



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

On the website is the file "**Checklist for Edition 11/11/08**" wherein changed pages are highlighted.
On the website is the separate file "**Revised Pages Only for Edition 11/11/08**" for easy printing.

11/11/08 UPDATE:

Rules Pages 3.2, 3.4, 3.5, 6, 7, 14, 15, 21, 32, 33, 40, 41, 42.1, 43.1, 45, 46, 47.
Replace the Cover Page, Table of Contents Page a, Index Pages 1 thru 5.

~ EDITION 11/11/08 ~

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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.
- j. When a Branch-initiated HLM has been an HLM for at least 10 years he will automatically be elevated to Senior HLM in the Corporate HLM records and the State Roster, and he no longer counts toward any Branch's HLM limit. (New 11/11/08)

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 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. (Deleted 11/11/08)

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 SIR Forms Chairman, 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)

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 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 11/11/08)
- 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.

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.

RULE 72. Applications shall be processed through the Branch Executive Committee without delay and approved applicants shall be inducted within 90 days of application submittal.
(New 11/11/08)

Article 4 - Maximum Membership

RULE 74. Any restriction in the size of a Branch is against the principles and intent of Sons In Retirement and is therefore prohibited. Branches shall not establish maximum memberships nor inhibit recruitment and induction of new members by any means, including through waiting lists and moratoriums on application submittals. Any exception to this rule proposed by a Branch Executive Committee shall be submitted through its Area Governor and Regional Director to the President for consideration. The exception must be approved by the State Board. (New 11/11/08)

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)

PART 3 - DUTIES OF BRANCH OFFICERS

Article 1 - Branch Executive Committee

RULE 150. The Branch Executive Committee, subject to the State and Branch Bylaws and the Standing Rules, and with due consideration of the Guidelines, shall direct the exercise of all corporate powers of the Branch and the conduct of all its activities and affairs.

RULE 151. The Branch Executive Committee may adopt such regulations, not inconsistent or in conflict with the Corporate or Branch Bylaws or the Standing Rules, as it deems necessary to govern the activities of the Branch.

RULE 151.1 All activities on behalf of the Branch and not in conflict with Rule 13 and Rule 650 or any other rule, must be approved by the Branch Executive Committee. The approval must be effected by an affirmative vote of a majority of the Executive Committee at a regular or special meeting. The approval shall not be effective unless it is properly recorded in the minutes of the meeting. Also refer to Rule 405. (Revised 6/5/07)

RULE 152. A Branch regulation shall be adopted at a regular meeting of the Branch Executive Committee and the text thereof shall be set forth in the minutes.

RULE 153. A Branch regulation so adopted shall continue in effect until amended or repealed by the Branch Executive Committee, by a majority vote at a regular meeting of the body, the action being recorded in the minutes.

RULE 154. The Branch Executive Committee may delegate the management of any Branch activity to any eligible active member or members or committee, provided that such activities shall be exercised under the ultimate direction of the Branch Executive Committee.

RULE 155. The Executive Committee of each Branch in the Area shall nominate by July 31 of each year the member it proposes for Governor of its Area. A candidate for Area Governor must be willing to serve and must be a past or present Big Sir, or must have held or is holding the office of Little Sir, Secretary or Treasurer in the Branch, singly or in combination, for at least two years at the time he assumes the office. A past or present Big Sir is the preferred qualification. The State President may waive the preceding qualifications at his discretion. The nomination shall be made on Form 44 - Candidacy for Area Governor. The form shall be submitted to the current Area Governor by July 31. To formally document the election, the Area Governor-elect shall promptly execute Form 44A - Notification of Election. (Revised 11/11/08)

Article 2 - Big Sir

RULE 160. In general, subject to the control of the Branch Executive Committee, the Big Sir shall control all of the affairs of the Branch in accordance with the Corporate and Branch Bylaws and Standing Rules, with due consideration being given to the Guidelines.

RULE 161. The Big Sir shall be responsible for the execution of, and compliance with, the Standing Rules.

RULE 162. When present, the Big Sir shall preside at all meetings of the Branch and its Executive Committee except when, at his request, that function is occasionally performed by the Little Sir.

RULE 163. The Big Sir and the Branch Secretary, or other officer authorized by the Branch Executive Committee and duly recorded in the minutes, may execute any document or other instrument authorized by the State Board.

RULE 164. The Big Sir is an ex officio member of all committees except the Nominating and Travel Committees on which he shall not serve in any capacity.

RULE 165. The Big Sir shall represent his Branch at the Annual Meeting of the Members of the Corporation and vote on propositions to amend the Branch and Corporate Bylaws and in the election of the prescribed Corporate Officers. (Revised 6/5/07)

RULE 166. In the event that a Big Sir cannot attend the Annual Meeting, the Branch Executive Committee shall appoint an alternate from the other elected Officers of the Branch. Also refer to Corporate Bylaws Section 185. (Revised 11/11/08)

RULE 167. (Deleted 7/7/04)

Article 3 - Little Sir

RULE 170. In the absence or inability of the Big Sir, or at his request, the Little Sir shall perform all of the duties of the Big Sir. When so acting, he shall have all of the powers of, and shall be subject to, all restrictions placed upon the Big Sir.

RULE 171. The Little Sir may be a member of any committee except the Nominating and Travel Committees on which he shall not serve in any capacity.

RULE 172. The Little Sir shall have such other powers and perform such other duties as may be prescribed by the Big Sir or the Branch Executive Committee.

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 and Savings and Loans used by Branches must be fully insured by FDIC, or in the case of Credit Unions, the National Credit Union Administration (NCUA). (Revised 11/11/08)

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)

Article 2 - General (Continued)

RULE 371. No member shall promote or offer to other members, or solicit other members in connection with, a travel event that is not an authorized SIR travel event.
(Moved from Page 31 - 11/14/06)

RULE 372. (Moved from Page 31 and Deleted 11/14/06)

RULE 373. Each action by the State Board or a BEC to sponsor a travel event and to designate the member to contract with an Agency, shall be separate and limited to one single specified travel event. (Moved from Page 31 - 11/14/06)

RULE 374. Any event involving travel that is arranged by SIR must be approved by the BEC and it must be done on SIR Contract Form 50 with a SIR-Qualified Travel Agency. The contract executed by the Designated Member (DM) of a Branch and the Agency shall be signed by both him and the authorized representative of the Agency and kept on permanent file with the Branch Secretary.

RULE 375. Any event involving travel that is proposed by a State activity committee must be approved by the State Board using Form 53B - Request for Approval of State Event Involving Travel. Then, the event must be arranged using SIR State Contract Form 50B, or equivalent, with a SIR-Qualified Travel Agency. The executed contract shall be signed by both the DM of the activity committee and the authorized representative of the Agency and kept on file for at least 5 years with the committee Secretary. (Revised 11/11/08)

RULE 375.1 Any event involving travel that is proposed by the State Travel Committee must be approved by the State Board and recorded in the minutes of the meeting. Then, a contract must be completed with a SIR-Qualified Travel Agency. The contract executed by the DM of the State Travel Committee and Agency shall be signed by both him and the authorized representative of the Agency and kept on file for at least 10 years with the State Secretary. The STC is exempt from mandatory use of Approval Form 53B and Contract Form 50B. (New 11/11/08)

RULE 376. If the BTC or State Committee wants to contract with a travel agency not listed on the SIR Website, the BTC or State Committee will instruct the agency to forward current copies of all of the documents required by Rule 380 to the Chairmen of the SIR State Insurance and Travel Committees so that the agency may be included on the SIR-Qualified Travel Agency list. The State Chairmen shall maintain a file of those documents. See Form 59A - Travel Agency Letter.

Article 3 - SIR-Qualified Travel Agencies

RULE 380. A SIR-Qualified Agency ("Agency") must:

- a. Have a current California Seller of Travel license and identification number (CST ID No.).
- b. Carry a minimum of \$1,000,000 in comprehensive General and Professional Liability Insurance. The Policy shall include Sons In Retirement, Inc., All Authorized Branches and Members as Additional Insureds and stipulate coverage is provided for the Hold Harmless Clause included in the SIR Standard Travel Contract. If the policy does not include the above Additional Insureds and Hold Harmless Clause, the Endorsements must be provided naming Sons In Retirement, Inc., All Authorized Branches as Additional Insureds and that coverage is provided for the Hold Harmless Clause included in the SIR Standard Travel Contract. A 30-day notice must be sent to SIR in the event of policy cancellation. A copy of the Insurance Certificate shall be kept on file with the SIR State Insurance Committee.
- c. Have a current appointment to ARC (Airline Reporting Corporation) or IATAN(International Airlines Travel Agency Network), except Agencies that do not provide travel event transportation by aircraft and do not have a current appointment to ARC or IATAN must use boat, ship, motor coach, rail or other land based methods of transportation as aircraft cannot be used in any phase of these SIR travel events.
- d. Maintain a trust account in an insured institution, deposit and keep therein all funds of participants of each travel event pending disbursement of those funds for goods or services pertinent to the event. (Revised 11/11/08)

RULE 381.

- a. The insurance requirements listed in Rule 380 for Agencies are under the control of the SIR State Insurance Committee. The Chairman shall maintain a file of the required insurance documents for each Agency. The Chairman must notify the Agency 90-days before the insurance expiration date that the SIR Insurance Committee must receive a copy of the new insurance policy or the renewal certificate not later than the current insurance expiration date. Failure of the Agency to comply may result in the Agency being removed from the SIR-Qualified list.
- b. The other requirements listed in Rule 380 for Agencies are under the control of the SIR State Travel Committee. The Chairman shall maintain a file of the other required documents for each Agency.
- c. The Chairmen of the SIR State Insurance and State Travel Committees shall cause to be published on the SIR Website a list of the SIR-Qualified Travel Agencies. It shall be updated, if changes occur, on a monthly basis. This list shall include the name of the travel agency, CST Number, and the expiration date of their insurance. It shall identify those Agencies that are not permitted to provide air transportation (ATP – Air Transportation Prohibited) for any portion of a SIR travel event because they do not belong to ARC or IATAN.

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 propose a State Travel Event for all active members of SIR, and those persons specified in Rule 367, every five years or so. Refer to Rule 375.1 for procedures.
(Revised 11/11/08)

- a. (Deleted 11/11/08)
- b. (Deleted 11/11/08)

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, procedures are outlined in Rule 375. (Revised 11/11/08)

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 procedures are outlined in Rule 375. (Revised 11/11/08)

- a. (Deleted 11/13/07)
- b. (Deleted 11/11/08)
- 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 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 procedures are outlined in Rule 375. (Revised 11/11/08)

- a. (Deleted 11/11/08)
- b. (Deleted 11/11/08)
- 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.

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 6 – GROWTH AND MEMBERSHIP COMMITTEE

RULE 605. The Growth and Membership Committee shall be composed of a Chairman and eight 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. (Revised 8/6/07)

RULE 606. The Growth and Membership Committee shall monitor the membership numbers of SIR, its Regions, Areas and Branches, and report to the President such recommendations as it deems necessary or desirable to increase membership in SIR, retain existing members, and publicize the activities of SIR to attract new members. In addition, it shall address such issues and make such recommendations as may be directed by the President or the State Board. (Revised 8/6/07)

PART 7 – RULES COMMITTEE

RULE 607. The Rules Committee shall be composed of a Chairman and ten members. Three of these members shall be chosen from the present elected or past Big Sirs of the member Branches. The remaining seven may be chosen from past or present Regional Directors, Area Governors, and /or past elected State Officers (President, Vice President, Secretary and Assistants and Treasurer and Assistants). Upon application from the Committee to the President or at his discretion the numbers of members may be altered. The Vice President shall serve as ex officio without vote. (New 8/6/01, effective 1/1/02) (Moved from Page 43 - 11/14/06)

RULE 608. The Rules Committee shall review for conflict, overlap or duplication all proposals involving the Standing Rules or Bylaws and, in a timely manner, submit its findings to the President for his consideration. (New 8/6/01 effective 1/1/02) (Moved from Page 43 - 11/14/06)

RULE 609. The Rules Committee shall consider and shall submit to the President for his consideration, together with its recommendations, any proposal involving the Standing Rules or Bylaws that have been referred to the Rules Committee by the State Board, a State Officer, a State Committee Chairman, any member of the State Rules Committee, or a Branch Executive Committee through channels to the President. (Revised 11/11/08)

RULE 610. The Rules Committee in considering a proposal submitted under Rule 609 may make such changes therein as may be mutually agreed by the parties involved. The Rules Committee may recommend rejection of the proposal and/or, if it desires, recommend an alternate proposal. The Rules Committee shall submit its reasons for such rejection or alternate proposal together with the original proposal to the President. (New 8/6/01 effective 1/1/02)

PART 8 – AUDIT COMMITTEE

RULE 611. The President shall appoint a State Audit Committee composed of not more than three members, none of whom shall be the holder of an elective office, nor shall more than one member be from the same Branch. (New 9/24/02 effective 1/1/03)

RULE 611.2 As soon as practical after the appointment of its members, the committee shall make an audit of the books and records covering the financial transactions of the corporation, including State activities such as golf, bowling, travel and the like, for the calendar year just past and report thereon to the President. (New 9/24/02 effective 1/1/03)

RULE 611.3 The State Audit committee shall make such additional audits as may be prescribed by the Standing Rules or as directed by the President or the State Board. (New 9/24/02 effective 1/1/03)

Article 3 - Election of Officers (Continued)

RULE 768. A Candidate for the office of President must be a past or present Regional Director, Area Governor or Vice President or held or holding the office(s), singly or in combination, of State Secretary or Assistant, or State Treasurer or Assistant, for more than two years. (Revised 11/14/06)

RULE 768.1 A Candidate for the office of Vice President must be a past or present Regional Director, Area Governor or held or holding the office(s) singly or in combination, of State Secretary or Assistant, or State Treasurer or Assistant, for more than two years. (Revised 11/14/06)

RULE 768.2 A candidate for President or Vice President must meet the qualifications for the office as specified in Rules 768 and 768.1 and must submit to the Chairman of the State Nominating Committee by April 15 of each year a SIR Form 43 - Declaration of Candidacy - and the background data requested on the Form 43. Refer to Rule 769 for an exception. (Revised 11/11/08)

RULE 768.3 A candidate for State Secretary, State Treasurer, Assistant State Secretary or Assistant State Treasurer must be an active member of Sons In Retirement, and must submit to the Chairman of the State Nominating Committee by April 15 of each year a SIR Form 43 - Declaration of Candidacy for State Elected Office - and the background data requested on the Form 43. Refer to Rule 769 for an exception. (New 11/11/08)

RULE 769. The Nominating Committee shall submit its report to the President not later than June 1. Additional nominations may be made from the floor at the Annual Meeting. A nominee from the floor must signify his agreement to accept the office if elected.

RULE 770. Not less than 30 days prior to the Annual Meeting, the State Secretary shall notify those entitled to vote the date, time and place of the meeting. The notice shall contain a list showing the names and qualifications of the nominees recommended for State offices designated. (Revised 4/18/00)

RULE 771. All State chairmen and appointees, although not eligible to vote, should register in lieu of roll call at the Annual Meeting. (Revised 9/19/00)

RULE 772. In lieu of roll call at the Annual Meeting, each qualified voter, at the time of registration, shall receive a ballot. This ballot shall contain:

- a. Names of the nominees for State Offices recommended by the Nominating Committee.
- b. Write-in space for the names of other eligible candidates nominated from the floor and who are willing to serve if elected.

RULE 773. Voting shall be by secret ballot, provided, that for any office for which there is but one nominee, voting may be by voice or by show of hands.

RULE 774. Prior to the Annual Meeting, the President shall appoint a committee of three to serve as tellers in the event that more than one candidate is nominated for any office. A committee member shall be a Regional Director, Area Governor or a Big Sir.

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)
- 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)
- 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 by August 31 upon the call of the Regional Director 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. Immediately following the election of the Regional Director, the Regional Director-elect shall complete Form 44A - Notification of Election - and submit the form according to the distribution shown on the form.

(Revised 11/11/08)

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 5 - Area Governor

RULE 790. An Area is a group of Branches designated by an assigned number. No Area shall have less than three chartered Branches, except that the President may authorize the formation of an Area consisting of two Branches if he determines, because of distances involved, that administration and communication would be otherwise be impaired. In making his determination, special consideration should be given to situations where Branches are being formed in a new Area and it is probable that additional Branches will be formed in that Area. (Revised 4/8/92)

RULE 790.1 The office of an Area Governor elected to serve on or after January 1, 1996, shall be vacated upon his transfer to a Branch in an Area 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 794 and following. (Revised 9/25/01)

RULE 791. In case it becomes necessary to increase the number of Areas, the Regional Director or Regional Directors affected, acting with the advice of the Area Governors and the Branches affected, shall submit recommendations to the President for consideration and action by the State Board. The State Board acting on its own initiative may also adopt recommended changes if deemed necessary.

RULE 792. Each Area shall be under the supervision of an Area Governor.

RULE 793. (Qualifications - moved to Rule 155 and Revised 4/12/05)

RULE 794. The Area Governor of each Area shall call a meeting of the Election Committee no later than August 31. The Area Governor shall act as chairman of the meeting. He shall have no vote except when required to break a tie in balloting for Area Governor. In the event there is only one candidate for Area Governor who meets the qualifications of Rule 155, the Area Governor may poll the Election Committee in lieu of calling a meeting. (Revised 6/6/06)

RULE 795. The Election Committee shall be comprised of all Big Sirs and Little Sirs of the Chartered Branches in the Area except that in Areas consisting of two Branches as authorized by the President, the Election Committee shall be comprised of all Big Sirs and Little Sirs of the Chartered and Provisional Branches in the Area. If the Big Sir or Little Sir cannot attend the meeting, the Executive Committee of the Branch shall appoint an alternate or alternates from the elected officers of the Branch. (Revised 6/3/03)

RULE 796. The Election Committee shall elect an Area Governor from the candidates nominated by the various Branch Executive Committees.

RULE 797. Area Governors shall serve one-year terms and be restricted to three consecutive terms, excluding any partial year immediately preceding the first such year. If an Area Governor vacates the position for one or more calendar years, eligibility is reestablished. (Revised 6/3/03)

RULE 798. Immediately following the election of the Area Governor, the Area Governor-elect shall complete Form 44A - Notification of Election - and submit the form according to the distribution shown on the form. (Revised 11/11/08)

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