

SUMMARY OF POLICIES & PROCEDURES CHANGES 10/18/19 TO 06/11/20

- Cover Page -** Updated Edition Date to 06/11/20
- Table of Contents**
- Page a -** Updated page numbers for Member Applications and Branch Officer Training
- Table of Contents**
- Page b -** Updated page numbers for Developing & Monitoring the State Budget and corrected the name for Policy 50 to SIR Websites
- Page 11 -** Revised Policy 12 - Managing Funds - Branch and State. Clarified when State-related expenses are to be filed and that no SIR can approve his own expenses.
- Page 12 - 14.1** Revised Procedure for Policy 12 - Managing Funds - Branch and State. This is a major update involving numerous changes to allowable reimbursable and to non reimbursable expenses, lodging & meal guidelines and Form 15 filing timetable period.
- Page 29 -** Added Procedure for Policy 18 specifying the submittal period for Form 65, Branch Membership List.
- Page 33 -** Revised Policy 31, Branch Executive Committee, line i to allow other appropriate items to be presented as recognition to guest speakers.
- Page 33.1** Revised Policy 31, Branch Executive Committee, line p to specify that the BEC is responsible in every respect for all travel and activity programs of the Branch.
- Page 33.1** Revised Policy 31, Branch Executive Committee, and added line q to allow regular and special meetings to be held remotely along with a voting process that must be followed in order to be in compliance with California non-profit regulations.
- Page 41 -** Revised Policy 37, line e to clarify that Branches will not be considered inactive if they fail to hold a luncheon for four consecutive months due to National or State emergencies.
- Page 46 -** Revised Policy 42, Branch Bulletin to define inappropriate content that is not in keeping with the image of SIR and is not acceptable.
- Page 47.1 - 48** Revised Policy 44, The State Board, and added line k to allow regular and special meetings of the State Board to be held remotely along with a voting process that must be followed in order for the results to be legal.
- Page 57 -** Revised Policy 48 specifying that Members of the Corporation may be in attendance if a physical Annual Meeting is being held or participate remotely if an electronic meeting is being held.

Page 57.1- 58

Revised Procedure 48 to define the requirements for notification of those entitled to vote if the Annual Meeting is to be held at a physical location and conversely if it is to be held remotely by electronic participation and to clarify the voting procedures to be followed for each.

Page 61 -

Revised Policy 50 - SIR Websites defining the intent of SIR Websites and the information to be contained therein. Additionally, a new section was added regarding exchanging website links with other organizations.