



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.

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Pages in this Manual that were revised since Edition 4/7/09 are dated 6/9/09.

On the website is the file "**Checklist for Edition 6/9/09**" wherein changed pages are highlighted.  
On the website is the separate file "**Revised Pages Only for Edition 6/9/09**" for easy printing.

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### 6/9/09 UPDATE:

Replace Rules Page 18. Replace the Cover Page. Replace Table of Contents Pages a. and d.  
Replace the Index Pages with 6 revised Index Pages.

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~ EDITION 6/9/09 ~

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RULE 190. When a Branch Charter is surrendered or revoked, the Branch Secretary shall turn over to the Area Governor all of the Secretarial records. Other Branch records may be discarded.

- a. The Area Governor shall forward to the State Secretary the following records if available and then discard whatever remains.
  1. Branch Charter.
  2. Branch Articles of Incorporation.
  3. Tax Exemptions from IRS and State of California.
  4. Employer Identification Number assignment from IRS.
  5. Branch Record of Organization.
  6. Minutes of Branch Executive Committee meetings (recent five years).
  7. Final or most recent copy of Form 28 - Monthly Cash Report.
  8. Documents pertaining to closing down of the Branch including any information about merging with another Branch.
  9. Bank statement annotated to indicate disposition of final bank funds.
  10. Any other records that in the Area Governor's judgment are relevant enough to be retained in the State Secretary's Branch files.

(New 6/9/09)

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