



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

THE SIR MANUAL

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INSTRUCTIONS

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

Pages in this Manual that were revised since Edition 8/6/07 are dated 11/13/07.

On the website is the file "**Checklist for Edition 11/13/07**" wherein changed pages are highlighted.

On the website is the separate file "**Revised Pages Only for Edition 11/13/07**" for easy printing.

On the website is the "**Summary of Rules Changes 11/13/07**".

11/13/07 UPDATE:

Replace the Cover Page, Table of Contents Pages a thru d, Index Pages 1 thru 5,
Rules Pages 2.1, 2.2, 3, 3.4, 3.5, 3.6, 11, 21, 22, 34, 37,
40, 41, 41.1, 42, 42.1, 43.2, 46, 48, 53, 55, 57, and discard Page 41.2

~ EDITION 11/13/07 ~

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Article 2 - General Provisions (Continued)

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

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

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

RULE 11.2 The one official Branch hard copy of the SIR Manual shall be provided to the Branch Secretary during formation of the Branch. All other hard copies of the Manual are considered personal copies and shall be maintained by the holders.

- a. Each Branch shall designate a member, such as the Email Contact, to print new and revised pages directly from the SIR Website for distribution to the Branch Secretary. Each Branch shall consider reimbursing this person for his expenses, including at least five cents per copy when he uses his own printer.
- b. (Deleted 11/14/06)
- c. If the Branch Secretary has the need to receive hard copy pages for his Manual by mail, a request must be sent to the Chairman of the SIR Manual Subcommittee. The requested pages will be reproduced and returned via the U. S. Postal Service. (Revised 11/14/06 effective 1/1/07)

RULE 11.3 State Officers, Past Presidents, State Committeemen, Appointees and others authorized to have hard copies of the SIR Manual are individually responsible for printing new and revised pages directly from the SIR Website. Those who have the need to receive hard copies by mail must send a request to the Chairman of the SIR Manual Subcommittee and the requested pages will be provided. (Revised 11/14/06 effective 1/1/07)

RULE 12.

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

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

Article 2 - General Provisions (Continued)

RULE 13. Sons In Retirement, Incorporated, and its Branches shall not support, promote 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. Speakers at luncheons or other meetings of the Branch or State shall be made aware of this position so as to avoid any semblance of soliciting contributions or business, or endorsing any political, religious or ideological concepts. SIR groups composed exclusively of active SIR members that provide entertainment to others may appear before other than SIR groups so long as their main objective of the appearance is recruiting.

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

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

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

(Revised 11/15/05)

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

Article 3 - Amendment of Rules and Bylaws

RULE 15. All changes in the Standing Rules must be adopted by the State Board except for temporary changes adopted by the State Executive Committee as provided in the Corporate Bylaws. (Revised 11/13/07) (Moved from Page 3 - 11/13/07)

RULE 16. Changes in the Standing Rules proposed by a Branch Executive Committee, or by an individual member of the Branch, shall be submitted by the Branch Executive Committee through its Area Governor and Regional Director to the President for his consideration.

(Moved from Page 3 - 11/13/07)

Article 3 - Amendment of Rules and Bylaws (Continued)

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

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

(New 11/13/07)

Article 4 - Logo

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

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

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

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

When the logo is to be displayed in color, the following colors should be as those described in the Universal Color Guide by Pantone, Inc., or similar.

- | | |
|--|----------------|
| a. Head and comb | Rubin Red |
| b. Legs, beak, banner letters and border | Pantone Yellow |
| c. SIR Letters | PMS 288 |
| d. Body and neck feathers | PMS 174 |
| e. Banner, indicia and incorporated | Black |



Article 7 - Membership List

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

A membership list or any part thereof may not be:

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

Article 8 - Voting

RULE 34. Any Member of the Corporation as defined in Section 130 may extend his proxy to another Member of the Corporation or, in the case of the Annual Meeting, to an alternate for a Big Sir appointed by the Branch Executive Committee per Rule 166 to vote by proxy with respect to any matter. No individual may hold more than one proxy for any voting event. (Revised 11/13/07)

Article 9 - Forms

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

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

RULE 36.1 (Deleted 9/13/05)

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

(Rule 37 moved to Page 3.5 - 11/13/07)

Article 10 - Financial - State

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

- a. There shall be a Committee Treasurer appointed by the Committee Chairman.
- b. Funds received by the Committee or a representative of the Committee shall be received by the Committee Treasurer in the name of the Committee.
- c. The Committee Treasurer shall deposit and/or distribute such funds through an FDIC or FSLIC insured depository approved by the State Treasurer in an account bearing the title "Sons In Retirement, Incorporated, 'Committee name' " with the SIR State Treasury federal identification number. This shall not apply to money received that is necessarily paid to a provider in connection with an event on the date it is received nor shall it apply to funds paid for travel that involves air or sea transportation and goods and services in connection therewith, which payments must be handled as provided in Rule 369. (Revised 11/13/07)
- d. There shall be three authorized signatures on the account -- the Committee Chairman, Secretary, and Treasurer. All checks or withdrawals from the account for \$500 or more shall bear the signatures of any two of the three authorized signers. (Revised 1/28/03 by the Excom) (Confirmed 4/15/03)
- e. At least every three months, the Committee Treasurer shall prepare a financial report showing the receipt, disbursement, and amount on hand of all funds in his possession. A copy of this report shall be sent to the Committee Chairman, State Treasurer, and President. (Revised 1/28/03 by the Excom) (Confirmed 4/15/03)
- f. The funds and accounts of the Committee shall be audited annually not later than January 31 by the State Audit Committee. The audit report shall be submitted to the Committee Chairman, State Treasurer, and President.

(Moved from Page 3.4 - 11/13/07)

Article 10 - Financial - State (Continued)

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

- a. Reimbursable expenses include the following:
 1. Mileage: Personal motor vehicle usage at the rate of \$.25 per mile through April 30, 2007, and at the rate of \$.35 per mile on and after May 1, 2007. (Revised 3/24/07)
 2. Tolls: Bridge and road tolls.
 3. Lodging: For trip over 100 miles one way. Provide receipt.
 4. Meals: Actual cost including gratuity, but not including alcoholic beverages.
 5. Telephone: Long distance charges. Provide log or annotated bill.
 6. Other items as follows:
 - (a) Postage: Mailing and other delivery charges. Provide receipt or explain.
 - (b) Copies and Printing: Purchases of printed supply pursuant to one's SIR responsibilities. Provide receipt. Copies or documents produced on personal copier or printer, at \$.05 per side. Explain.
 - (c) Supplies: Such as envelopes, blank labels, etc. Provide receipt.
 - (d) Area meetings and Branch Training: Coffee and donut holes purchased by the Area Governor for Branch personnel attending the annual Branch Officer Training session and the Area meetings required by Rule 895, and meeting room rental fees when a free meeting room is not available. Provide receipt and explain.
 - (e) Miscellaneous: Explain and provide receipts.
- b. Non-reimbursable expenses include the following:
 1. Attendance at own Branch meetings or other functions.
 2. Meals for spouses.
 3. Alcoholic beverages.
 4. Set-up or printing of personalized stationery.
 5. Computer hardware, software or supplies unless pre-authorized by the State President or his designee.

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

PART 2 - BRANCH OFFICERS

Article 1 - General

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

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

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

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

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

Article 6 - Branch Treasurer

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

RULE 215.1 The opening of a Branch bank account, including accounts for the Branch committees in need of separate accounts, shall be authorized and controlled by the Branch Treasurer or Big Sir with the approval of the Branch Executive Committee. Approval must be recorded in the BEC minutes and kept on file with the Branch Secretary and Branch Treasurer as long as the account is active. Any Branch account must be in the name of the Branch or its committee, such as "SIR Reynolds Branch 1" or "SIR Reynolds Branch 1 Golf Committee" account. A copy of the Branch Articles of Incorporation may be provided to the bank along with the Branch federal identification number, known as the Employer Identification Number ("EIN") that is assigned by the IRS. This information is contained in local Branch files and/or on the SIR Website under SIR Documents - Organization Information - Branch EIN Numbers. Banks used by Branches must be FDIC or FSLIC insured depositories. (New 11/13/07)

RULE 216. By the 10th of each month, the Branch Treasurer shall submit a completed Form 28 - Monthly Cash Report - including the membership and luncheon data covering the previous month, in accordance with the distribution instructions on the form. This report does not need to be approved by the Branch Executive Committee prior to distribution. The December Form 28 for any given calendar year is to be submitted to the Officers for that same calendar year that are on the distribution list of the Form 28. For example, the December 2006 Form 28 is to be submitted to the 2006 Officers listed on the form, by January 10, 2007. (Revised 6/5/07)

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

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

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

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

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

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

Insurance Coverage

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

Income Tax Returns

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

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

Financial Records

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

- a. All tax returns.
- b. Monthly financial statements.
- c. Bank statements and canceled checks.
- d. Check stubs.
- e. Invoices paid.

Article 7 - Assistant Branch Treasurer

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

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

Article 3 - SIR-Qualified Travel Agencies (Continued)

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

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

Article 4 - Branch Travel Program Administration

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

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

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

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

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

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

Article 7 - Travel Event Funds

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

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

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

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

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

Article 10 - State Travel Committee

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

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

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

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

RULE 454. The STC shall provide a State Travel Event for all active members of SIR, and those persons specified in Rule 367, for all Branches every five years or so.

- a. Such events must be documented on the Form 53B - Request for Approval of State Event Involving Travel - containing all significant details of the State travel event. The approval of the event requires the affirmative vote of a majority of the State Board at a regular or special meeting and properly recorded in the minutes of the meeting with a copy of the Form 53B attached thereto.
- b. After the Form 53B has been approved by the State Board, the contract between the Designated Member of the State Travel Committee and the SIR-Qualified Travel Agency shall be SIR Form 50B, copies of which shall be distributed as specified on the form and a copy retained by the State Secretary.

(Revised 11/13/07)

PART 2 - STATE GOLF

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

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

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

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

RULE 503. (Deleted 6/3/03)

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

RULE 504.5 The State Board may authorize the Committee to sponsor State Golfing events. Each event shall be specifically authorized for that single identified event. When travel is involved, the Committee Chairman shall designate a member of the Committee to enter into a written contract with a SIR qualified travel agency to act on behalf of that travel agency. The contract between the designated member and the SIR qualified travel agency shall be SIR Form 50B. A copy of completed Form 50B shall be kept on file with the Committee Secretary. (Revised 6/3/03)

RULE 505. The Committee, upon the approval of a majority of its members, may recommend to the State Board the authorization of a State golfing event. When the event includes travel, the recommendation shall include the following:

- a. (Deleted 11/13/07)
- b. Completion of Form 53B - Request for Approval of State Event Involving Travel - containing all significant details of the event. The approval of the event requires the affirmative vote of a majority of the State Board at a regular or special meeting and properly recorded in the minutes of the meeting with a copy of the Form 53B attached thereto. (Revised 11/13/07)
 1. After the Form 53B has been approved by the State Board, the contract between the Designated Member of the State Golf Committee and the SIR-Qualified Travel Agency shall be SIR Form 50B, copies of which shall be distributed as specified on the form and a copy retained by the Committee Secretary. (New 11/13/07)
- c. The State Golf Committee shall comply with applicable provisions of the SIR Travel Code -- Rules 360 et seq. Notwithstanding some of the terminology used, since most of those rules were designated for Branches, they apply equally to the State in most instances. (Revised 11/13/07)

PART 2 - STATE GOLF (Continued)

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

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

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

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

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

(Deleted Page 41.2 - 11/13/07)

PART 3 - STATE BOWLING

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

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

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

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

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

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

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

PART 3 - STATE BOWLING (Continued)

RULE 557. The Committee, upon approval of a majority of its members, may recommend to the State Board the authorization of a State Bowling event. The Board may authorize the Committee to sponsor State Bowling events. Each event shall be specifically authorized for that single event. When the event includes travel, the recommendation shall include the following:

- a. Completion of Form 53B - Request for Approval of State Event Involving Travel - containing all significant details of the event. The approval of the event requires the affirmative vote of a majority of the State Board at a regular or special meeting and properly recorded in the minutes of the meeting with a copy of the Form 53B attached thereto.
- b. After the Form 53B has been approved by the State Board, the contract between the Designated Member of the State Bowling Committee and the SIR-Qualified Travel Agency shall be SIR Form 50B, copies of which shall be distributed as specified on the form and a copy retained by the Committee Secretary.
- c. The State Bowling Committee shall comply with applicable provisions of the SIR Travel Code -- Rules 360 et seq. Notwithstanding some of the terminology used, since most of those rules were designated for Branches, they apply equally to the State in most instances.

(Revised 11/13/07)

RULE 558. (Deleted 11/13/07)

RULE 559. (Deleted 11/13/07)

RULE 560. (Deleted 11/13/07)

PART 3.5 - RECREATIONAL VEHICLE (RV) COMMITTEE

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

(New 01/01/02)

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

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

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

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

PART 9 – PRESIDENT’S ADVISORY COMMITTEE

RULE 612. There shall be a President’s Advisory Committee that shall consist of all Past Presidents. The most recent Past President available shall serve as Chairman.
(New 9/24/02 effective 1/1/03) (Moved from Page 43.1 - 11/14/06)

RULE 613. The duties of the President’s Advisory Committee are to report to the President on matters referred to it by the President.
(New 9/24/02 effective 1/1/03) (Moved from Page 43.1 - 11/14/06)

PART 10 - INSURANCE COMMITTEE

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

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

RULE 617. The State Insurance Committee will negotiate insurance coverage with knowledgeable and reputable insurance firms on an annual basis. The Committee will also obtain an annual quote on the cost of Errors and Omissions (E&O) Insurance for Branches and provide this information to the Branches by December 15 each year, along with instructions on how to implement the exemption for E&O Insurance for its Officers and Directors. (New 11/13/07)

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

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

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

RULE 649. (Deleted 11/13/07)

PART 12 - GENERAL

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

Article 4 - Regional Director

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

- Region No. 1 Areas 12, and 26 (Revised 9/25/07 - Area 23 inactive eff. 1/1/08)
- Region No. 2 Areas 19, 30, and 31
- Region No. 3 Areas 3, 9, 14 and 27
- Region No. 4 Areas 17, 18 and 32 (Revised 4/15/03)
- Region No. 5 Areas 1 and 16 (Revised 7/14/07 - Area 4 inactive eff. 1/1/08)
- Region No. 6 Areas 2, 7, 8 and 24 (Revised 4/13/04)
- Region No. 7 Areas 5, 10, 20 and 21
- Region No. 8 Areas 22, 29 and 34
- Region No. 9 Areas 15 and 33 (Revised 11/14/06)
- Region No. 10 Areas 6, 13 and 25 (New 4/15/03)

(Revised 11/13/07)

RULE 781. Each Region shall have a Regional Director. The Area Governors in each Region shall meet on or before September 1 upon the call of the Regional Director for that Region and, by majority vote, elect a Regional Director for a one-year term to commence on January 1 of the following year.

The Regional Director shall act as Chairman and shall have no vote except to break a tie in the balloting.

The Chairman shall promptly report the results of the election to the State Secretary.

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

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

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

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

RULE 786. Each Regional Director shall submit to the President by April 25, July 25, October 25 and January 25 of the following year a report on the status of Areas within his Region. The Director who submitted the previous three reports shall prepare the January 25 report and submit a copy to the President of both the current and previous year. (Revised 6/5/07)

Article 6 - Installation of State Officers

RULE 805. The State Board (Elected State Officers and Regional Directors) shall be installed at the meeting of the State Board called in November. The Area Governors shall be installed at the Governor Training Sessions. All shall take office on the following January 1. A President, Past President of his selection or the President-elect shall be the Installing Officer. Elected State Officers, Regional Directors and Area Governors that were not installed in November, and appointees to fill vacancies, shall be promptly and properly installed. The installation charge shall be the same as that prescribed for the installation of Branch Officers at Rule 141. (Revised 6/5/07)

Article 7 - Meetings

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

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

(Revised 11/14/06)

PART 2 - DUTIES OF STATE OFFICERS

Article 1 - President

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

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

(Revised 11/15/05)

RULE 816.1 (Deleted 11/13/07)

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

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

Article 6 - State Treasurer

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

RULE 866. On January 1, April 1, July 1 and October 1 of each year the Treasurer shall assess each Chartered and Provisional Branch an amount to replenish the Treasury of the Corporation. The amount assessed shall be pro rata for each active member excluding Honorary Life Members, based on the membership of the Branch as of the second month of the quarter preceding the assessment date. Each assessment shall be sufficient to assure payment of ongoing and future anticipated expenses as well as providing a contingency amount for unanticipated expenses -- all as determined by the State Treasurer and approved by the State Board. (Revised 4/16/01) (Revised 6/3/03)

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

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

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

(Revised 11/13/07)

RULE 869. The Treasurer shall file Income Tax Returns no later than May 15 of each year on the following basis:

- a. Form 199 "California Exempt Organization Information Return" is to be filed by the parent Corporation, accompanied by the appropriate filing fee. This return is a "Group Return", which will include all Chartered Branches regardless of the amount of the annual gross receipts.
- b. Form 990 "Federal Return of the Organization Exempt from Income Tax" is to be filed for the State Corporation only.

RULE 870. The State Treasurer shall provide a monthly report, including year-to-date information for the calendar year, of the financial condition of the Corporation to each member of the State Board. In addition, the State Treasurer shall render to the President and other members of the State Board upon request, a full financial accounting of all his transactions and of the financial condition of the Corporation. A copy of said report shall be sent to each State Officer. Any Branch member may obtain a copy through his Area Governor upon written request. (Revised 11/13/07)

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

Article 9 - Area Governor

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

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

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

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

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

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

RULE 896. In addition to appointing an Area Travel Coordinator, the Area Governor shall appoint chairmen of the Area Golf, Bowling and such Area other activities as may be required.

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

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

PART 4 - SIR WEBSITES

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

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

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

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

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

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

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

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

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

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

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- State Administrative Committees
 - Audit
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Individual Officers are listed under "Officers". "Executive Committee" is a separate topic. Administrative Committees are listed at "Committees". Activity Committees are shown under the specific activity.

State Administrative Committees (cont'd)

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Composition - Rule 612
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Composition - Rule 607
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Financial procedures - Rule 37
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Executive Committee

Branch

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State

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Sec 220
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20 - Branch Personnel
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28 - Cash Report
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44 - Candidacy & Election of Area Governor

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45 - Application for HLM - Rule 24

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51 - Travel Event Foreign
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59 - Travel Event Checklist
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59A - Travel Agency Letter - Rule 376
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SI-100 - CA Nonprofit Corporation Info
Rule 604.1
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Branch
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IRS Exemption Cert. (with Articles of Incorp.)

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Usage and specifications
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Rule 20
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- Amendment of Branch Bylaws
 - Rule 17
 - Sec 56-60
- Amendment of Rules - Rule 15-16
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- Content & official title - Rule 1
- Definitions - Rule 2
- Distribution - Rule 11.1-11.3
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- Rules vs. Guidelines - Rule 5
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Meetings

Branch

- In lieu luncheons, picnics, etc
 - Rule 246
 - Rule 41
 - Rule 91
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 - Rule 41
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- Minutes - Rule 175-176
- Notice of - Rule 179
- Rules of Order
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- Speakers - Rule 13
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State

- Annual Meeting
 - Rule 165-166
 - Rule 34
 - Rule 765
 - Rule 769-774
 - Rule 836
 - Sec 131
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 - Sec 184-186
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 - Sec 56-60
- Minutes - Rule 830-831
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Members of the Corporation

- Defined - Sec 130

Membership

- Applicants - Rule 65-71
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 - Rule 42-45
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- Status

Active

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New Branch formation

- Basic requirements - Rule 280 & 292
- Procedure - Rule 280-300
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 - Rule 280
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Nonprofit Corporation restriction - Rule 30

Non-responsibility declaration - Rule 345

Officers

Branch Officers

Big Sir

Appointments

- Rule 130
- Rule 255
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Attending the Annual Meeting

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- Rule 160-167

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- Rule 795

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Little Sir

Duties

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Secretary

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Accounting - Rule 215

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Fidelity bond - Rule 223

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Assistant Secretary - Duties - Rule 210-212

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Defined

Rule 120

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Rule 155

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State Officers

Area Governor

Appointments - Rule 896

Area defined - Rule 790

Dual service restriction - Sec 147

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Election of

Procedure

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Qualifications - Rule 155

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Corporate Officer defined - Sec 120.5

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Sec 120.5

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Elected Officers

President

Appointments

Audit Committee

Rule 611

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Nominating Committee - Rule 766

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Special committees - Sec 265

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State Advisor - Rule 818

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Vice President - Duties - Rule 825

Secretary - Duties - Rule 830-837

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Assistant Secretary

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Assistant Treasurer

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Defined

Rule 607

Rule 765

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Notice of election - Rule 770

Procedure

Rule 765-774

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Qualifications - Rule 768-768.2

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Term limit - Sec 148

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Officer of the Corporation

(Synonymous with State Officer)

Defined

Rule 755

Sec 120.5

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Term limit - Sec 148

Elected Officers (cont'd)

Regional Director

Dual service restriction - Sec 145

Duties - Rule 880-883

Election of

Procedure

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Branch - Rule 178

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Amendment of

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Approval of events - Rule 580

Area/Region coordination - Rule 581

Audit of - Rule 584b

Chairman term limit - Rule 579

Composition - Rule 575

Duties - Rule 575-585

Events involving travel - Rule 585

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SIRARC Committee (State)

Composition - Rule 600

Duties - Rule 600-603

State Board

Defined

Rule 756

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Rule 810

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Area Governors - Rule 898

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