



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 11/13/07 are dated 6/10/08.

On the website is the file "**Checklist for Edition 6/10/08**" wherein changed pages are highlighted.
On the website is the separate file "**Revised Pages Only for Edition 6/10/08**" for easy printing.

6/10/08 UPDATE:

**Rules Pages 2, 3, 3.1, 3.2, 3.3, 3.6, 5, 6, 7, 8, 17, 23, 54 and discard the Logo Guidelines.
Replace the Cover Page, Table of Contents Pages a, c, and d, Index Pages 1 thru 5.**

~ EDITION 6/10/08 ~

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Article 2 - General Provisions

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

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

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

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

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

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

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

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

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

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

Article 3 - Amendment of Rules and Bylaws (Continued)

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

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

(New 11/13/07)

Article 4 - Logo

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

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

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

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

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

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



(Revised 6/10/08)

Article 5 - SIR Awards and Certificates

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

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

(Revised 6/10/08)

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

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

Article 5 - SIR Awards and Certificates (Continued)

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

RULE 25. Branch Charter Certificates. After a period of at least six months from the date of approval of the Form 33 - Application to Form a Provisional Branch - and all requirements have been met for the Branch to be chartered, the Provisional Branch Big Sir shall so state in writing to the Area Governor, who shall indicate his approval and forward it through the Regional Director to the President for approval. The matter shall then be sent to the Assistant State Secretary who will take the actions necessary to have the Branch Charter prepared by the State Certificates Chairman. He will complete the Branch Charter Certificate and send it to the Regional Director for suitable framing and presentation to the Branch.

RULE 26. Presidential Awards.

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

Article 5 - SIR Awards and Certificates (Continued)

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

RULE 27. Branch Certificates.

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

Article 6 - Nonprofit Corporations

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

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

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

Article 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 \$.35 per mile through June 30, 2008, and at the rate of \$.50 per mile on and after July 1, 2008. (Revised 6/10/08)
 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)

Article 2 - Membership

RULE 50. Membership shall be open to men retired from full-time gainful occupation, regardless of age, race, color or religion. (Revised 1/11/93)

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

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

RULE 53. An active member is a member in good standing in a Chartered Branch or a member in good standing that has transferred from a Chartered Branch to a Provisional Branch. (Revised 6/3/03)

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

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

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

RULE 58.

- a. When a member is terminated, or resigns from the Branch, his identification number may be assigned to an incoming member. (Revised 6/10/08)
- b. When a member is placed on the inactive list, his identification number is placed in an inactive file and will be reassigned to him when he becomes active. (New 6/10/08)

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

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

Article 3 - Applicants for Membership

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

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

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

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

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

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

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

Article 4 - Maximum Membership

RULE 75. (Deleted 6/10/08)

RULE 76. (Deleted 6/10/08)

RULE 77. (Deleted 6/10/08)

Article 5 - Dual Membership

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

Article 6 - Transfer of Membership

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

RULE 86. An active member who transfers to a Provisional Branch shall retain his active status. (Revised 6/3/03)

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

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

Article 7 - Inactive Members

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

RULE 90.1 (Deleted 11/16/04)

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

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

RULE 93. (Deleted 6/10/08)

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

Article 4 - Branch Secretary (Continued)

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

RULE 180. The Secretary of the current Branch of an Honorary Life Member shall notify the State Certificates Chairman of the transfer, death, resignation and any change of address, telephone number or email address of that HLM. (Revised 6/10/08)

RULE 181. The Branch Secretary shall bring his copy of the SIR Manual to the Branch Executive Committee meetings for ready reference. (New 7/7/04)

Secretary's Records

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

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

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

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

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

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

Article 8 - Branch Director

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

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

Article 9 - Fiscal Matters

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

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

Article 10 - Audits

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

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

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

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

Article 7 - Assistant State Treasurer

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

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

Article 8 - Regional Director

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

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

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

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

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

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

NOTE TO USERS -- DISCARD THE LOGO GUIDELINES

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