

SUMMARY OF POLICIES & PROCEDURES CHANGES 5/31/19 and 6/13/19

Throughout Polices & Procedures: changed wording from Sons in Retirement to SIR.

Page 1-1, Table of Contents, title Policy 16a: added “Providing Food at SIR Functions”.

Page 1-2, Table of Contents, title Procedure 16a: added "How to Handle Food Safely".

Page 1-2, Table of Contents, title Procedure 30: added “How to File for a California Raffle License”.

Page 1-2, Table of Contents, title Procedure 37: changed to “How to Disband or Merge with Another Branch”.

Page 1-3, Table of Contents: title changed to “Position Descriptions for Branch/State Officers and State Committee Chairmen”. Added position description titles for State Committee Chairmen.

Page 2-2.1, Policy 5: Added Bylaw definition. Added “mandatory” to clarify that Bylaws, Policies, and Procedures are not “guidelines”, and therefore are expected to be followed. Added authorization for an exception or exemption to a Policy or Procedure.

Page 2-7.1, Policy 16a: added this policy titled “Providing Food at SIR Functions”. (Executive Committee 6/13/19)

Page 2--8, Policy 22: changed instructions involving Form 2 Membership Application.

Page 2-10, Policy 30: Clarified wording ant added reference to new Procedure 30 “How to File for a California Raffle License”.

Page 2-12, Policy 37: changed title to “Disbanding/Merging Branches and Managing Inactive Branches”. Added wording involving disbanding and merging branches.

Page 2-13, Policy 41: made these minor revisions- changed wording from “inure to” to “benefit”, and deleted duplicated sentences that are already and properly in Policy 42.

Page 2-17, Policy 46: deleted the State Standing Committee “President’s Advisory Committee”.

Page 3-5, Procedure 12e: changed the process for authorizing checks/withdrawals of \$500 or more from State Committee accounts.

Page 3-17, Procedure 14: changed some wording for clarification, and added process for revising position descriptions for State and Branch Officers.

Page 3-18.1 to 18.3, Procedure 16a: added this procedure titled “How to Handle Food Safely”. (Executive Committee 6/13/19)

Page 3-20, Procedure 30: added this procedure titled “How to File for a California Raffle License”.

Page 3-27, Procedure 37: changed title to “How to Disband or Merge with Another Branch”. Clarified that a Branch disbandment occurs with or without a Branch merger, and incorporated the “Branch Merger Process”.

Page 3-32, Procedure 46: deleted reference to the President’s Advisory Committee, with elimination of it as a Standing Committee.