3-21	How to Appoint Branch Committees
34.	3-22 to 23	How to Elect Branch Officers
35.	3-24 to 25	How to Form a New Branch
36.	3-26	How to Revoke a Branch Charter
37.	3-27 to 28	How to Disband or Merge with Another Branch
38.	3-29	How to Change a Branch Name
40.	3-29 to 30	How to Remove a Branch Officer

**TABLE OF CONTENTS continued**  
**PROCEDURES continued**

STATE

43.	3-30	How to Develop and Monitor the State Budget
46.	3-31 to 33	How to Appoint and Organize Standing Committees
47.	3-34 to 35	How to Elect State Officers Other Than RD's and AG's
47a.	3-35 to 36	How to Elect Regional Directors
47b.	3-37 to 38	How to Elect Area Governors
48.	3-39 to 40	How to Conduct the Annual Meeting
49.	3-41 to 42	How to Remove a State Corporate Officer

**POSITION DESCRIPTIONS FOR BRANCH/STATE OFFICERS  
AND STATE COMMITTEE CHAIRMEN**

(found on SIRINC.ORG website, MEMBER'S INFORMATION page, below STATE INFORMATION)

BRANCH

Big Sir  
 Little Sir  
 Branch Secretary  
 Branch Assistant Secretary  
 Branch Treasurer  
 Branch Assistant Treasurer  
 Activity Chairman  
 BEC Member  
 Branch Audit Chairman  
 Bulletin Editor  
 Branch Travel Chairman  
 Member Relations Chairman  
 Membership Chairman  
 Nominating Chairman  
 Publicity Director  
 Recruiting Chairman

STATE

President  
 Vice President  
 State Secretary  
 State Treasurer  
 State Assistant Secretary  
 State Assistant Treasurer  
 Chief Administrative Officer  
 Regional Director  
 Area Governor  
 SIRARC Chairman  
 Golf Chairman  
 Bowling Chairman  
 RV Chairman  
 Growth & Membership Chair  
 Travel Chairman  
 Policies & Procedures Chair  
 Audit Chairman  
 Nominating Chairman  
 Insurance Chairman  
 Budget Oversight Chairman  
 Training & Development Chair  
 Bocce Chairman  
 Sporting Events Chairman

## **POLICIES-GENERAL**

### **Policy 1. GUIDING PRINCIPLES**

The guiding principles of our Bylaws, Policies and Procedures shall be governed by the Mission of SIR, and applied with common sense. The Mission of SIR is to improve the lives of our members through fun activities and events while making friends for life.

### **Policy 2. GEOGRAPHY**

The activities of the Corporation in the formation of Branches shall be confined to the northern portion of the State of California that lies within these 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; and including environs of South Lake Tahoe that extend into Nevada. (See Bylaw 110)

### **Policy 3. ORGANIZATION**

The Officers of the Corporation are the President, Vice President, Chief Administrative Officer, State Secretary, State Treasurer, State Assistant Secretary, State Assistant Treasurer and the Regional Directors. (See Bylaw 140)

The above named Officers constitute the State Board of Directors of the Corporation, called the State Board (See Policy 44 – The State Board). (See Bylaw 141)

A change in the organizational structure of SIR, Inc. including the number of Areas or Regions, shall be submitted to the President for action by the State Board.

The territory within the geographic boundaries of SIR, Incorporated, shall consist of the following Regions, with a Regional Director for each Region:

Region No. 1	Areas 1,2, 3, 4
Region No. 2	Areas 5, 6, 18, 19
Region No. 3	Areas 7, 8, 9, 10
Region No. 4	Areas 11, 13, 14
Region No. 5	Areas 15, 16, 17

An Area is a group of Branches designated by an assigned number with an Area Governor for each Area. 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.

In case it becomes necessary to change the number of Areas, the Regional Director or the 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.

## POLICIES-GENERAL continued

### **Policy 4. PARLIAMENTARY PROCEDURES**

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

### **Policy 5. DEFINITIONS**

Unless otherwise stated, the general provisions and definitions below shall govern the Policies and Procedures:

- a. As used herein, the term "Corporation" means the State Organization incorporated under the laws of the State of California as "SIR, Incorporated." (See Bylaw 120.)
- b. The "Corporation" and "Corporate", the "State Organization", the "Corporate Body", SIR, and "SIRinc" refer to the State organization of SIR. (See Bylaw 5)
- c. The Principal Office of a Branch Corporation shall be the address of the "Agent For Service or Process" as named in the Branch articles of incorporation or subsequent biennial statements to the California Secretary of State. (See Bylaw 9)
- d. The Principal Office of the Corporation shall be the address of the "Agent for Service or Process" as named in the Articles of Incorporation or subsequent biennial statements to the California Secretary of State. (See Bylaw 111)
- e. The mailing address for the Branch shall be the address of the current Branch Secretary. (See Bylaw 10)
- f. The mailing address of the Corporation shall be the address of the current State Secretary. (See Bylaw 112)
- g. "State Board" means the State Board of Directors, the governing body of the Corporation. (Bylaw 121)
- h. "State Officer" and "Corporate Officer" means an officer of the Corporation. (See Bylaw 120.5) The Officers of the Corporation are the President, Vice President, Chief Administrative Officer, State Secretary, State Treasurer, Assistant State Secretary, Assistant State Treasurer, Regional Directors and Area Governors. (See Bylaw 140)
- i. "President" means the President of the Corporation.
- j. "Vice President" means the Vice President of the Corporation.
- k. "Shall", "will" and "must" are mandatory. "May" and "can" are permissive.

## **POLICIES-GENERAL continued**

- I. The term "Bylaw" means an action adopted as mandatory by eligible voters (called Members of the Corporation) at a SIR, Inc. Annual Meeting. The terms "Policy," and "Procedure" mean an action by the State Board governing the operations of the State and the Branch Corporations. (Bylaw 6, 122) An exception or exemption to a Policy or Procedure may be approved by the State Board, or by the President with notification to the State Board).

## **POLICIES-GENERAL continued**

- m. "Regulation" means an action by a Branch Executive Committee governing the operation of the Branch. (See Bylaw 7)
- n. Pages denoting a date "Revised", "Amended", or such term are to be read as "Effective"
- o. Membership of the Corporation shall consist of the President, Vice President, Chief Administrative Officer, State Secretary, State Treasurer, Assistant State Secretary, Assistant State Treasurer, Regional Directors, Area Governors, Big Sirs of the Chartered Branches and Past Presidents. (Bylaw 130)
- p. "Retired" means the status of a man who has ceased full-time employment, is working only part time, is contemplating leaving full-time employment in the near future, or has reached the point in his career when he has discretionary time to engage in social networks, meetings, events and luncheons.

### **Policy 6. ALCOHOL POLICY**

Alcoholic beverages at a SIR function 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.

- a. If the restaurant or facility is serving, SIR is absolved of liability providing SIR has received a certificate of insurance (Form 64) naming SIR as an additional insured.
- b. At any Branch function where SIR is providing alcoholic beverages, the alcoholic beverages must be served by certified SIR member bartenders OR the participants must serve themselves...no exceptions.
- c. Should a Branch receive income from the sale of alcohol, said income shall be reported monthly as a separate line item on the Branch Form 28 under Receipts, 103 Other – Alcohol Sales. Total annual sales receipts for liquor sales are to be reported to the Chairman of the State Insurance Committee.

See Procedure 6 – How to Provide and Serve Alcoholic Beverages.

### **Policy 7. ALLIANCES WITH WOMAN'S GROUPS**

Notwithstanding the provisions of Policy 8, and for new member recruitment purposes, an Area Governor in concurrence with that Region's Director may approve, upon application from a SIR Branch, the Branch's non-financial/non insurance liability support of a social group of women, formally organized or not, regarding social, recreational activities.

This support may be in the form of SIR bulletins, Newsletter notices, and mutual recruitment efforts at retirement seminars offered by businesses and corporations which benefit both SIR and the Social Group of women. Examples could be, but are not limited to such liaisons as "Red Hat Ladies," a ladies group such as "Daughters of Leisure (DOLS)" made up of mostly wives of SIR, or any group of SIR spouses engaged in similar activities to SIR.



## POLICIES-GENERAL continued

### **Policy 8. WORTHY CAUSES**

SIR, 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 SIR members that provide entertainment to others may appear before other than SIR groups so long as their main objective of the appearance adheres to the Mission of SIR- "to improve the lives of our members through fun activities and events while creating friends for life".

Actions prohibited by this Policy 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.

Paragraphs 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 SIR, Incorporated. This includes State events such as SIR Day at the Giants, Oakland A's, Golden State Warriors, Sacramento River Cats, and other events approved by the State Board of Directors.

Notwithstanding the above provisions, individual SIR members may be notified of a SIR cause to raise funds in order to furnish financial or other assistance to a Branch and its members in distress caused by events such as fire, flood or earthquake. Such notification for example may be in the form of an email from a SIRinc officer, from a branch or state newsletter or during a Branch Luncheon meeting.

## POLICIES-GENERAL continued

### **Policy 9. LOGO AND EMBLEM**

The logo of SIR, 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 the Procedure 9 - "How To Use The SIR Logo and Emblem. It shall not be authorized for display on any item produced, handled or sold for the personal gain of any member of SIR, Incorporated.

When the logo is to be displayed in color, the colors specified in Procedure 9 shall be used.

### **Policy 10. SIR AWARDS/CERTIFICATES**

SIR, Incorporated, through its State Certificates Chairman, issues the State awards and certificates shown in items a-d below. A Certificate of Appreciation is also available for a Branch to issue as shown in item e.

- a. **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.

The approval process for a HLM is found in Procedure 10 - How to Process an HLM Award.

- b. **Branch Charter Certificates** - See Procedure 6 - How to Form a New Branch.
- c. **Presidential Awards** - Senior SIR, Super Senior Sir, Century Sir Certificate - See Form 6.
- d. **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
- e. **Certificate of Appreciation** - A Branch Executive Committee may obtain a Certificate of Appreciation (Form 7) from the SIR Website and issue it to guest speakers, entertainers, or Branch members as it deems appropriate.

## **POLICIES-GENERAL continued**

### **Policy 11. STATE FORMS**

Forms provided through the State are controlled by the INFOSYS SIR Forms Subcommittee. 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.

In case of disagreement, The State SIR Forms Subcommittee shall then submit the proposed form with its recommendations regarding the form to the State Executive Committee for approval.

The State SIR Forms Subcommittee is responsible for notifying form users when new forms are created or revised.

The user who completes a form is responsible for its distribution, in accordance with form instructions.

### **Policy 12. MANAGING FUNDS – BRANCH and STATE**

No member of the Corporation or any Branch shall be given nor receive any compensation for performing his assigned duties from the funds of the Corporation or Branch. A Branch member and a member of the Corporation may be reimbursed for authorized expenses as prescribed in Procedure 12- How to Manage Funds in State Committees and Branches.

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, by the quarter preceding April 15th, July 15th, October 15th, and not later than January 15 of the following year except with prior authorization of the President.

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

Special activities, including in lieu luncheons, dinners or picnics, shall not be intended to be profit-making.

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 or any other SIR shall approve his own expenses.

A Branch Officer or member may be reimbursed by the Branch Executive Committee for expenses following the same guidelines.

See Procedure 12- How to Manage Funds in State Committees and Branches which prescribes standard financial and banking procedures, remuneration procedures for SIR officers visiting Branches, as well as insurance add-on procedures for foreign travel.

## **POLICIES-GENERAL continued**

### **Policy 13. TRAVEL & SHORT BUS TRIPS**

Non Responsibility Declaration: All travel and other events/activities arranged for or sponsored by SIRinc. and its Branches are for the convenience and pleasure of the members of SIR and their guests who desire to participate. SIRinc. and its Branches do not assume any responsibility for the well-being or safety of the participants or passengers or their property whatsoever, in any matters pertaining to said events/activities.

Only a member of SIR, his wife or companion, and his guest(s) - including widows of deceased members- shall be entitled to participate in SIR travel events. A relative of a 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 members, plus participating wives, companions and relatives.

A Travel Coordination Committee may be formed by two or more Branches for the purpose of sponsoring and coordinating travel events. It shall be chaired by the BTC that arranges the event, and is responsible for BTC approval. Publicity for the event shall be confined to the branches participating. Multi Branch travel is encouraged.

See Procedure 13 – How to Administer a Domestic or Overseas Trip.

### **Policy 14. AMENDING POLICIES, PROCEDURES AND POSITION DESCRIPTIONS**

Procedure 14- How to Amend Policies and Procedures shall be followed when amending Policies and Procedures. Procedure.

### **Policy 15. AMENDING BYLAWS**

Procedure 15 - How to Amend Bylaws shall be followed when initiating or amending Bylaws.

### **Policy 16. NO CONTACT WITH INSURANCE COMPANY, AGENT OR BROKER**

No one in SIR shall contact the Insurance Company, Agent, or Broker directly except for a member of the SIR State Insurance Committee, the SIR State Treasurer, or a member approved in writing by the President. Exception: Branch Big Sir, Little Sir, and or Branch Secretary may fill out Form 8, "Insurance Certificate Request" and forward it by email to the SIR Inc. insurance agent/broker listed on Form 8 in accordance with Form 8 instructions.

POLICIES-GENERAL continued

**Policy 16a. PROVIDING FOOD AT SIR FUNCTIONS**

Food at Sir luncheons and events shall be provided in one of four ways:

1. By a licensed restaurant
2. By a caterer hired by a third party (usually the owner of the facility hosting the occasion)
3. By a caterer hired directly by the Branch or State
4. By other Sirs

**Cases 1 and 2:** Form 63 “No Caterer Document” is to be completed and forwarded to the State Insurance Chairman.

**Case 3:** Form 64 “Insurance Agreement” and the associated documents are to be completed and forwarded to the State Insurance Chairman, who shall review and accept them prior to the caterer preparing and serving food at any Sir luncheon or event. Special note should be made of this policy by Branches who ordinarily follow Cases 1 and 2, but do directly hire caterers for events such as BBQs, picnics and Ladies' Days.

**Note:** Branches not completing Form 64, Insurance Requirements for SIR or meeting the requirement to have SIR named as additional insured by the time their contract with their caterer commences are not to serve any meal to Branch members until such time when the necessary documents are received and accepted by the State Insurance Committee.

Failure of a Branch to adhere to this policy can result in the potential loss of the Branch Charter.

Exception to this policy may be granted by the State President in consultation with the State Insurance Chairman

**Case 4** All Sir cooks and food handlers shall familiarize themselves and comply with Procedure 16a – How to Handle Food Safely, which follows USDA requirements. (New ExComm 4/17/19) (Revised 5/31/19) (Rev. ExComm 6/13/19) (Revised 08/20/2019)

**Policy 17. FILLING VACANCIES IN SIR LEADERSHIP POSITIONS**

The responsibility to ensure that SIR leadership positions are filled as follows:

- a. The President- to ensure all State Board and State Committee positions are filled.
- b. A Regional Director- to ensure all his Area Governor positions are filled.
- c. An Area Governor- to ensure all his Big Sir positions are filled.
- d. A Big Sir- to ensure all his BEC and Branch Committee Chairmen positions are filled.
- e. A State Committee Chairman- to ensure all his Committee positions are filled.

See Procedure 17 – How to Fill Vacancies in SIR Leadership Positions.

New 1/31/19 (Revised 3/13/19)(6/13/19)

## **POLICIES- BRANCH- MEMBERSHIP**

### **Policy 18. MEMBERSHIP LIST/ROSTER**

A membership list or roster is a corporate asset, and shall only be used internally by and for SIR members.

### **Policy 19. PARTICIPATION – MEMBERS and GUESTS**

Only 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 members plus participating wives, companions and relatives of participating members, and widows of deceased members. A “relative” is defined as a parent, sibling, child or grandchild.

### **Policy 20. MEMBERSHIP CRITERIA**

Membership shall be open to any man regardless of age, race, color or religion who will participate in SIR activities, events, luncheon meetings, and is also willing to volunteer and bring guests for the purpose of perpetuating the organization. A guest may attend a Branch’s activities, luncheons or events a total of three times. Given unusual circumstances, the Big Sir may extend this attendance to a total of five times. The guest must then become a member in order to continue Branch participation.

### **Policy 21. MEMBERS BADGES**

Each member shall be furnished a suitable name badge which may include his badge number, organization/company/vocation from which the member was last or is now employed, but not the position held.

### **Policy 22. MEMBERSHIP APPLICATIONS**

An application for membership, Form 2 and its associated instructions, shall be reviewed for proper completion by the Membership Chairman and expeditiously presented to the Branch Executive Committee for approval. Branches shall leave the first page intact, but wording may be added in the box that states ‘For Branch Use’; the second page may be customized to reflect specific Branch offerings and the needs of the Branch.

Each new member shall have a sponsor preferably by the time of BEC approval, expeditiously notified of the approval, and introduced to the Branch in a suitable manner. A transferring member may or may not be assigned a sponsor.

### **Policy 23. DUAL MEMBERSHIPS**

Membership in more than one Branch at the same time is permissible. The member is required to pay dues to both branches, if applicable.

### **Policy 24. MEMBER TRANSFER**

A member may transfer his membership by submitting a Membership Application to the Membership Chairman of the Branch to which he desires to affiliate. When approved by the BEC, the Secretary shall notify his other Branch of the transfer.

## **POLICIES- BRANCH- MEMBERSHIP continued**

### **Policy 25. MEMBER ATTENDANCE**

A member shall be required to attend one-half of the regular Branch monthly luncheon meetings within the previous twelve consecutive month period, unless the Branch BEC has approved different attendance requirements. (See Bylaw 18)

A Branch may grant attendance relief to a member who is unable to attend luncheon meetings due to prolonged illness, acting as a care giver to a family member or an extended absence from the Branch locale. A member who is granted attendance relief is still a member and subject to Branch Regulations.

Should a member miss three consecutive meetings without notifying the Branch, the Branch should contact the member to ascertain the reason and work with the member to remedy the situation.

### **Policy 26. TERMINATION OF A MEMBER**

A Branch Executive Committee may terminate a member's membership for a serious breach of a State Procedure, Bylaw, or Branch Regulation, or for activity which jeopardizes the well-being of its members or of the branch. See Procedure 26, How to Terminate a Member.

## **POLICIES BRANCH – OTHER**

### **Policy 27. BRANCH OPERATIONS**

The operation of a Branch and its activities shall conform to the provisions of the SIR Bylaws, Policies and Procedures. (See Bylaw 8)

### **Policy 28. BRANCH SIZE**

Any restriction in the size of a Branch is prohibited. Branches shall not establish maximum memberships nor inhibit recruitment and induction of new members by any means.

### **Policy 29. BRANCH MEETINGS**

A Branch shall hold regular monthly meetings at the time and places designated by the Big Sir with the approval of the Branch Executive Committee, (see Bylaw 35). Ladies Day and other functions inviting ladies may be held in lieu of regular luncheon meetings.

**POLICIES- BRANCH- OTHER continued**  
**Policy 29 continued**

A special meeting of the officers or members may be held at the discretion of the Big Sir. Special meetings of the Branch Executive Committee (BEC) shall be held on the call of the Big Sir or upon a request to the Branch Secretary by a majority of the BEC in the form of a signed petition from the BEC stating the purpose of the meeting. Such petition may be in the form of emails from BEC members, with each email clearly showing the purpose of the meeting and the members' approval or disapproval to hold a special meeting. Only matters related to the stated purpose(s) may be discussed. (See Bylaw 36)

Notice of special meetings shall be mailed to the members involved at least five days in advance of the date set. (See Bylaw 36)

**Policy 30. FUNDRAISING/DUES/RAFFLES/CONTRIBUTIONS**

Branches may raise funds through dues or voluntary contributions as approved by the BEC. No membership initiation fees shall be charged (See Bylaw 17, 132).

Branches may conduct Raffles only by following the guidelines provided by the California Attorney General, which requires a license approved by that office. See Procedure 30, How to File For a California Raffle License.

Other fund raising events are not allowed.

**Policy 31. BRANCH EXECUTIVE COMMITTEE**

The Branch is governed by the Branch Executive Committee (BEC). The Big Sir reports to the BEC.

- a. The Branch Executive Committee (BEC) is comprised of the following Branch Officers: Big Sir, Little Sir, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and from two to six Directors. A Branch Director is a Branch Officer and member 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. (See Bylaw 25 and 40)
- b. A Branch Director shall serve one-year terms and be restricted to three consecutive terms, excluding any partial year immediately preceding the first such year. If a Branch Director vacates the position for one or more calendar years, eligibility is reestablished. Upon request by the Big Sir, the Regional Director or State President may make an exception to this Policy.
- c. The Branch Executive Committee by majority vote may adopt, amend, or repeal Branch Regulations governing the procedures applicable to the Branch that are not in conflict with the State Policies, Procedures or Bylaws. (See Bylaw 41)
- d. Only members of the Branch Executive Committee may make and second motions at a BEC meeting and have the right to vote on such motions. (See Bylaw 42)



**POLICIES- BRANCH- OTHER continued**  
**Policy 31 continued**

- e. 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 (BEC). (See Bylaw 43)
- f. The BEC 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 BEC. (See Bylaw 44)
- g. A BEC quorum for its meetings shall consist of a majority of all its BEC members. (See Bylaw 45)
- h. Directors are encouraged to hold a branch role- e.g. as Chairman of Recruitment, Activities, Member Relations, Publicity& Image, or Membership.
- i. A BEC may obtain a Certificate of Appreciation (Form 7) from the SIR Website or design its own and issue it to guest speakers, entertainers, or Branch members as it deems appropriate.
- j. A vacancy in any Branch office shall be filled by a member approved by the BEC. (See Bylaw 26)
- k. The BEC of each Branch in the Area is responsible for nominating a candidate for its Area Governor by July 31 of each year. See Procedure 47 - How to Elect a State Officer.
- l. The BEC may authorize the Big Sir, Branch Secretary, or other officer to execute any document or other instrument authorized by the State Board (duly recorded in the minutes).
- m. A BEC may terminate a member's membership for a serious breach of a State Bylaw, Policy, Procedure, or Branch Regulation. See Procedure 26 - How to Terminate a Member.(See Bylaw 19)
- n. In general, subject to the control of the BEC, the Big Sir shall control all of the affairs of the Branch in accordance with State Policies, required State procedures, Bylaws, or Branch Regulations.
- o. When present, the Big Sir shall preside at all meetings of the Branch and its BEC except when, at his request, that function is occasionally performed by the Little Sir.
- p. The BEC is responsible in every respect for the travel program of the Branch.

## **POLICIES- BRANCH- OTHER continued**

### **Policy 32. BRANCH OFFICER TRAINING**

The Branch Big Sir, Little Sir, Secretary, Treasurer, and Membership Chairman and RAMP/Nominating Chairmen for the incoming year shall attend an annual training session in the later part of the calendar year. This Branch Officer Training need not be limited to these Branch Officers and if any of these designated above is unable to attend, the BEC shall appoint a replacement.

### **Policy 33. BRANCH COMMITTEES**

Following his election and prior to the end of the year, the Big Sir-elect shall make appointments of all Branch Committee Chairmen and other Chairmen who would report to him to serve at the pleasure of the Big Sir. (See Bylaw 50). See Procedure 33 – How to Appoint Branch Committees.

### **Policy 34. ELECTION OF BRANCH OFFICERS**

All Members of the Branch shall be entitled to vote in the election of Branch Officers: Big Sir, Little Sir, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and from two to six Directors. The election shall follow the procedures specified in Procedure 34 - How to Elect Branch Officers.

### **Policy 35. FORMING A NEW BRANCH**

Forming a new branch shall follow Procedure 35 – How to Form a New Branch.

### **Policy 36. REVOKING OR SUSPENDING A BRANCH CHARTER**

The State Board may revoke or suspend the Charter of a Branch for a serious breach of a State Bylaw, Policy, Procedure or Branch Regulation. See Procedure 36 – How to Revoke or Suspend the Charter of a Branch.

### **Policy 37. DISBANDING/MERGING BRANCHES AND MANAGING INACTIVE BRANCHES**

#### **DISBANDING/MERGING BRANCHES**

The primary objective is to retain a Branch and its members. If all reasonable efforts to save a Branch fail, a Branch shall disband. However, its members shall be encouraged to join another Branch.

A Branch that is to disband may merge with another branch. For disbandment as well as merging, see Procedure 37- How to Disband or Merge with Another Branch.

#### **MANAGING INACTIVE BRANCHES**

When the circumstances listed below occur, the Branch shall be managed on an interim basis by the President, Vice President, State Secretary, State Treasurer, Assistant State Secretary and Assistant State Treasurer. They will constitute the Interim BEC, and be vested with all the powers of all SIR BECs.

**POLICIES- BRANCH- OTHER continued**  
**Policy 37 continued**

The following situations shall trigger the interim management of a Branch:

- a. During such time as the Charter of the Branch is suspended.
- b. Upon the revocation of the Charter of the Branch.
- c. Upon surrender of the Charter of the Branch by action of the BEC with the approval of 80% or more of the Branch members present and voting. (Revised 9/9/03)
- d. During such time as the State Executive Committee determines that the Branch is in the state of bankruptcy.
- e. During such time as the State Executive Committee determines the Branch to be inactive. A Branch is conclusively considered inactive when it fails to hold a luncheon meeting for four consecutive months.
- f. 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.

For interim management use Procedure 37–How to Disband or Merge with Another Branch.

## **POLICIES BRANCH- OTHER continued**

### **Policy 38. CHANGING A BRANCH NAME**

To change the name of an incorporated Branch, Procedure 38 – How to Change a Branch Name shall be followed

### **Policy 39. UNAUTHORIZED SIR ACTIVITIES**

The following are not SIR authorized activities:

- f. Winter sports including, but not limited to, ice skating, snow skiing, or sledding.
- g. Water activities in or on houseboats.
- h. Participation in sports, including but not limited to, football, basketball, soccer, hockey, and the like, in which participation normally involves bodily contact.
- i. Air travel on any air-supported device other than a regularly scheduled airline or air charter company.
- j. Operating or learning to operate any aircraft, as pilot or crew.
- k. Mountain climbing.
- l. Riding or driving in any motor competition.
- m. Activities involving firearms.

### **Policy 40. REMOVAL FROM BRANCH OFFICE**

Any Branch Officer may be removed from office upon finding that he has breached or refused to conform to any State Bylaw, Policy, Procedure, Branch Regulation, or Big Sir or Branch Executive Committee (BEC) directive, or for activity which jeopardizes the well-being of its members or of the branch. See Procedure 40 – How to Remove a Branch Officer shall be followed.

### **Policy 41. BRANCH ADVERTISING IN BULLETINS/ROSTER**

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 benefit 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 SIR, Incorporated, or a Branch thereof, is prohibited unless authorized by SIR Policies or Bylaws. Up to three advertisements may be accepted to offset the expenses of rosters and bulletins. Such advertisements may contain the name, telephone number, address, email address and a brief description of the enterprise, e.g., a full service pharmacy, a grocery market and deli, a gaming casino.

## **POLICIES BRANCH- OTHER continued**

### **Policy 42. BRANCH BULLETIN**

Each Branch shall have a monthly Branch bulletin to communicate information to its members.

Paid advertising may be accepted, consistent with Policy 41.

Bulletin distribution and communication within the Branch of State events is covered in the Branch Bulletin Editor position description.

Each bulletin shall have a link to the State SIR bulletin "SIR Happenings".

## **POLICIES- STATE**

### **43. DEVELOPING AND MONITORING THE STATE BUDGET**

Procedure 43 – How to Develop and Monitor the State Budget shall be followed.

### **Policy 44. THE STATE BOARD**

The State Board (also called the Board of Directors of the Corporation) shall consist of the President, Vice President, Chief Administrative Officer, State Secretary, State Treasurer, Assistant State Secretary, Assistant State Treasurer and the Regional Directors. (See Bylaw 141)

The President shall preside at all meetings of the State Board. If the President is unable, or refuses to act, the Vice President shall act in his behalf. (See Bylaws 180 and 181)

Only members of the State Board shall be entitled to vote on matters to be determined by the State Board. In the case of a Regional Director who cannot attend a scheduled Regular or Special Board Meeting, he can provide a proxy to represent him. The proxy shall be an Area Governor from his Region and count toward the quorum and have voting rights. The proxy's name shall be submitted in writing (or email) to the State Secretary prior to the meeting. (See Bylaw 142)

The State Board shall have and exercise the powers set forth below, in a manner consistent with the corporate Articles of Incorporation and the General Non-Profit Public Benefit Corporation Law of California. (See Bylaw 200)

- a. Adoption of Policies and Procedures – The State Board may adopt Policies and Procedures, consistent with the Corporate Articles of Incorporation and the Corporate Bylaws, as it deems necessary or desirable to further the purposes of SIR, Incorporated. (See Bylaw 201)
- b. Corporate Seal – The State Board may adopt, make and use a corporate seal and alter the form of the seal. (See Bylaw 202)

**POLICIES- STATE continued**

**Policy 44 continued**

- c. Contracts/Agreements – The State Board or the State Executive Committee if the State Board is unable to meet in a timely basis may authorize any State 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 or the State Executive Committee as specified above, 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.
- d. Payments Authorization – 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.
- e. Branch Charters- 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. (See Bylaw 203)
- f. Outside Groups- 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 SIR, 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. (See Bylaw 204)
- g. Quorum Call – A quorum for State Board meetings shall consist of a majority of all Board members . (See Bylaw 187.1)
- h. Regular Meetings – The regular meetings of the State Board shall be called by the President, and generally they will be held in January, April, June and November at the time and place designated by the President. (See Bylaw 188) Each member of the State Board and such other individuals as may be designated by the President shall be mailed or emailed notification and the agenda by the State Secretary not less than 10 days before the date of the meeting. (See Bylaw 190)

**POLICIES- STATE continued**  
**Policy 44 continued**

- i. Special Meetings – 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 in the form of a signed petition from the State Board stating the purpose of the meeting and specifically approved by a majority of the State Board. (See Bylaws 189 and 191)
  - 1. Such petition may be in the form of emails from State Board members with each email clearly showing the purpose of the meeting and the member’s approval or disapproval of holding a special meeting.
  - 2. The State Secretary shall summarize the results of these emails showing the purpose of the meeting and listing the names and how they voted for all State Board Members responding.
  - 3. Such summary with emails attached or a signed petition shall become a permanent part of the minutes of said special meeting.
  - 4. Written notice of a special meeting of the State Board whether on the call of the President or by petition or summary 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.
- j. Bylaws Security/Access – 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.

**Policy 45. STATE EXECUTIVE COMMITTEE**

There shall be a State Executive Committee composed of the President as Chairman, the Vice President, the State Secretary, the State Treasurer and the State Advisor as an Ex Officio member without voting privileges. The Committee shall meet at the call of the President concerning matters requiring his attention. (See Bylaw 220)

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.

If the State Executive Committee determines that the best interests of the Corporation require an immediate change in the Policies and/or Procedures, it may adopt a temporary change in the Policies and/or Procedures 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. (See Bylaw 221).

While in effect, temporary changes in the Policies, Procedures and Required sections of SIR Position Descriptions adopted by the State Executive Committee shall have the same force and effect as if adopted by the State Board. (See Bylaw 222)

**POLICIES- STATE continued**

**Policy 45 continued**

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. (See Bylaw 223)

**Policy 46. STATE COMMITTEES**

a. Standing Committees are permanent Committees established by the State Board. Special Committees are temporary, created by the President to make special studies as prescribed in Bylaw 265.

b. The following are the established Standing Committees.

1. State Amateur Radio Club
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. Policy and Procedures Committee
9. State Audit Committee
10. State Nominating Committee
11. State Insurance Committee
12. State Budget Oversight Committee
13. State Training & Development Committee
14. State Bocce Committee
15. State Sporting Events Committee

c. Standing Committee appointment and organization procedures shall be found under Procedure 46. "How to Appoint and Organize Standing Committees".

d. Special committees may be created and members may be appointed by the President (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. (See Bylaw 265)



**POLICIES STATE continued**

**Policy 46 continued**

e. Chairman of a Standing Committee-Removal from office: The President shall have authority to remove the Chairman from office for cause, with the approval of the Board of Directors. A Chairman so removed shall have fifteen (15) days to make contact, in writing or person, with the State Board, seeking an opportunity to appeal the decision. (See Bylaw 227)

f. 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 Bylaw 265.

**Policy 47. STATE OFFICER ELECTIONS**

The election of State Officers (President, Vice President, State Secretary, State Treasurer, Chief Administrative Officer, Assistant State Secretary, Assistant State Treasurer, Regional Directors, and Area Governors) shall follow the procedures specified in Procedure 47 – How to Elect State Officers. Election procedures for Regional Directors and Area Governors are found in Procedure 47a – How to Elect Regional Directors and Procedure 47b – How to Elect Area Governors.

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. (See Bylaw 148)

A State Officer shall not serve concurrently as a Branch Officer or in any other elected State office (except when serving in an Interim Management position- See Policy 29- Interim Branch Management). Upon application, the President may make an exception to this Policy.

**Policy 48. ANNUAL MEETINGS**

All State officers except Regional Directors and Area Governors shall be elected at the Annual Meeting of the Corporation. (See Bylaw 143)

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 Little Sir shall be entitled to vote in his absence. Lacking the Big Sir and Little Sir in attendance, one other Branch Officer from the same Branch in attendance shall be entitled to vote.

The Annual Meeting shall be conducted in accordance with Procedure 48 – How to Conduct the Annual Meeting.

## **POLICIES- STATE continued**

### **Policy 49. REMOVAL FROM STATE OFFICE**

Any State (Corporate) Officer may be removed from office upon the finding that he has breached or refused to conform to, any Policy, required Procedure, Bylaw or Presidential directive. (See Bylaws 160 to 168)

Procedure 49 – How to Remove a State Officer shall be followed.

### **Policy 50. SIR WEBSITES**

SIR Websites are an integral SIR resource; the SIR Website effort is led by the Information Systems Committee whose members are appointed by the President. This policy refers to any website on the Internet that uses the name SIR and/or the SIR logo.

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 including information on how to reach SIR by telephone and email. It shall not contain names or addresses of individual SIR members. It shall contain a method whereby a viewer can communicate directly with a SIR Officer. Information may be found by the use of an internal search function of the SIR Roster.

A second web page can be accessed through [www.sirinc.org](http://www.sirinc.org) by clicking on Member's Information. It 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 [sirinc.org](http://www.sirinc.org) website. It may contain names, such as authors of documents, without the approval of the individual. It may contain names and addresses of individuals, or proprietary SIR information which shall be password protected using a password obtained from a Branch Secretary or Branch Big Sir.

SIR Website content shall meet the following criteria:

Any use of the copyrighted SIR logo shall be in accordance with Policy 9 – Logo in the SIR Policy Manual.

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

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.

## **PROCEDURES - GENERAL**

### **Procedure 6 – How to Provide and Serve Alcoholic Beverages at Meetings and Events** **PROCEDURES FOR SELLING/SERVING ALCOHOL AT A SIR FUNCTION**

- a. To meet the requirements of our Liquor Liability Carrier, any branch serving alcohol at their meetings or events shall have two certified bartenders.
- b. Any SIR member selling and serving alcohol shall be trained and certified through a Bartenders training course via the internet or through another responsible beverage server certification program. Expense of the program is to be absorbed by the branch. Documentation of compliance is the certificates of completion. Failure to meet this requirement could result in the branch losing its Liquor Liability insurance.
- c. Should a Branch receive income from the sale of alcohol, said income shall be reported monthly as a separate line item on the Branch Form 28 under Receipts, 103 Other – Alcohol Sales. Any branch that generates income from selling alcohol shall report annual income to the State Insurance Committee Chairman, as mandated by our insurance carrier.
- d. Exception to this Procedure – Participants Serving Themselves. If at a SIR function where Certified Bartenders are not present or are not serving the alcoholic beverages, the participants must serve themselves...no exceptions.

### **Procedure 9 – How to Use the SIR Logo**

- a. The SIR logo or emblem may be used on official letterheads, envelopes, Branch bulletins, rosters, announcements of Branch functions, paraphernalia, certificates, plaques and memorabilia.
- b. When dealing with outside parties, the use of the SIR Logo is encouraged.
- c. The design of the logo and emblem 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.
- d. A Branch Executive Committee (BEC) and the State Board, by majority vote recorded in its minutes, may authorize the use of the logo or emblem in connection with the promotion or conduct of a specifically designated official event conducted by or on behalf of SIR or it may be authorized as provided herein, for display on other items produced, merchandised, marketed, or sold.
- e. When the logo is to be displayed in color, the following colors should be as those described below or similar.

**PROCEDURES – GENERAL continued**  
**Procedure 9 continued**

Body Part	Color	RGB Code		
		Red	Green	Blue
Rooster	Red	191	30	46
Block SIR	Black	0	0	0
Banner bordering and lettering	White	255	255	255
Banner fill and copyright symbol and "Incorporated"	Black	0	0	0



- f. When the **emblem** is to be displayed in color, the following colors should be as those described below or similar.

Body Part	Color	RGB Code		
		Red	Green	Blue
Head, comb and wattle	Red	255	0	0
Beak	Yellow	255	255	0
Body and tail feathers	Brown	216	80	37
Neck, legs and feather accents	Light Brown	220	150	0
SIR letters fill	Blue	0	0	255
Banner bordering and lettering	Yellow	255	255	0
Banner fill and copyright symbol and "Incorporated"	Black	0	0	0



## PROCEDURES – GENERAL continued

### Procedure 10 – How to Process an HLM Award

#### PROCEDURES TO BE FOLLOWED BY THE BRANCHES:

- a. HLMs requested by a Branch are first recommended by a two-thirds vote of the Branch Executive Committee (BEC)
- b. Form 45 - Application for Honorary Life Membership and supporting documentation are then forwarded to the Area Governor and Regional Director for their approval, and a copy to the Chairman of the State Certificates Committee, who will monitor the progress of the approval process, 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.
- c. 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 membership for a Branch with 100 or more active members, on the date of application.
- d. 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.
- e. The President, or present or past State Officer designated by the President shall present this certificate, although the Big Sir may recommend a person that meets these qualifications to the President.
- f.. The Branch shall provide the member with an official **badge** indicating he is a recipient of the honor and the certificate shall be appropriately matted and framed.
- g. In situations where the Branch has determined that the HLM can no longer attend or participate in branch functions, the BEC with two-thirds approval may request that the Area Governor 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 Area Governor over the Big Sir's signature outlining the circumstances that prompt the requested action including steps taken to contact the HLM. The Area Governor shall approve or disapprove the request by return correspondence with a copy to the State Certificates Chairman. If approved, the individual shall remain a member of that Branch and be reflected as HLM Emeritus in that Branch's and State Roster membership records.

**PROCEDURES – GENERAL continued**

**Procedure 10 continued**

- h. An HLM shall remain a member of his Branch until death, transfer, resignation or permanent relocation, but shall not be subject to attendance requirements.
- i. 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.

**PROCEDURES TO BE FOLLOWED BY THE STATE**

- j. A State HLM shall be awarded to each Past State President. In addition, the State Board may, on its own initiative, with a two thirds vote of the State Board, award an HLM to other members, based on outstanding or exceptional service performed by a member at the corporate level of SIR.
- k.. Should the recipient of the State awarded HLM have been awarded a Branch HLM previously, the Authority code shall be changed from "BR" to "PP"(Past Presidents) or "SB" (State Board) and the State HLM shall supersede and replace the previously awarded Branch HLM and shall no longer count against the Branch's 2% maximum
- l. The conferring of the HLM is reserved to the State Board.

**PROCEDURES TO BE FOLLOWED BY ALL**

- m. 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.
- n. A member of SIR can only receive one HLM, either through his Branch or as a State-initiated action.
- o. An HLM shall be permitted to transfer from one Branch to another. The HLM shall no longer be counted by either Branch in determining the number of HLMs authorized for it and shall not be counted in determining the number of HLMs authorized for each Branch.

## **PROCEDURES – GENERAL continued**

### **Procedure 12 – How to Manage Funds in State Committees and Branches**

Standard financial and banking procedures for State Committees that receive and disburse funds pertaining to their activities and expenses are:

- a. A Committee Treasurer shall be 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 establishment of bank accounts for State Committees shall receive prior approval from the State Treasurer or Assistant State Treasurer.
- d. 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 "SIR, Incorporated, 'Committee name' " with the SIR State Treasury federal identification number.
- e. There shall be three authorized signatories on the account—the Committee Chairman, Secretary, and Treasurer. All checks or withdrawals from the account for \$500 or more shall be approved in writing (email okay) in advance by two of the three authorized signers.
- f. 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.
- g. 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.

#### **PROCEDURE FOR PROCESSING STATE EXPENSES**

- h. Approved vouchers will be sent to the State Treasurer for payment.
- i. All reimbursable expenses except mileage, tolls, and authorized luncheon attendance meals must have receipts or explanations for more than \$20.00:

**PROCEDURES – GENERAL continued**

**Procedure 12 continued**

- j. Allowable expenses include:
  - k1. Mileage: Personal motor vehicle usage at the reimbursable rate shown on Form 15, Expense Claim Voucher.
  - k2. Tolls: Bridge and road tolls.
  - k3. Lodging: For trips over 100 miles one way, and early morning meetings requiring night driving.
  - k4. Meals: Actual cost including gratuity, but not including alcoholic beverages.
  - k5. Postage: Mailing and other delivery charges.
  - k6. Copies and Printing: Copy purchases. Copies produced on personal copier or printer, at \$0.10 per side.
  - k7. Supplies: Such as envelopes, blank labels, etc.
  - k8. Area meetings and Branch Training: Coffee and light refreshments and pastries purchased by the Area Governor for Branch personnel attending the annual Branch Officer Training session and the Area meetings and meeting room rental fees when a free meeting room is not available.
  
- n. Non-reimbursable expenses include the following:
  - l1. Attendance at own Branch meetings or other functions.
  - l2. Meals for spouses.
  - l3. Alcoholic beverages unless approved by the Regional Director or President.
  - l4. Set-up or printing of personalized stationery.
  - l5. Computer hardware, software or supplies unless per-authorized by the State President or his designee.
  - l6. Expenses of committee members must be approved by the Committee Chairman either by signature on the expense report, or by electronic approval such as email.
  - l7. State expenses of Area Governors shall be approved by the appropriate Regional Director by signature on the expense report, or by electronic means such as email.



## **PROCEDURES – GENERAL continued**

### **Procedure 12 continued**

#### STANDARD FINANCIAL AND BANKING PROCEDURES FOR BRANCHES

1. Opening a Branch bank account:
  - a. Opening 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.
  - b. 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.
  - c. 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 SIRinc.org under Members Information – Branch Information – Membership Information – Branch Data Sheets. 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)
2. Procedure for processing Branch expenses
  - d. Branch expenses are submitted on Form 15, approved by the Big Sir, or in his absence the Little Sir, and processed by the Branch Treasurer.
  - e. Allowed and disallowed expenses are to follow the same guidelines listed above for State expenses.

#### REMUNERATION OF MEAL COSTS FOR SIR OFFICERS VISITING BRANCHES

- f. When a Branch invites an Area Governor (AG) or any other SIRinc Officer to a luncheon or other SIRinc function the branch will pay; this includes the spouse or significant other.
- g. When an AG or any other SIRinc Officer invites himself to a Branch luncheon or other SIR Branch function for official business he will pay and the SIR State will reimburse the SIRinc Officer. The SIRinc Officer will pay for the spouse or significant other, not the State.

**PROCEDURES – GENERAL continued**

**Procedure 12 continued**

**INSURANCE ADD-ONS:**

- h. 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 an Activity Standing Committee (SIRARC, Golf, Bowling, RV, Bocce), a \$27 insurance add-on shall be included in the fare to be paid by each participant.
- i. The State Activity Committee or Branch Designated Member (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 the Agency shall collect, account for and remit all insurance add-ons, by a separate check, made payable to the State Treasurer. The check should be issued no later than the event departure date.

**AREA OR REGIONAL ACTIVITY:**

- j. All funds received in connection with an Area or Regional activity shall be received in the name of the Area or Regional fund, 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.

## **PROCEDURES – GENERAL continued**

### **Procedure 13 – How to Administer a Domestic or Overseas Trip**

#### **BRANCH TRAVEL APPOINTMENTS/RESPONSIBILITY:**

- a. The Big Sir may appoint one or more members including himself to serve on a Branch Travel Committee to assist in the conduct of an effective travel program. Any 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.
- b. The Branch Travel Chairman, under the direction and supervision of the BEC, is responsible for the planning, promotion and conduct of duly authorized Branch travel events.
  1. As part the BEC's responsibility for the Branch travel program, it shall require the Branch Travel Chairman (BTC) to use SIR Form 59, insuring that all travel event requirements are followed. 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.
  2. Upon completion of Form 59, it shall be submitted to the Branch Secretary for filing with the Form 53.

#### **BRANCH EVENT APPROVAL:**

##### **Travel Prohibitions.**

- a. No BTC, DM or GL involved in a SIR travel event shall receive or accept any personal gain from travel other than free passage or reduced fare passage, as remuneration or compensation for ongoing travel arrangements, duties and/or responsibilities as specified by SIR and/or the travel agency contract. This Policy also includes Familiarization trips when such travel has been expressly authorized by the President or BEC in accordance with 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 or BTC shall present or vote on any travel proposal to the BEC or State Board, nor be designated as a DM or GL for a travel event if the member or BTC, 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 event.
- c. Acceptable forms of remuneration by Travel Agencies for SIR travel events for a BTC, DM or GL are free or reduced fare passage or a percent of the fare based on terms negotiated with Travel Agency Contract.

**PROCEDURES – GENERAL continued**

**Procedure 13 continued**

- d. 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 Policy 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 exempt from this Policy 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.

**TRAVEL FORMS**

- e. Form 53 - Any event involving travel that is arranged by a Branch shall be approved by the Branch Executive Committee (BEC) on Form 53 (Request for approval of Branch Travel Event) with or without a Travel Agency. After Form 53 has been approved with affirmative vote of the BEC at a regular or special meeting, it shall be properly recorded in the minutes of the meeting, with copy of the Form 53 attached.
- f. Form 50 - Following approval of Form 53, if an Agency is used, the BEC or Designated Member (DM) must complete a Form 50 Contract signed by the BEC and the agency before any deposits are accepted for the event or it is publicized or otherwise announced as being available to members of the Branch or their guests. Form 50 shall not be altered in any way other than filling in blanks as appropriate, and it must be done on SIR Contract Form 50 with a SIR-Qualified Travel Agency. The contract executed by the 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..

**EVENT APPROVAL—STATE ACTIVITY COMMITTEE:**

- g. Form 53B- 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. 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 Designated Member (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.

**PROCEDURES – GENERAL continued**

**Procedure 13 continued**

EVENT APPROVAL—STATE TRAVEL COMMITTEE (STC):

- h. Any event involving travel that is proposed by the State Travel Committee (STC) must be approved by the State Board and recorded in the minutes of the meeting. A contract must be completed with a SIR-Qualified Travel Agency. The contract executed by the Designated Member (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.
- i. The STC is exempt from mandatory use of Approval Form 53B and Contract Form 50B.

EVENT CANCELLATION:

- j. If a Branch Travel Event is canceled 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 canceled Form 50 must then be promptly sent to the Branch Secretary, Branch Treasurer, State Insurance Chairman and State Travel Chairman.

INSURANCE COVERAGE (FOREIGN TRAVEL):

- k. 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, a \$27.00 insurance add-on shall be included in the fare to be paid by each participant.
- l. 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 insurance add ons, by a separate check, made payable to the Branch or State Treasurer and issued no later than the event departure date.
- m. The Branch Treasurer shall remit such insurance add ons received from the Agency to the SIR State Treasurer with the SIR Report Form 51 within 7 days of receipt of the funds.

**PROCEDURES – GENERAL continued**  
**Procedure 13 continued**

TRAVEL AGENCIES

- n. Travel Agencies shall comply with paragraph k., above
- o. 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.
- p. SIR-Qualified Agency shall:
  - 1. Have a current California Seller of Travel license and identification number (CST ID No.)
  - 2. Carry a minimum of \$1,000,000 in comprehensive General and Professional Liability Insurance. The Policy shall include SIR, Inc., All Authorized Branches and Members as Additional Insured. 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.
  - 3. Have a current appointment to ARC (Airline Reporting Corporation) or IATAN (International Airlines Travel Agency Network),
  - 4. 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.

**PROCEDURES – GENERAL continued**

**Procedure 13 continued**

RESPONSIBILITY FOR INSURANCE REQUIREMENTS:

- q. The insurance requirements listed under “Travel Agencies- SIR Qualified Agency” are the responsibility of the SIR State Insurance Committee.
  - 1. The State Insurance Committee Chairman or a designated State Insurance Committee member shall maintain a file of the required insurance documents for each Agency, and approve them.
  - 2. The State Travel Chairman must notify the Agency 30-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.
  - 3. Failure of the Agency to comply may result in the Agency being removed from the SIR-Qualified list.
- r. The airline-related requirements listed under “Travel Agencies- SIR Qualified Agency” are the responsibility of the State Travel Committee. The Chairman shall maintain a file of those required documents for each Agency.
- s. The State Travel Committee Chairman shall cause to be published on the SIR Website a list of the SIR-Qualified Travel Agencies.
  - 1. It shall be updated, if changes occur, on a monthly basis, and it shall include the name of the travel agency, CST Number, and the expiration date of their insurance.
  - 2. It shall identify those SIR-qualified 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.
- t. The Branch Travel Chairman is responsible for verifying that the Agency’s insurance shall be in effect from the date the contract is signed until the travel event is completed.
  - 1. If the insurance expires 30 days prior to or during the travel event, the BTC shall 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.
  - 2. 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.

**PROCEDURES – GENERAL continued**

**Procedure 13 continued**

RESPONSIBILITY FOR INSURANCE REQUIREMENTS: continued

- u. If the insurance of an Agency is not renewed or is canceled prior to the contracted travel event, the BTC shall immediately notify the State Travel Committee Chairman of this fact.
  1. The BTC will be provided a recommendation by the State Travel Committee 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 Travel Committee Chairman.
  2. If there are significant changes regarding the travel event, the Big Sir shall call for an emergency meeting of the BEC.
  3. The BTC shall promptly notify the travel event participants and the Chairman of the State Travel Committee of the decision of the BEC.
  
- v. 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 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.

REMOVAL FROM THE SIR-QUALIFIED AGENCIES LIST:

- w. 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 SIRinc. or its Branches for events involving travel:
  - 1, 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.
  2. 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.
  3. Used a SIR participant list for purposes of other than SIR approved events involving travel.



**PROCEDURES – GENERAL continued**

**Procedure 13 continued**

RESPONSIBILITY OF THE DM TO THE AGENCY:

- x. The Designated Member (DM) of the sponsoring Branch or State Committee shall agree, in contracting with the Agency:
  - 1. To act as or provide a group leader(s) (GL) for the sponsoring Branch or State Committee in connection with a specified event.
  - 2. To act on the behalf of the Agency in offering or selling all transportation and travel good and services in connection therewith for the event and sell no other travel goods or services in connection with the specified event.
  - 3. Not to receive any consideration for travel services from any passenger.
  - 4. To require the event participants to pay all consideration for travel services.
  - 5. To ensure that insurance fees are collected and remitted to the Branch or State Treasurer as required.

A

POST-TRIP PROCEDURES

- y. 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 \$5.00 per participant, shall be turned over to the Branch Treasurer as unencumbered surplus travel money.
- z. 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 above, setting forth in detail all receipts and expenditures of funds received by him.
  - 1. 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.
  - 2. 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.

**PROCEDURES – GENERAL continued**  
**Procedure 13 continued**

ADVERTISING TRIPS IN BRANCHES

- aa 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.

**Procedure 13a – How to Use a Bus Company for Short Trips**

PRE-TRIP:

- a. A Designated Member (DM) may be appointed by the BEC to manage a bus trip. He shall be responsible for all aspects of the trip – planning, trip literature, and fare collection from the participants.
- b. The DM shall only use a carrier that is on the List of SIR Qualified Bus Companies found on the SIR website (and updated by the State Insurance Committee). This selection ensures the carrier possesses an active “Transportation Charter Class A Certificate” issued by the California Public Utilities Commission (CPUC) and has a Commercial Automobile Liability Insurance Policy that meets the requirement of CPUC General Order 101-E (a minimum of \$5 million liability coverage).
- c. The DM shall complete SIR Form 46 “Request for Approval of Branch Bus Trip”, which includes space for the carrier’s CPUC Number and Insurance Expiration Date found on the Qualified Bus Companies list, above.
- d. The DM shall submit participants’ fares to the Branch Treasurer, who shall maintain a separate custodial sub-account in the branch financial records
- e. 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

POST-TRIP:

- f. Upon completion of a bus trip, the DM shall comply with the requirements of SIR Form 47 – Short Bus Trip Financial Report, which details the disbursement of the trip’s funds and distribute it as indicated on the Form.

## **PROCEDURES – GENERAL continued**

### **Procedure 14 – How to Amend Policies, Procedures, and Position Descriptions**

- a. Any proposal involving SIR Policies and Procedures shall be submitted to the State Policies and Procedures Committee (P&P) Chairman with a copy to the President. The following may submit such a proposal: the State Board, a State Officer, a State Committee Chairman, any member of the P&P, or a Branch Executive Committee at least 15 days prior to the next State Board meeting.
- b. The P&P shall review the proposal and shall contact the referrer if there is a recommended change, alternate proposal, or rejection - to provide the opportunity for agreement with the referrer on a final proposal. However, a proposal shall not change unless agreed to by the referrer(s). If such disagreement exists, the P&P may comment on their position in the agenda addendum that presents the proposal to the State Board.
- c. The P&P shall then submit the proposal through the President to the State Board with its recommendations.
  1. Such submittal shall be in the form of an addendum to the agenda of the next State Board meeting.
  2. A policy and procedure proposal for clarification purposes without changing the item's intent, to standardize the format or to correct word processing may be approved and published at the discretion of the P&P or its Chairman.
- d. The State Board approves or disapproves the policy or procedure by a simple majority vote.
- e. If the State Executive Committee by majority vote determines that the best interests of the Corporation require an immediate change in the policies and procedures, it may adopt a temporary change 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. (See Bylaw 221).
- f. While in effect, temporary changes in the policies and procedures adopted by the State Executive Committee shall have the same force and effect as if adopted by the State Board. (See Bylaw 222)

**PROCEDURES – GENERAL continued**  
**Procedure 14 continued**

**Position Descriptions**

- a. A proposal involving Position Descriptions of State and Branch Officers shall be submitted by a State Officer or P&P member to the State Policies & Procedures Committee (P&P) Chairman.
- b. If the P&P Chairman determines that a revision is considered minor or is to clarify, standardize format, or correct word processing, it may be approved and published at his discretion. Otherwise, the P&P members shall review the revision; the Chairman then shall submit a recommendation for the agenda through the President to the State Board for approval.

**Procedure 15 – How to Amend Bylaws**

- a. Any proposal involving the State or Branch Bylaws shall be submitted to the State Policies and Procedures Committee (P&P) with a copy to the President by the State Board, a State Officer, a State Committee Chairman, any member of the P&P, or a Branch Executive Committee at least 45 days prior to the next State Board meeting.

The P&P and other reviewers of a proposal shall contact the referrer if there is a recommended change, alternate proposal, or rejection - to provide the opportunity for agreement with the referrer on a final proposal. However, a proposal shall not change unless agreed to by the referrer(s). If such disagreement exists, the P&P may comment on their position in the agenda addendum that presents the proposal to the State Board.

- b. The Policy and Procedure Committee shall then submit the proposal through the President to the State Board with its recommendations. Such submittal shall be in the form of an addendum to the agenda of the next State Board meeting.
- c. If the State Board by majority vote finds the proposed amendment to be in the best interest of the Corporation, the State Secretary shall cause such amendment 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.
- d. In the event that the State Board rejects the proposed amendment and the President disagrees, the State Secretary shall cause such amendment to be circulated as above, but with the President's comments and the State Board's comments preceding. (See Bylaws 56, 57, 58, 290)
- e. An exception is made for a bylaw addition/amendment proposal that is submitted collectively by seven or more branch BEC's at least 60 days prior to the Annual Meeting. The proposal shall pass through the State Board with its recommendations (and the President's if different) to become an agenda item for the Annual Meeting.

**PROCEDURES – GENERAL continued**  
**Procedure 15 continued**

- f. These Bylaws may be amended by the affirmative vote of two-thirds of those present and entitled to vote at the Annual Meeting. (See Bylaw 59)

**Procedure 16a – How to Handle Food Safely**

Safe steps in food handling, cooking, and storage are essential to prevent food borne illness. If Sirs are cooking and/or serving food at Sir luncheons and events, those performing the tasks shall familiarize themselves and comply with the requirements listed below. These requirements are excerpted from the USDA document, “Basics for Handling Food Safety”.

No one can see, smell, or taste harmful bacteria that may cause illness. In every step of food preparation and handling, Sir shall follow the four steps of the Food Safe Families campaign to keep food safe:

- Clean — Wash hands and surfaces often.
- Separate — Don't cross-contaminate.
- Cook — Cook to the right temperature.
- Chill — Refrigerate promptly.

**Shopping**

- Purchase refrigerated or frozen items after selecting your non-perishables.
- Never choose meat or poultry in packaging that is torn or leaking.
- Do not buy food past "Sell-By," "Use-By," or other expiration dates.

**Storage**

- Always refrigerate perishable food within 2 hours—1 hour when the temperature is above 90 °F (32.2 °C).
- Check the temperature of your refrigerator and freezer with an appliance thermometer. The refrigerator should be at 40 °F (4.4 °C) or below and the freezer at 0 °F (-17.7 °C) or below.
- Cook or freeze fresh poultry, fish, ground meats, and variety meats within 2 days; other beef, veal, lamb, or pork, within 3 to 5 days.
- Perishable food such as meat and poultry should be wrapped securely to maintain quality and to prevent meat juices from getting onto other food.
- To maintain quality when freezing meat and poultry in its original package, wrap the package again with foil or plastic wrap that is recommended for the freezer.

## **PROCEDURES – GENERAL continued**

### **Procedure 16a continued**

- **Canned foods are safe indefinitely as long as they are not exposed to freezing temperatures, or temperatures above 90 °F. If the cans look ok, they are safe to use. Discard cans that are dented, rusted, or swollen. High-acid canned food (tomatoes, fruits) will keep their best quality for 12 to 18 months; low-acid canned food (meats, vegetables) for 2 to 5 years.**

#### **Preparation**

- **Always wash hands with warm water and soap for 20 seconds before and after handling food.**
- **Don't cross-contaminate. Keep raw meat, poultry, fish, and their juices away from other food. After cutting raw meats, wash cutting board, utensils, and counter tops with hot, soapy water.**
- **Cutting boards, utensils, and counter tops can be sanitized by using a solution of 1 tablespoon of unscented, liquid chlorine bleach in 1 gallon of water.**
- **Marinate meat and poultry in a covered dish in the refrigerator.**

#### **Thawing**

- **Refrigerator: The refrigerator allows slow, safe thawing. Make sure thawing meat and poultry juices do not drip onto other food.**
- **Cold Water: For faster thawing, place food in a leak-proof plastic bag. Submerge in cold tap water. Change the water every 30 minutes. Cook immediately after thawing.**
- **Microwave: Cook meat and poultry immediately after microwave thawing.**

#### **Cooking**

**Cook all raw beef, pork, lamb and veal steaks, chops, and roasts to a minimum internal temperature of 145 °F (62.8 °C) as measured with a food thermometer before removing meat from the heat source. For safety and quality, allow meat to rest for at least three minutes before carving or consuming. For reasons of personal preference, consumers may choose to cook meat to higher temperatures.**

- **Ground meats: Cook all raw ground beef, pork, lamb, and veal to an internal temperature of 160 °F (71.1 °C) as measured with a food thermometer.**
- **Poultry: Cook all poultry to an internal temperature of 165 °F (73.9 °C) as measured with a food thermometer.**

**PROCEDURES – GENERAL continued**  
**Procedure 16a continued**

**Serving**

- Hot food should be held at 140 °F (60 °C) or warmer.
- Cold food should be held at 40 °F (4.4 °C) or colder.
- When serving food at a buffet, keep food hot with chafing dishes, slow cookers, and warming trays. Keep food cold by nesting dishes in bowls of ice or use small serving trays and replace them often.
- Perishable food should not be left out more than 2 hours at room temperature—1 hour when the temperature is above 90 °F (32.2 °C).

**Leftovers**

- Discard any food left out at room temperature for more than 2 hours—1 hour if the temperature was above 90 °F (32.2 °C).
- Place food into shallow containers and immediately put in the refrigerator or freezer for rapid cooling.
- Use cooked leftovers within 4 days.
- Reheat leftovers to 165 °F (73.9 °C).

**Refreezing**

- Meat and poultry defrosted in the refrigerator may be refrozen before or after cooking. If thawed by other methods, cook before refreezing.

**New 08/20/2019**

## **PROCEDURES – GENERAL continued**

### **Procedure 17 – How to Fill Vacancies in State Offices**

- a. 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. (See Bylaw 150)
- b. 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. (See Bylaw 151)
  1. 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. (See Bylaw 152)
  2. 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. (See Bylaw 153)
- c. 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 lowest numbered Branch of the Area. (See Bylaw 154)
  1. 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. (See Bylaw 155)
  2. 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. (See Bylaw 156)



## **PROCEDURES- BRANCH – MEMBERSHIP**

### **Procedure 26 – How to Terminate a Member**

- a. Notice of the pending termination of a member shall be delivered either personally or by first-class registered mail, return receipt requested, sent to the last known address of the member shown on the Branch records not less than 15 days prior to the termination meeting of the Branch Executive Committee.
- b. Such notice shall include all of the following:
  1. The reason for the action being taken against him.
  2. His right to be heard by the Branch Executive Committee, either by appearance, or in writing at least five days before the termination meeting.
  3. The date, time and location of the termination meeting.
- c. At the conclusion of the termination meeting, the member's termination shall be accomplished by a two-thirds affirmative vote, and the member shall be informed of the decision in a timely manner.

## **BRANCH- OTHER**

### **Procedure 30- HOW TO FILE FOR A CALIFORNIA RAFFLE LICENSE**

This procedure is found on the SIRinc website, MEMBER INFORMATION page, under BRANCH INFORMATION/How to Information. Click on “Raffle REQUIRED License Instructions”. (This process has been used successfully for years by Branch 149).

## PROCEDURES- BRANCH- OTHER Continued

### **Procedure 33 – How to Appoint Branch Committees**

- a. Following his election and prior to the end of the year, the Big Sir Elect shall appoint Branch Committee Chairman in accordance with Policy 26.
- b. Among these Chairman appointments shall be the following:
  1. Recruitment, Activities, Member Relations, and Publicity and Nominating – The Big Sir-elect shall appoint a Chairman for these five functions, which are basic to the needs of a successful branch. These Committees are intended to focus on their specific area of responsibility, and to bring continuity to their functions with turnover of Branch leaders. Depending on an individual Branch's needs, one or more of the four functions may be consolidated.
  2. Auditing- The Big Sir-elect shall appoint a Committee Chairman and one or more members who have not served as officers during the current (audit) year. The Committee shall make an audit of the books and records covering the financial transactions of the Branch during the current calendar year. The audit shall include golf, bowling, travel, and any other activity as directed by the Big Sir. Form 29 – Branch Audit Report containing a resume of the audit(s) shall be submitted according to its instructions by February 10 following the audit year.
- c. Nominating- The Big Sir-elect shall appoint a Nominating Committee Chairman and two or more members, other than himself or the Little Sir-elect. The Committee shall follow the duties shown in the Nominating Committee Chairman position description and in the Training Leader's Guide for Nominating Committee Members, found on the SIRinc website.

## **PROCEDURES- BRANCH- OTHER Continued**

### **Procedure 34 – How to Elect Branch Officers**

- a. Candidate Qualifications- A candidate shall be capable of performing the responsibilities contained in the position description for the elected position. Further, a Branch Officer shall not serve concurrently as a State Officer. Upon application to the President, the President may make an exception to this Policy.
- b. Term of Office: A Branch Officer shall take office January 1<sup>st</sup> of the ensuing year. He shall serve a one-year term. He shall continue to serve until his successor is elected and installed. Branch Directors shall be elected to one year terms and may serve three consecutive terms, excluding any partial year immediately preceding the first such year. If he vacates the position for one or more calendar years, eligibility is reestablished. Upon request by the Big Sir, the Regional Director may make an exception to this Policy.
- c. Election Procedures: These Branch Officers shall be elected by Branch members as follows:
  1. By May 31- The Branch Nominating Committee shall identify potential candidates, using their own knowledge of members and recommendations from others within the Branch. The candidates shall be vetted through a succession planning list if any, Branch biographies if available, Branch applications, positions held, and other means. The Committee shall provide a slate of nominees, ensuring that each candidate is willing to serve, to the Big Sir and BEC by May 31. If no BEC meeting is held in May, do so by April 30. If the election will not be held in August due to an August scheduled event, the May 31 date shall be changed to April 30.
  2. July- the names of all nominees shall be published in the July Branch bulletin.
  3. August- Election of the Officers shall be held at the August luncheon meeting. In the case of a scheduled event in August, the election shall be moved to July. Additional nominations may be made from the floor. A nominee from the floor must signify his agreement to accept the office if elected. 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 a show of hands. For three or more nominees for an office, the candidate receiving the largest number of votes (a plurality) shall be elected.

**PROCEDURES- BRANCH- OTHER Continued**

**Procedure 34 – How to Elect Branch Officers: continued**

4. November/December- Installation of Officers shall be completed at the Branch luncheon or other suitable meeting during these months. If an Officer is not installed then, the installation shall be completed as promptly as possible afterward. 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.
  
  5. 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 SIR, Incorporated?" (See Bylaw 30)
  
  6. After receiving an 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."
- d. When new officers are elected, the outgoing officers shall present all records to the incoming officers by not later than the meeting in January.

<b>Month</b>	<b>Action</b>
Prior to December 31	Big Sir appoints Nominating Committee Chairman
January through May	Nominating Committee recruits and vets officer candidates
July	Nominee names are published in the Branch Bulletin
August	Officers are elected at the regular Branch meeting (If a conflict exists, the election shall be at the July luncheon meeting.)
November to December	New Officers are installed

## **PROCEDURES- BRANCH- OTHER Continued**

### **Procedure 35 – How to Form a New Branch**

#### **a. Forming a Provisional Branch**

1. Twenty-five members or men with qualifications to become members shall agree to become a Provisional Branch, working with the Sir assigned by the Regional Director.
2. The assigned Sir shall confer with the appropriate Regional Director (RD), AG's of contiguous Areas, and Big Sirs of other Branches in the Areas to determine the effect of the proposed Provisional Branch on existing Branches. Upon AG and RD approval, one of those Branches shall agree to become the Sponsoring Branch.
3. The assigned Sir shall assist the applicants in completing Form 33- Application to Form A Provisional Branch. The State Assistant Secretary shall assign a branch number using the list of Inactive Branches as a source. In the event there are no inactive branches he will select a branch number for the list of dissolved branches. This assistance shall include the applicants' selection of Provisional Branch Officers. The completed Form 33 shall be forwarded as stated on the Form.
4. During its Provisional period, a Branch shall be governed by the Corporate and Branch Bylaws, Policies, and Procedures. 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.
5. The Sponsoring Branch shall arrange for the advancement of necessary funds, but not less than \$100 to cover the organizational expenses of the Provisional Branch. Repayment of such advances at the end of the Provisional period shall be by agreement between the Executive Committees of the Provisional Branch and the sponsoring Branch.
6. All funds contributed to a new Branch shall be processed in accordance with Procedure 35, How to Open a Bank Account, and Procedure 12, How to Process Expenses.
7. After a period of at least six months from the date of approval of Application Form 33, the Provisional Branch has been conducting its regular monthly luncheon meetings, and has a minimum of 50 members and all other requirements have been met, chartering shall be implemented as directed in Step 2 of this procedure

## **PROCEDURES- BRANCH- OTHER Continued**

### **Procedure 35 continued**

#### b. Granting a Charter:

1. The minimum number of 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. Upon application, the President may extend the Provisional period.
2. The Branch Officers serving 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.
3. Once the Provisional Branch has successfully met the terms of being a Provisional Branch and Paragraphs a. and b., above, the Big Sir of the Provisional Branch shall so state in writing- including his preference for an award date to the AG, who shall indicate his approval and forward it through the RD to the President for approval.
4. 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. The official Branch Charter Date is the date of the President's notification terminating the Provisional status of the Branch.
5. The President shall notify the RD, AG, Big Sirs of the Provisional and Sponsoring Branches, the Assistant State Secretary, the State Certificates Chairman, and the State Secretary of the Charter approval.
6. The Assistant State Secretary shall take the necessary actions to incorporate the Branch, if a dissolved branch number is used.
7. The State Certificates Chairman shall prepare the charter; forward it to the President or his designee for framing and awarding; and furnish a copy to the State Secretary for the Branch file.
8. The State Secretary shall file a Branch name change to the California Secretary of State when requested by the new Chartered Branch Secretary. See Procedure 30 – How to Change a Branch Name.

## **PROCEDURES- BRANCH- OTHER Continued**

### **Procedure 36 – How to Revoke or Suspend the Charter of A Branch.**

- a. Upon the finding by the President and/or the State Executive Committee that a Branch has breached any SIR Bylaw, Policy, Required Procedure or Branch Regulation or has refused to conform thereto, the President, upon recommendation of the Committee, shall refer such findings and recommendation to the State Board.
- b. 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 return receipt requested 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:
  1. Give the reasons for the action being taken against the Branch;
  2. 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;
  3. Specify the date, time and place of the meeting.
- c. Revocation or suspension of a Branch Charter shall be accomplished by a two-thirds affirmative vote by the State Board at a regular or 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.
- d. Exception: In the event that forms 63 and/or 64 are not completed and the non-complying branch has been notified of this noncompliance and the noncompliance continues for 30 days, the President may commence the revocation or suspension of this branch's charter This exception supersedes Procedure a. through c., above.
- e. When a Branch Charter is surrendered or revoked, the Branch Secretary shall exercise his best efforts to locate and turn over to the Area Governor the following Branch records. Other Branch records may be discarded.
  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.
  11. The Area Governor shall forward those records to the State Secretary, if available.

## **PROCEDURES- BRANCH- OTHER Continued**

### **Procedure 37 – HOW TO DISBAND OR MERGE WITH ANOTHER BRANCH**

In either a branch disbandment or a merger, one branch shall disband. There are two principal options for the branch and its members:

**OPTION 1 (DISBANDING).** A branch disbands in a locale with no other branches for its members to transfer, or with no transfer agreement with any other branch(es); some members transfer to another branch(es) of their own individual choosing.

**OPTION 2 (MERGER).** A branch disbands, but merges with another branch in the locale. The disbanding members transfer to the remaining branch. (See BRANCH MERGER PROCESS below.)

#### **BRANCH DISBANDING PROCESS (OPTION 1)**

- a. The BEC shall consider the need to disband and the options available. At that time, the Area Governor (AG) is informed if he has not already been involved in the disbandment/merger options issue. The AG provides advice as appropriate regarding the pros/cons of remaining as a viable branch or choosing one of the three options. If another branch(es) may be involved in member transfers, their Big Sirs are informed of the disbandment/merger possibilities, as well as their Area Governor.
- b. If there is another branch(es) in the locale, key leaders from each of those branches with the AG(s) are encouraged to discuss details that could affect their branch(es) and the members involved.
- c. Once an AG is informed, he notifies his Regional Director, State President, State Secretary, and State Treasurer so that these parties are aware of the pending action.
- d. If the decision is made to disband without an agreement for a merger, the following process shall be followed. If there is an agreement for a merger with another branch, see MERGER PROCESS (Option 2) below.
  1. The Big Sir of the disbanding branch shall write a letter to the State President with a copy to the State Secretary and State Treasurer that covers the following:
    - (a) A vote was held by email and regular mail (for those members not having email capability) with a 21 day window for voting. 80 percent of those voting elected to disband and surrender the Branch Charter.
    - (b) The last Branch meeting will occur or has occurred on (date), which is the disbandment date.
    - (c) Any discussions/agreements with other branches regarding disposition of the disbanding branch's members
    - (d) Termination status of outstanding events, travel, or other member activities- unless assumed by another branch.
    - (e) Other explanatory information that the Big Sir may care to put in the letter.



**Procedure 37 – HOW TO DISBAND OR MERGE WITH ANOTHER BRANCH  
(continued)**

2. The President shall confirm to these administrators of the Branch disbandment and its date of disbandment:
  - Database Chairman.
  - Area Governor(s) and Regional Director(s) involved.
  - State Treasurer.
  
3. The Branch Secretary shall exercise his best efforts to pass on to his AG on or about the last meeting date the following information:
  - (a) Branch Charter.
  - (b) Branch Articles of Incorporation.
  - (c) Tax Exemptions from IRS and State of California.
  - (d) Employer Identification Number assignment from IRS.
  - (e) Branch Record of Organization.
  - (f) Minutes of Branch Executive Committee meetings (recent five years).
  - (g) Final or most recent copy of Form 28 – Monthly Cash Report.
  - (h) Documents pertaining to closing down of the Branch including any information about merging with another Branch.
  - (i) Branch membership roster and membership records.
  - (j) Any other records that in the Area Governor’s judgment are relevant enough to be retained in the State Secretary’s Branch files.
  
4. The AG shall forward those records to the State Secretary.
  
5. The Branch Treasurer, after the outstanding checks have cleared, shall do the following:
  - (a) Write a check for the balance of the account payable to SIR, thereby closing the account.
  - (b) submit to the State Treasurer the following:
    - the above check.
    - a final Form 28-Monthly Cash Report showing the amount of the check on line 207, with line 8 and cash elements showing a zero balance.
    - branch financial records for the prior three years.
    - bank statement annotated to indicate disposition of final bank funds.

**PROCEDURES- BRANCH- OTHER Continued**  
**Procedure 37 continued**

6. The State Board of Directors, at its sole discretion, shall then direct the State Treasurer to disperse such remaining funds, using the following general guidelines:

- (a) 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.
- (b) If the State Board has determined that the transferee situation is unclear then the funds are retained by the State Treasurer until clarity occurs.

7. Interim Branch Executive Committee (IBEC) shall be the State Elected Officers who shall serve as the Big Sir, Little Sir, Secretary, Treasurer, Assistant Secretary and Assistant Treasurer respectively. The IBEC may require action from the former Branch Officers as may be required to carry out the provision of this Procedure and the related Policy.

8. Interim management of the Branch shall begin after the date of the last meeting and/or the surrender of the Branch's charter. The Branch shall continue as a shell corporation with all branch matters such as future SI-100 submittals being handled by SIRinc. This interim management shall continue until a newly formed branch is assigned that branch's number along with a name change if required or, at the discretion of the State Board of Directors, the Branch may be dissolved (unincorporated).

**BRANCH MERGER PROCESS (OPTION 2)**

- a. The disbanding branch in a merger shall follow the "DISBANDING BRANCH PROCESS" above, except that the membership roster and membership records shall be given to the Branch Secretary of the remaining branch.
- b. The merging branches shall agree to transfer all the members from the disbanding branch to the remaining branch, or -if there is no agreement- the members from the disbanded branch shall complete Form 2- Application For Membership In Or Transfer to SIR, Branch \_\_\_\_.
- c. The merging branches prior to the merger shall decide on a Branch name change if desired. The Branch Secretary of the remaining branch then shall follow Procedure 38- How to Change a Branch Name for BEC approval.
- d. Internal matters concerning new BEC members and committee chairmen shall be the responsibility of the remaining branch, following applicable procedures. Such matters should be discussed between the branches prior to the merger.

## **PROCEDURES- BRANCH- OTHER Continued**

### **Procedure 38 – How to Change a Branch Name**

- 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 State Secretary for inclusion in the Branch file.
- f. The State Secretary shall contact the Branch Big Sir and individuals in charge of the State Roster and State Website to ensure the name change is reflected.

### **Procedure 40 – How to Remove A Branch Officer**

- a. Upon the finding by the Big Sir or BEC that a Branch Officer has breached or refused to conform to, any State, Policy, Procedure, or Big Sir or BEC directive, or is, or has been, engaging in a course of action determined to obstruct or harm the best interest of the Branch and/or SIR, Incorporated in any manner, the question as to whether the officer status or membership of the officer should be terminated or suspended shall be placed before the BEC at the next scheduled meeting or at an earlier meeting called for that purpose.
- b. The notice of a meeting to consider the suspension or termination of officer status or membership of a Branch officer shall:
  1. Give the reasons for the action being taken against him.
  2. Notify the officer of his right to be heard, either by appearance or in writing, at least five days before the hearing.
  3. Specify the date, time and place of the meeting.
  4. Be delivered either personally or by first class mail – return receipt requested, sent to the last known address of the member shown on the Branch or State Board records.

**PROCEDURES- BRANCH- OTHER Continued**

**Procedure 40 continued**

- c. The member in question may be removed from officer status, suspended or removed from the Branch by a two-thirds affirmative vote of the BEC
- d. The Branch Secretary is responsible for providing the BEC's decision to the member in a timely manner.

**STATE**

**Procedure 43 – How to Develop and Monitor the State Budget**

- a. On or before December 15th the State Budget Oversight Committee shall submit an annual budget to the President Elect.
- b. The budget shall be based upon prior years' records, proposed goals and objectives for the new year, input from incoming Office Holders and Committee Chairmen, and the proposed amount of the annual Branch assessment for the ensuing year.
- c. The President shall submit this annual budget and the amount of the proposed annual Branch assessment to the Board of Directors for approval at the January meeting.
- d. Following approval of the budget by the Board of Directors, the Budget Oversight Committee shall monitor expenses and revenues throughout the year to ensure that expenditures and revenues are within budgeted amounts. If they are not, the Committee shall recommend measures to keep within the current budget limitations or other appropriate adjustments.
- e. The Board of Directors may revise the annual budget and the amount of the branch assessment as needed throughout the year.

## PROCEDURES- STATE Continued

### Procedure 46 – How to Appoint and Organize Standing Committees

- a. Activity Standing Committees like: SIRARC, Golf, Bowling, RV, State Sporting Events and Bocce etc.:
  1. The President-Elect shall appoint each Activity Standing Committee Chairman, by September 30 if possible. The Chairman shall compose his Committee with an appropriate number of members, organized in a manner he deems appropriate. The Vice President shall serve as ex officio without the right to vote.
  2. The Activity Standing Committee Chairman shall: Develop and maintain effective relationships and communications with appropriate leaders at the Region, Area, and Branch level, lead the activity in a manner that is efficient, fiscally sound and optimizes the opportunity of members to participate and enhances recruitment of new members by developing and supporting guest recruiting programs through its activities
  3. The Activity Standing Committee Chairman shall not serve for more than three consecutive years, excluding any partial year immediately preceding the first such year. He shall continue to serve until his successor is installed. Exceptions may be approved by the President.
  4. The State Board shall authorize each Activity Standing Committee to sponsor State events. The Chairman, upon approval of a majority of its members for an event, shall request approval from the State Board. Each event shall be specifically authorized for that single identified event. If the event includes a travel package, follow Procedure 13 – How to Administer a Domestic or Overseas Trip
  5. All funds received by the Activity Standing Committee or its representative(s), in connection with an activity, shall be processed in accordance with the Procedure 12, “How to Manage Funds in State Committees.
  6. Duties and responsibilities of Activity Standing Committee Chairmen shall be found under the appropriate Committee Chairman job descriptions.
  7. An Activity Standing Committee may have a separate Manual (currently State Golf Manual and SIR Bowling Manual) or Handbook (currently Handbook for SIR Branch Travel Chairmen) that details the processes and procedures the Committee has approved for the operation of its activities at the State and/or Branch levels. In cases where there is a conflict between A Standing Committee's Activity Manual and State Policy, Procedures or Bylaws, the State version shall rule.

## **PROCEDURES- STATE Continued**

### **Procedure 46 continued**

b.. Administrative Standing Committees like INFOSYS, Growth & Membership, Travel, Rules, Audit, Nominating, Insurance, Budget Oversight, Training & Development etc.:

1. The President-Elect shall appoint each Administrative Standing Committee Chairman and any other Presidential appointments, by September 30 if possible. The Chairman shall compose his Committee with an appropriate number of members, organized in a manner he deems appropriate. The Vice President shall serve as ex officio without the right to vote.
2. The Administrative Standing Committee Chairman shall develop and maintain effective relationships and communications with appropriate leaders at the Region, Area, and Branch level and Lead the activity in a manner that is efficient, fiscally sound and optimizes the opportunity of members to participate.
3. The Administrative Standing Committees shall have these additional requirements:
  - (a) Policies and Procedures Committee (P&P)- It shall have at least four members, comprised of past or present Area Governors and/or State Officers. Also, at least one member shall be a past or present Big Sir.
  - (b) Audit Committee - The President-elect shall appoint all three members of this Committee, none of whom shall be the holder of an elective office, nor shall more than one member be from the same branch.
  - (c) Insurance Committee - The President-elect shall appoint all three members.
  - (d) Nominating Committee - The President-elect shall appoint all five members the most recent Past President, or if unable to serve, the most recent Past President available; one other Past President, and three members who shall be past or present Regional Directors or Area Governors.
  - (e) Travel Committee- No State Officer shall serve on the Travel Committee.
  - (f) Budget Oversight Committee- It shall be composed of five members: the Vice President as Chairman, State Treasurer, Insurance Committee Chairman. With one Regional Director and one Member-at-Large appointed by the President.

**PROCEDURES- STATE Continued**  
**Procedure 46 continued**

4. The Administrative Standing Committee Chairman shall not serve for more than three consecutive years, excluding any partial year immediately preceding the first such year. He shall continue to serve until his successor is installed. Exceptions may be approved by the President.
5. All funds received by the Committee or its representative, in connection with an activity, shall be processed in accordance with Procedure 12 – How to Manage Funds in State Committees.
6. Duties and responsibilities of these Administrative Standing Committees shall be found under the appropriate Committee Chairman job descriptions.

## **PROCEDURES- STATE Continued**

### **Procedure 47 – How to Elect State Officers Other than Regional Directors and Area Governors**

- a. Election of the President, Vice President, State Secretary, State Treasurer, Chief Administrative Officer, Assistant State Secretary, and Assistant State Treasurer:
  1. Candidate Qualifications- A candidate for President or Vice President shall be a past or present State Board Member or Area Governor. A candidate for any other position needs only to be a member of SIR.
  2. All candidates must be willing to serve if nominated and elected.
- b. These State Officers shall serve one-year terms and be restricted to three consecutive terms, excluding any partial year immediately preceding the first such year. He shall continue to serve until his successor is elected and installed. If he vacates the position for one or more calendar years, eligibility is reestablished. The State Board may waive term limits.
- c. These six State Officers shall be elected by eligible voters (called Members of the Corporation) at the Annual Meeting. See Procedure 48 – How to Conduct the Annual Meeting. (Bylaw 143)
  1. By April 15- A candidate for any of these offices shall complete Form 43 (Declaration of Candidacy for State Elected Office) by following its instructions and submit it to the Chairman of the State Nominating Committee.
  2. By June 1- The State Nominating Committee shall vet each candidate by reviewing the Form 43 submittal with any resumes submitted and by holding candidate interviews as appropriate. The Committee shall recruit candidates if there is none for a position, and may recruit other candidates as well
  3. The Committee then shall submit a list of all the qualified nominees for each position to the President.
  4. The Committee shall indicate its recommended candidate for each office, if it has a recommendation.
  5. For the voting process, see Procedure 48 – How to Conduct the Annual Meeting



**PROCEDURES- STATE Continued**  
**Procedure 47 continued**

INSTALLATION PROCEDURES (ALL STATE OFFICERS).

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 Bylaws, Policies, Required Procedures and Branch Regulations of SIR, Incorporated?"

After receiving an 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."

**Procedure 47a – How to Elect Regional Directors**

- a. A candidate for Regional Director (RD) must be willing to serve and shall be a past or present Area Governor, or shall have held or is holding the office of Big Sir, Little Sir, Secretary or Treasurer of a Branch, singly or in combination, for at least two years at the time he assumes the office. Upon application, the President may waive these qualifications. The State Board may waive the term limit as well as the "not hold concurrently a Branch and State office" requirement found in Policy 47.
  1. A past or present Area Governor (AG) is the preferred qualification.
  2. An RD candidate may be from a branch outside the assigned Area.
  3. An RD shall not serve concurrently as an AG or as any other elected State office. (See Bylaw 145).
- b. A RD shall serve one-year terms and be restricted to three consecutive terms, excluding any partial year immediately preceding the first such year. He shall continue to serve until his successor is elected and installed. If an RD vacates the position for one or more calendar years, eligibility is reestablished.

**PROCEDURES- STATE Continued**  
**Procedure 47a continued**

- c. An RD is a State Officer and shall be elected by the Governors of the Areas comprising the Region (See Bylaw 144) as follows:
1. By August 31- The AG's in each Region shall meet upon the call of the RD, who shall act as Chairman and shall have no vote except to break a tie in the balloting. The RD for the coming calendar year shall be elected by majority vote.
  2. 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.
  3. 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 of the lowest Branch number in the Area, designate one of their number to serve in the Area Governor's stead.
  4. If after the completion of the above selection process, a Regional Director is not selected, the President in consultation with the State Nominating Committee and incumbent Regional Director, if any, shall nominate a Regional Director for approval by the Area Governors in that Region.
  5. To formally document the election, the RD-elect shall promptly execute Form 44A – Notification of Election.

**INSTALLATION PROCEDURES (ALL STATE OFFICERS).**

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 Bylaws, Policies, Required Procedures and Branch Regulations of SIR, Incorporated?" (See Bylaw 30)

After receiving an 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."

## **PROCEDURES- STATE Continued**

### **Procedure 47b – How to Elect Area Governors (AG)**

#### **a. Area Governor Candidate Qualifications:**

1. A candidate for AG must be willing to serve and must be or have been a member of a (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 (RD) may waive the qualifications at his discretion. The AG candidate may be from a branch outside the assigned Area.
2. AG's shall serve one-year terms and be restricted to three consecutive terms, excluding any partial year immediately preceding the first such year. He shall continue to serve until his successor is elected and installed. If an AG vacates the position for one or more calendar years, eligibility is reestablished.
3. An AG shall not serve concurrently as a Branch Officer, or as any other elected State office. (See Policy 37- Interim Branch Management). (See Bylaw 145)

#### **b. Area Governor Election Procedure:**

1. The BEC of each branch within each Area shall receive the name of an AG candidate from its Nominating Committee by the July BEC meeting. At that meeting the BEC shall nominate that candidate or another candidate of its own choosing, and submit it to the AG and RD on Form 44- Candidacy for Area Governor by July 31.
2. The AG and RD shall screen the AG nominees from each BEC and may recruit other candidates as well.
  - (a) They shall complete a nominees list and may note a preferred nominee, if they so desire.
  - (b) The list shall be submitted with resumes to the Election Committee, comprised of the Big Sirs and Little Sirs of the Chartered and Provisional Branches within each Area, prior to a meeting of the Election Committee.
  - (c) The AG shall call a meeting of the Election Committee no later than August 31. If the Big Sir or Little Sir cannot attend the meeting, the BEC or Big Sir shall appoint an alternate or alternates from the elected officers of the Branch.
  - (d) The AG shall act as chairman of the meeting but shall have no vote except when required to break a tie.
  - (e) In the event there is only one AG candidate who meets the qualifications, the AG may poll the Election Committee in lieu of calling a meeting.
3. To formally document the election, the AG-elect shall promptly execute Form 44A – Notification of Election.

**PROCEDURES- STATE Continued**  
**Procedure 47b continued**

INSTALLATION PROCEDURES (ALL STATE OFFICERS).

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 Bylaws, Policies, Required Procedures and Branch Regulations of SIR, Incorporated?" (See Bylaw 30)

After receiving an 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."

SCHEDULE

<b>Important Date</b>	<b>Required Action</b>
July BEC meeting date	Branch BEC receives name(s) of AG candidates from Branch Nominating Committee
July 31	BEC submits Form 44 to AG and RD
Month of August	AG and RD develops the AG nomination list of candidates if finds qualified and submits the nomination list to each Branch BEC in the Area
By August 31	AG conducts Election Committee meeting of Big and Little Sirs in the Area to select an AG
By September 15	AG-elect submits Form 44A as directed on the Form's instructions
January 1 of following year	AG-elect takes office

## **PROCEDURES- STATE Continued**

### **Procedure 48 – How to Conduct the Annual Meeting**

- a. There shall be an Annual Meeting, at a date time and place set by the State Board for the purpose of electing corporate officers and acting upon proposed changes in the Branch and Corporate Bylaws.
- b. The meeting agenda; notice of nominees and Bylaw amendments; and other business as specified in the agenda shall be circulated to all Branches not less than 30 days prior to the meeting. (See Bylaw 184) The election of officers shall be conducted in accordance with Procedure 47 – How to Elect State Officers. The Annual Meeting date, time, and place for the following year shall be finalized not later than the November meeting of the State Board. (See Bylaw 184)
- c. Prior to the Annual Meeting;
  1. 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.
  2. By June 1 the State Nominating Committee shall submit a list of all the qualified nominees for each position to the President. (See also Procedure 47 - How to Elect State Officers
  3. At least 45 days prior to the Annual Meeting, the President shall cause a ballot to be created with the names of the nominees submitted by the Nominating Committee, as well as write-in space for any names of nominees from the floor. The ballot also shall include the Committee's recommendation (if any) for each of the positions.
  4. At least 30 days prior to the Annual Meeting the State Secretary shall notify those entitled to vote (the Members of the Corporation) the date, time, and place of the Annual Meeting. The notice shall list each candidate's name, Branch number, qualifying data, and a brief resume (250 words or less) from the candidate.
- d. A quorum for Annual Meetings shall consist of a majority of all Members of the Corporation. (See Bylaw 182)
- e. The President shall, when present, preside at the Annual Meeting. In the absence of the President, the Vice President shall preside. If the President is unable, or refuses to act, the Vice President shall act in his behalf. (See Bylaws 180 and 181)
- f. For the Officer election, in lieu of roll call, each qualified voter, at the time of registration, shall receive a ballot. This ballot shall contain:
  1. Names of the candidates for State Offices.
  2. Write-in space is provided for the names of other eligible candidates nominated from the floor and who are willing to serve if elected.

## **PROCEDURES- STATE Continued**

### **Procedure 48 continued**

- g. All State chairmen and appointees, although not eligible to vote, should register in lieu of roll call at the Annual Meeting.
- h. There shall be no display of campaign materials of any kind in or around the premises of the Annual Meeting place.
- i. Voting:
  - 1. All Members of the Corporation shall be entitled to vote at the Annual Meeting in the election of the President, Vice President, Chief Administrative Officer, State Secretary, State Treasurer, Assistant State Secretary and Assistant State Treasurer, and on amendments to the Corporate and Branch Bylaws.  
(See Bylaws 131, 185)
  - 2. In the case of a Big Sir who cannot attend the meeting, the Little Sir shall be entitled to vote in his absence. Lacking the Big Sir and Little Sir in attendance one other Branch Officer from the same Branch in attendance shall be entitled to vote. (See Bylaw 185)
  - 3. Voting for Officers 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.
  - 4. For two or more nominees for an office, the candidate receiving the largest number of votes (a plurality) shall be elected. (See Bylaw 187).
  - 5. The Minutes of the Annual Meeting may be approved at the next meeting of the State Board. (See Bylaw 186)

## PROCEDURES- STATE Continued

### **Procedure 49 – How to Remove A State (Corporate) Officer**

- a. This section applies to the removal of a State Officer other than a Regional Director or an Area Governor. The process for those positions is covered respectively in paragraphs c. and d., below.
- b. Upon the finding by the State Board that a State Officer other than a Regional Director or Area Governor has breached or refused to conform to, any SIR Bylaw, Policy, Required Procedure or Presidential directive, or is, or has been, engaging in a course of action determined to obstruct or harm the best interest of SIR, Incorporated in any manner, 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. Paragraphs e. 1 through 4, “Notice of a Meeting” below, shall be followed.

He may be suspended or removed by a 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 by a petition to the State Secretary signed by a majority of the members of the State Board.

- c. Upon the finding of a Regional Director’s breach of any SIR Bylaw, Policy, Required Procedure 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. Paragraphs e. 1 through 4, “Notice of a Meeting” below, shall be followed.

A Regional Director may be suspended or removed 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.

- d. If the Executive Committee of a Branch or the State Board through the President finds that its Area Governor has breached any, SIR Bylaw, Policy, Required Procedure 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. Paragraphs e.1 through 4, “Notice of a Meeting” below, shall be followed.

An Area Governor shall be suspended or terminated 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. The Regional Director shall have no vote in the matter except to break a tie.

**PROCEDURES- STATE Continued**  
**Procedure 49 continued**

- e. Notice of a meeting to consider the suspension or termination of membership of a State officer shall:
1. Give the reasons for the action being taken.
  2. Notify the officer of his right to be heard, either by appearance or in writing, at least five days before the hearing.
  3. Specify the date, time and place of the meeting.
  4. Be delivered either personally or by first class mail – return receipt requested, sent to the last known address of the member shown on the Branch or State Board records. (See Bylaws 160-162 and 165-168)

**POSITION DESCRIPTIONS FOR BRANCH AND STATE OFFICERS**  
(found on sirinc.org website, MEMBER'S INFORMATION page,  
below STATE INFORMATION)



## APPENDICES

### APPENDIX A. BRANCH AND CORPORATE BYLAWS

BRANCH BYLAWS		<u>Bylaw</u>	<u>Page</u>
Article 1.	General.....	1	2
2.	Definitions.....	5-10	2
3.	Membership.....	15-20	2-3
4.	Officers.....	25-26	3
5.	Officer Responsibility.....	30	3
6.	Meetings.....	35-36	3
7.	Executive Committee.....	40-45	3
8.	Committees.....	50	4
9.	Amending the Bylaws.....	56-60	4
CORPORATE BYLAWS		<u>Bylaw</u>	<u>Page</u>
Article 1.	Purpose.....	100	4
2.	Geographical Limitations.....	110-112	5
3.	Definitions.....	120-122	5
4.	Membership	130-134	5-6
5.	Officers.....	140-149	6-7
	Vacancies in Office.....	150-156	7
	Removal from Office.....	160-162	7-8
	Procedures for Removal.....	165-168	8
6.	Meetings		
	General.....	180-182	<b>9</b>
	Annual Meeting.....	184-187	9
	Regular and Special Meetings.....	187.1-191	<b>10</b>
7.	Powers of the State Board.....	200-204	10
8.	Committees		
	State Executive Committee.....	220-223	<b>11</b>
	State Standing Committees.....	224-225	11
	Chairman - Removal from Office.....	227	11
	State Audit Committee.....	255-257	11
	Special Committees.....	265	11
9.	Parliamentary Procedure.....	280	11
10.	Amending the Corporate Bylaws.....	290-291	<b>12</b>

# BRANCH BYLAWS

## Article 1 - General

Bylaw 1. The purpose of a Branch of SIR, Incorporated, **and its Branches is to promote the SIR Mission. The Mission of SIR is to enrich the lives of our members through fun activities and events – while making friends for life. (Revised 08/20/2019)**

## Article 2 - Définitions

Bylaw 5. As used herein, the terms “Corporation” and “Corporate” refer to the State organization of SIR, Incorporated.

Bylaw 6. **Deleted (Revised 08/20/2019)**

Bylaw 7. As used herein, the term “Regulation” means an action by the Branch Executive Committee to govern the Branch.

Bylaw 8. The operation of a Branch and its activities shall conform to the provisions of the **Policies and Procedures (Revised 08/20/2019)**

Bylaw 9. The Principal Office of the Branch Corporation shall be the address of the “Agent For Service Or Process” as named in the Branch articles of incorporation or subsequent biennial statements to the California Secretary of State. (New 8/4/14)

Bylaw 10. The mailing address for the Branch shall be the address of the current Branch Secretary. (New 8/4/14)

## Article 3 - Membership

Bylaw 15. Membership shall be open to **any man regardless of age, race, color or religion who is sociable, will participate in SIR activities, events, luncheon meetings and is also willing to volunteer and bring guests for the purpose of perpetuating the organization. (Revised 08/20/2019)**

Bylaw 16. **A member has the right to vote on all matters before the Branch membership and to hold a Branch or State office. (Revised 08/20/2019)**

Bylaw 17. Membership shall require no initiation fees. Authorized expenses may be defrayed through dues or voluntary contributions to defray necessary expenses of the Branch and to meet corporate assessments. (Revised 8/5/13)

Bylaw 18. To maintain his membership, a member must attend his Branch meetings as required by the **Policies and Procedures (Revised 08/20/2019)**

Bylaw 19. The breach of any **Policy or Procedure**, Bylaw or Regulation, or refusal to conform thereto, may be cause for membership termination. **(Revised 08/20/2019)**

New 2/4/19 **(Revised 08/20/2019)**

Bylaw 20. The procedure for effecting the termination after due notice and opportunity to be heard, shall be as prescribed in the **Policies and Procedures. (Revised 08/20/2019)**

#### BRANCH BYLAWS (Continued)

##### **Article 4 - Officers**

Bylaw 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 membership each year to serve for the ensuing calendar year and until their successors have been elected and **installed. (Revised 08/20/2019)**

Bylaw 26. A vacancy in any Branch office shall be filled by a member selected by the members of the Branch Executive Committee. **(Revised 08/20/2019)**

##### **Article 5 - Officer Responsibility**

Bylaw 30. In accepting a Branch office, a member assumes responsibility to be bound by the Corporate Bylaws, **Policies and Procedures** and the Branch Bylaws and Regulations. **(Revised 08/20/2019)**

##### **Article 6 - Meetings**

Bylaw 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)

Bylaw 36. Special meetings of the officers or members may be held **in accordance with the Policies and Procedures. (Revised 08/20/2019)**

##### **Article 7 - Executive Committee**

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

Bylaw 41. The Branch Executive Committee is empowered to formulate regulations governing the procedures applicable to the Branch not otherwise provided in the **Policies and Procedures** and not in conflict therewith. **(Revised 08/20/2019)**

Bylaw 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.

Bylaw 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.

Bylaw 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.

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

## BRANCH BYLAWS (Continued)

### Article 8 - Committees

Bylaw 50. The **Policies and Procedures shall be followed when appointing Committee Chairman. (Revised 08/20/2019)**

### Article 9 - Amending the Bylaws

Bylaw 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.

Bylaw 57. If the State Board by majority vote finds the proposed amendment to be in the best interest of the Corporation, the State Secretary he shall cause such amendment 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. In the event that the State Board rejects the proposed amendment and the President disagrees, the State Secretary shall cause such amendment to be circulated as above, but with the President's comments and the State Board's comments preceding.  
(Revised 8/7/00),(8/1/16)

Bylaw 58. The State Secretary shall include on the agenda for the Annual Meeting, proposed amendments to the Branch Bylaws. (Revised 8/1/16)

Bylaw 59. These Bylaws may be amended by the affirmative vote of two-thirds of those present and entitled to vote at the Annual Meeting. (Revised 8/1/16)-

Bylaw 60. **Deleted. (Revised 08/20/2019)**

## CORPORATE BYLAWS

### Article 1 - Purpose

Bylaw 100. **Deleted. (Revised 08/20/2019)**

## CORPORATE BYLAWS (Continued)

### Article 2 - Geographical Limitations

Bylaw 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; and including environs of South Lake Tahoe that extend into Nevada. (Revised 8/4/14)

Bylaw 111. The Principal Office of the Corporation shall be the address of the "Agent For Service Or Process" as named in the Articles of Incorporation or subsequent biennial statements to the California Secretary of State. (New 8/4/14)

Bylaw 112. The Mailing address of the corporation shall be the address of the current State Secretary. (New 8/4/14)

### Article 3 - Definitions

Bylaw 120. As used herein, the term "Corporation" means the State Organization incorporated under the laws of the State of California as "SIR, Incorporated."

Bylaw 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)

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

Bylaw 122. As used herein, the term "**Policies and Procedures**" means the **Policies and Procedures** governing the Corporation and the Branches adopted by the State Board. **(Revised 08/20/2019)**

### Article 4 - Membership

Bylaw 130. Membership of the Corporation shall consist of the President, Vice President, Chief Administrative Officer, 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)(Revised 8/1/16 effective 1/1/17)

Bylaw 131. All Members of the Corporation shall be entitled to vote at the Annual Meeting in the election of the President, Vice President, Chief Administrative Officer, 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),(8/1/16 effective 1/1/17)

Bylaw 132. Membership requires no 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)(Revised 8/5/13)

## CORPORATE BYLAWS (Continued)

Bylaw 133. The Honorary Life Membership **process as outlined in the Policies and Procedures shall be followed.** (Revised 8/4/03) **(Revised 08/20/2019)**

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

### **Article 5 - Officers**

Bylaw 140. The Officers of the Corporation are the President, Vice President, Chief Administrative Officer, State Secretary, State Treasurer, Assistant State Secretary, Assistant State Treasurer, Regional Directors and Area Governors. (Revised 8/7/06 effective 1/1/07) (8/1/16 effective 1/1/17)

Bylaw 141. The President, Vice President, Chief Administrative Officer, State Secretary, State Treasurer, Assistant State Secretary, Assistant State Treasurer, and **all** 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)(8/1/16 effective 1/1/17) (8/8/17)

Bylaw 142. Only members of the State Board shall be entitled to vote on matters to be determined by the State Board. In the case of a Regional Director who cannot attend a scheduled Regular or Special Board Meeting, he can provide a proxy to represent him. The proxy shall be an Area Governor from his Region and count toward the quorum and have voting rights. The proxy's name shall be submitted in writing (or email) to the State Secretary prior to the meeting. (Revised 8/7/2018)

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

Bylaw 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 **Policies and Procedures.** **(Revised 08/20/2019)**

Bylaw 145. A Regional Director shall not serve concurrently as an Area Governor or any other elected State office. **Upon application, the President may make an exception to this policy.** **(Revised 08/20/2019)**

Bylaw 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 **Policies and Procedures.** **(Revised 08/20/2019)**

Bylaw 147. An Area Governor shall not serve concurrently in any other elected State office. **Upon application, the President may make an exception to this Policy.** **(Revised 08/20/2019)**

Bylaw 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)

## CORPORATE BYLAWS (Continued)

Bylaw 149. Duties of State Officers shall be as prescribed in the **Policies, Procedures and Position Descriptions. (Revised 08/20/2019)**

### **Vacancies in Office**

Bylaw 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)

Bylaw 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.

Bylaw 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.

Bylaw 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.

Bylaw 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 **lowest numbered Branch of the Area**. A vacancy in the office of Area Governor shall be filled as soon as possible. **(Revised 08/20/2019)**

Bylaw 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.

Bylaw 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.

### **Removal from Office**

Bylaw 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.

Bylaw 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)

CORPORATE BYLAWS (Continued)

Bylaw 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.

**Procedures for Removal**

Bylaw 165. **If the State Board finds that any State Officer, other than a Regional Director or an Area Governor:**

**has seriously breached or refused to conform to, any Policy, Procedure, Bylaw or Presidential directive, or**

**is, or has been, engaging in a course of action determined to obstruct or harm the best interests of SIR, Inc., its members and or its Branches**

**the AG shall call a meeting of the AG's of that Region. The meeting shall be to determine by a two-thirds affirmative vote of those in attendance whether the RD should be terminated or removed from office. In the event that there are less than three Areas in the Region, either action shall require the affirmative vote of all Area Governors in the Region. (Revised 8/2/04) (Revised 08/20/2019)**

Bylaw 166. **If an Area Governor (AG) finds that his Regional Director (RD):**

**has seriously breached or refused to conform to, any Policy, Procedure, Bylaw or Presidential directive, or**

**is, or has been, engaging in a course of action determined to obstruct or harm the best interests of SIR, Inc., its members and or its Branches**

**the State Board at the next scheduled meeting or at an earlier meeting called for that purpose, shall determine by a two-thirds affirmative vote of those in attendance whether the officer should be terminated or removed from office. (Revised 8/2/04) (Revised 08/20/2019)**

Bylaw 167. **If the Executive Committee of a Branch finds that its Area Governor (AG):**

**has seriously breached or refused to conform to, any Policy, Procedure, Bylaw or Presidential directive, or**

**is, or has been, engaging in a course of action determined to obstruct or harm the best interests of SIR, Inc., its members and or its Branches**

**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 (RD) of the Region in which the Area is located. The meeting shall be to determine by a two-thirds affirmative vote of those in attendance whether the AG should be terminated or removed from office. The RD also shall call a meeting if the State Board through the President advised him that such a transgression has occurred. (Revised 8/2/04) (Revised 08/20/2019)**



## CORPORATE BYLAWS (Continued)

Bylaw 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.

### **Article 6 - Meetings**

#### **General**

Bylaw 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.

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

Bylaw 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**

Bylaw 184. There shall be an Annual Meeting, at a date, 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. The Annual Meeting date, time, and place for the following year shall be finalized not later than the November meeting of the State Board. (Revised 8/7/00, 8/4/14)

Bylaw 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 Little Sir shall be entitled to vote in his absence. Lacking the Big Sir and Little Sir in attendance, one other Branch Officer from the same Branch in attendance shall be entitled to vote. (Revised 8/7/18)

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

Bylaw 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)

## **CORPORATE BYLAWS (Continued)**

### **Regular and Special Meetings**

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

Bylaw 188. The regular meetings of the State Board shall be held on such dates as may be specified by the State Board in the **Policies and Procedures**, at which time the Board may consider and act on all such matters as may properly come before it. **(Revised 08/20/2019)**

Bylaw 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.

Bylaw 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.

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

Revised 8/2/04, 8/6/12, 8/4/14

### **Article 7 - Powers of the State Board**

Bylaw 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.

Bylaw 201. The State Board may adopt such Policies and Procedures, not inconsistent with the Corporate Articles of Incorporation and the Corporate Bylaws, as it deems necessary or desirable to further the purposes of SIR, Incorporated. **(Revised 08/20/2019)**

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

Bylaw 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.

Bylaw 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 SIR, 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.

### **Article 8 – Committees State Executive Committee**

Bylaw 220. There shall be a State Executive Committee composed of the President as Chairman, the Vice President, the State Secretary, the State Treasurer and the State Advisor as an Ex Officio member without voting privileges. The Committee shall meet at the call of the President concerning matters requiring his attention. (Revised 8/5/13)

## CORPORATE BYLAWS (Continued)

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.

Bylaw 221. If the State Executive Committee determines that the best interests of the Corporation require an immediate change in the Policies and Procedures, 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. **(Revised 08/20/2019)**

Bylaw 222. While in effect, temporary changes in the Policies and Procedures adopted by the State Executive Committee shall have the same force and effect as if adopted by the State Board. **(Revised 08/20/2019)**

Bylaw 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

Bylaw 224-225. (Moved to Rules 39 & 39.1 8/7/18, then to Policy 46 1/17/19)

Bylaw 227. Chairman of a Standing Committee-Removal from office: The President shall have authority to remove the Chairman from office for cause, with the approval of the Board of Directors. A Chairman so removed shall have fifteen (15) days to make contact, in writing or person, with the State Board, seeking an opportunity to appeal the Decision. (New 8/1/15)

### State Audit Committee

Bylaw 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)

Bylaw 256. **Audits shall be conducted in accordance with the Policies and Procedures.** **(Revised 08/20/2019)**

Bylaw 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.

### Special Committees

Bylaw 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

Bylaw 280. Subject to the limitations in the Articles of Incorporation, of these Bylaws, the **Policies and Procedures** and the California Non-Profit Public Benefit Corporation Law, Robert's Rules of Order shall, where applicable, govern the conduct of all meetings. **(Revised 08/20/2019)**

CORPORATE BYLAWS (Continued)

**Article 10 - Amending the Corporate Bylaws**

Bylaw 290. These Corporate Bylaws may be amended by applying the procedures in Branch Bylaws Sections 57, 58, and 59. (Revised 8/1/16)

Bylaw 291. **Deleted. (Revised 08/20/2019)**

## APPENDIX B. HISTORY

SIR, 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 SIR, 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. SIR, Incorporated, is such a corporation and can use its income only in furtherance of its public purpose.

The Articles of Incorporation of SIR, 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, Policies and Procedures are adopted as may be necessary to protect and preserve the integrity and goals of SIR, 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, SIR, Incorporated, is chartered as a separate corporation. Upon being granted its charter, the Branch is empowered to adopt regulations, not inconsistent or in conflict with the Corporate or Branch Bylaws or the Policies and Procedures, as may be necessary to govern its activities in furtherance of the objectives of SIR, Incorporated. The Branch Executive Committee is the governing body of the Branch.

The provisions contained in the Bylaws, Policies and Procedures are the product of the untiring efforts of dedicated members of SIR, 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 Policies and Procedures (called Standing Rules prior to 2019) have been in a constant state of revision.

## HISTORY (Continued)

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.

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.

In 2019, after 18 years, the Manual underwent another complete overhaul by President Ed Benson and Policies & Procedures Committee Chairman Dick DeVoe, in collaboration with the 2018 Rules Committee and a number of functional experts.

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 SIR, 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 12/31/06 version by Dick DeVoe 2/25/19.

# APPENDIX C. ARTICLES OF INCORPORATION

For Branches  
Incorporated  
before 1-1-80

## 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 SIR, 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 SIR, \_\_\_\_\_

\_\_\_\_\_, 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 SIR, 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 SIR, \_\_\_\_\_

\_\_\_\_\_, 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

1-1-92

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 SIR, 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.

VI

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 SIR, \_\_\_\_\_

\_\_\_\_\_, 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 New Branch  
Incorporations -  
Supported by  
Declaration Page  
1-1-92

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

CERTIFICATE OF AMENDMENT OF  
ARTICLES OF INCORPORATION

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

1. They are the president and the secretary, respectively, \_\_\_\_\_ of SIR, \_\_\_\_\_ 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 SIR, 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:

---

---

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

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 Stat

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

1. They are the president and the first assistant secretary, respectively, of SIR, 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 "SIR, 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

Typed copy of amended and executed  
Corporate Articles of Incorporation



## APPENDIX D. IRS EXEMPTION CERTIFICATE



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

## APPENDIX D. IRS EXEMPTION CERTIFICATE

Page 2

### Sons In Retirement Incorporated

returns unless subject to the tax on unrelated business income under section 511 of the Code. Each organization subject to this tax must file Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your subordinates present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Unless specifically excepted, your subordinates are liable for social security (FICA) taxes for each employee to whom the subordinate paid \$100 or more during a calendar year and unemployment (FUTA) taxes for each employee to whom the subordinate paid \$50 or more in a calendar quarter. FUTA tax is due for each of these employees only if the subordinate paid total wages of \$1,500 or more during any calendar quarter or if the subordinate had any employees in any 20 calendar weeks during the year.

Each year, at least 90 days before the end of your annual accounting period, please send the items listed below to the Internal Revenue Service Center at the address indicated shown below.

1. A statement describing any changes during the year in the purposes, character, or method of operation of your subordinates:
2. A list showing the names addresses (including Postal ZIP codes), actual addresses if different and employer identification numbers of subordinates that since your previous report:
  - a. Changed names or addresses:
  - b. Were deleted from your roster; or
  - c. Were added to your roster.
3. For subordinates to be added attach:
  - a. A statement that the information on which your present group exemption letter is based applies to the new subordinates.
  - b. A statement that each has given you written authorization to add its name to the roster;
  - c. A list of those to which the Service previously issued exemption rulings or determination letters;
  - d. A statement that none of the subordinates are private foundations as defined in section 509(a) of the Code if the group exemption letter covers organizations

Sons In Retirement Incorporated

described in section 501(c)(3):

- e. The street address of each subordinate whose mailing address is a P.O. Box; and
- f. The information required by Revenue Procedure 75-50, 1975-2 C.B. 587 for each subordinate that is a school claiming exemption under section 501(c)(3). Also include any other information necessary to establish that the school is complying with the requirements of Rev. Rul. 71-447, 1971-2 C.B. 230. This is the same information required by Schedule A, Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.

4. If applicable a statement that your group ruling roster did not change since your previous report.

The above information should be sent "Attention Entity Control Unit," to the following address:

Internal Revenue Service Center  
Fresno, CA 93888

The service center that processes your returns will send you a Group Exemption Number. your subordinates are required to include this number on each Form 990, Return of Organization Exempt From Income Tax and Form 990-T, Exempt Organization Business Income Tax Return that they file. Please advise your subordinates of this requirement and provide them with the Group Exemption Number.

If the heading of this letter indicates that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about the exempt status and foundation status of your subordinates, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Richard R. Grosco  
District Director

