



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 6/9/09 are dated 11/10/09.

On the website is the file "**Checklist for Edition 11/10/09**" wherein changed pages are highlighted.  
On the website is the separate file "**Revised Pages Only for Edition 11/10/09**" for easy printing.

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### 11/10/09 UPDATE:

**Replace the Cover Page. Replace Rules Pages 4, 29, 30, 31, 48, 49, 50.  
Replace Table of Contents Pages c and d. Replace all of the Index Pages.**

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## DIVISION 2 - THE BRANCH

### PART 1 - ORGANIZATION

#### Article 1 - General

RULE 40. Only active members of SIR and their guests are entitled to participate in activities of the organization. The number of guests shall not exceed the total number of participating SIR active members plus participating wives, companions and relatives of participating active members, and widows of deceased members. A "relative" is defined as a parent, sibling, child or grandchild of a participating member or companion. (Revised 11/10/09)

RULE 41. Regular monthly luncheon meetings are to be held by each Branch as required by the Branch Bylaws. Not more than two Holiday parties or Ladies Day functions per year may be held in lieu of regular luncheon meetings. (Revised 11/15/05)

RULE 42. Voluntary contributions may be solicited. (Revised 1/9/01)

RULE 44. A Branch shall not impose or collect dues, initiation fees or assessments. (Revised 11/17/00)

RULE 45. No Branch or Branch Activity shall conduct a raffle or lottery in violation of California State or Federal laws. (New 11/18/03)

RULE 46. Expense Claim Voucher - Form 15 for Branch expenses shall be submitted for approval to the Big Sir or if unavailable, the Little Sir. Expense reimbursement policy pertaining to purely Branch business shall be consistent with the SIR policy as detailed in Rule 38, or individual Branches may set their own policy by regulation. (New 11/15/05)

## PART 6 - CHANGING NAME OF BRANCH

RULE 335. To change the name of an incorporated Branch, the general procedure is as follows -

- a. The Branch Secretary shall contact the State Secretary who will prepare a Certificate of Amendment of Articles of Incorporation and send it to the Branch for execution.
- b. The Big Sir (as President) and the Branch Secretary will sign the form and make two copies.
- c. The Branch Treasurer will provide a check for the appropriate amount made payable to the Secretary of State.
- d. The signed form, two copies of the signed form, and the check are mailed by the Branch Secretary to the Document Filing Support Unit at the address shown at the top of the form.
- e. When the Branch receives the approved documents, a copy shall be promptly mailed to the SIR State Secretary for inclusion in the Branch file.

(Revised 11/10/09)

## PART 7 - NON-RESPONSIBILITY DECLARATION

RULE 345. All notices, brochures, announcements, or other publications relative to group activities other than those involving travel, arranged for or by, or sponsored by Sons In Retirement, Incorporated, and its Branches shall legibly display the following wording:

All activities arranged for or by, Sons In Retirement, Incorporated, and its Branches, are for the convenience and pleasure of the members and their guests who desire to participate. Sons In Retirement, Incorporated, and its Branches do not assume any responsibility for the well being or safety of the participants or their property, in any matters pertaining to said activities.

The statement prescribed in Rule 436 shall be displayed with respect to activities involving travel.  
(Revised 6/5/07)

## DIVISION 3 - SPECIAL ACTIVITIES

### PART 1 - SIR TRAVEL CODE

#### Article 1 - Definitions and Terms

RULE 360. Unless the provisions of the context otherwise require, the definitions used in the SIR Travel Code are:

- a. "Agency" means a SIR-Qualified Travel Agency listed on the SIR Website.
- b. "ATC" means Area Travel Coordinator as specified in Rule 388.
- c. "BEC" means Branch Executive Committee.
- d. "Branch" refers to SIR at the Branch level.
- e. "BTC" means Branch Travel Chairman, who is the member appointed by the Big Sir as Chairman of the Branch Travel Committee who is responsible to the BEC for the planning, promotion and conduct of duly authorized Branch travel events.
- f. "DM" (Designated Member) means the person designated to contract with an Agency to act on behalf of that Agency in connection with a specified travel event sponsored by a Branch or State Committee.
- g. "GL" (Group Leader(s)) means the active members(s) of a participating Branch selected by BEC of the sponsoring Branch or State Committee designated to accompany, escort, guide or supervise the participants throughout a specific Branch or State travel, bowling or golfing event. The BTC or DM may also function as the GL if so selected. (Revised 11/14/06)
- h. "Personal Gain" means anything of value received by a member, his spouse or dependent, directly or indirectly, from an Agency or supplier arranging, presenting, or providing travel in connection with a travel event that is not available to all participating members and their guests. It includes, but is not limited to, free passage, reduced fare, expense money, gift, prize, rebate, credit, adjustment, allowance, or the like.
- i. "SIR" refers to Sons In Retirement, at both the Branch and State level.
- j. "SIRinc" refers to Sons In Retirement, Incorporated, at the State or Corporate level.
- k. "State" refers to SIRinc, the State Organization or State Corporation.
- l. "STC" means State Travel Committee.
- m. "Travel Literature" means any and all printed or written material, including VHS tapes, DC's and DVD's, containing a reference to a travel, bowling or golfing event that is distributed or caused to be distributed by a Branch, the State or State Committee, including a Branch Bulletin or SIR Happenings.
- n. "Travel Event" means any event involving travel authorized by the State Board or BEC, excluding "Branch or State Bowling or Golfing Events" involving travel, which also must be authorized by the State Board or BEC.
- o. "Guest" means a SIR non-member other than participating wives, companions and relatives of participating active members, and widows of deceased members. A "relative" is defined as a parent, sibling, child or grandchild of a participating member or companion. (New 11/10/09)

Article 2 - General

RULE 365. The provisions contained herein are deemed necessary to protect the interests of SIR and to secure for their members the benefits of an effective and sound travel program. (Revised 6/6/06)

RULE 366. Travel events sponsored by SIR shall not obligate or commit it to any course of action or financial responsibility. (Revised 6/6/06)

RULE 367. Only an active member of SIR, his wife or companion, and his guest(s) shall be entitled to participate in SIR travel events. A relative of an active SIR member (meaning a parent, sibling, child or grandchild) and their companions, and the widow of a deceased member may also participate. The number of guests participating in a SIR travel event shall not exceed the total number of active members, plus participating wives, companions and relatives. (Revised 6/6/06)

RULE 368. (Deleted 11/10/09)

RULE 369.

- a. To provide adequate funding for insurance coverage for each event involving travel outside the United States (including its Territories and Possessions), Canada and Puerto Rico, contracted by SIR, or any of its Branches, the amount of \$5.00 shall be included in the fare to be paid by each participant.
- b. The BTC/Branch or State Committee DM authorized to sign SIR contract Form 50 or 50B for the event, shall be responsible for notifying the Agency providing the goods or services that they shall collect, account for and remit all such funds, by a separate check, made payable to the Branch or State Treasurer. The check should be issued no later than the event departure date. The Branch Treasurer shall remit such funds received from the Agency to the SIR State Treasurer with the SIR Report Form 51 within 7 days of receipt of the funds.

(Revised 6/6/06)

RULE 370. Travel Prohibitions.

- a. No member or participant in a SIR travel event shall receive or accept any personal gain from travel other than free passage or reduced fare passage, and actual expenses, including but not limited to, personal gain from travel provided in connection with familiarization trips, and actual expenses thereto, when such travel has been expressly authorized by the President or BEC in accordance with the provisions of the SIR Travel Code. The above provisions also apply to Branch and State travel, bowling and golfing events when such travel has been expressly authorized by the President or BEC.
- b. No member shall present any travel proposal to the BEC or State Board, nor shall such member vote upon any travel proposal or be designated as a DM or GL, for a travel, bowling or golfing event if the member, his wife or companion or relative has any financial interest in, or is an employee, agent or representative of an Agency that will be providing services for any portion of said travel, bowling or golfing event.

(Revised 11/14/06)

## 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)

RULE 819. The President shall perform all duties incident to his office, and such other duties as may be prescribed, from time to time, by the State Board. (Moved from Page 49 11/10/09)



## Article 2 - Vice President

RULE 825. In the absence or inability of the President, the Vice President shall assume and perform his duties. When so acting, he shall have all the powers of, and be subject to, all the restrictions placed upon the President. He shall have such other powers and perform such other duties as may be prescribed for him from time to time by the President.

## Article 3 - State Secretary

RULE 830. The State Secretary shall keep, or cause to be kept, at the principal office of the Corporation or at such other place as the State Board may order, a book of minutes of all meetings of the State Board whether regular or special and, if special, detailed how organized, noticed, the names of those present, the presence of a quorum and the proceedings thereof.

RULE 831. The minutes of each meeting shall be published and distributed at the earliest possible date, but no later than 20 days after the meeting.

RULE 832. In the absence or inability of the President and Vice President, the State Secretary shall perform all of the duties of the President and Vice President.

RULE 833. The State Secretary shall mail, or cause to be mailed, notices of all State Board meetings to all members thereof at least 10 days prior to the date set.

RULE 834. Deleted. (Revised 1/9/01)

RULE 835. The State Secretary shall be responsible to the President for the dissemination of the decisions of the State Board.

RULE 836. The State Secretary has the responsibility for roll call at the State Board meetings. However, at the Annual Meeting the Chairman of Meeting Arrangements has charge of the seating and assists the Secretary with the roll call.

RULE 837. The State Secretary shall have such other powers and perform such other duties, not specifically delegated to the Assistant State Secretary, as may be prescribed by the President or the State Board. (Revised 11/14/06 effective 1/1/07)

RULE 838. The State Secretary shall keep, or cause to be kept, a register showing the name, address and telephone number of the State Officers, State Advisor, and Appointive Officer Assistants if any. (New 11/10/09)

RULE 839. The State Secretary shall maintain the master file for every Branch ever formed containing relatively important hard copy documents that come into his possession. (New 11/10/09)

#### Article 4 - Assistant State Secretary

RULE 840. The Assistant State Secretary shall function under the supervision of the State Secretary. (Revised 11/14/06 effective 1/1/07)

RULE 841. (Deleted 11/10/09)

RULE 842. (Deleted 11/10/09)

RULE 843. When a Branch completes its Provisional status period, the Assistant State Secretary shall: (Revised 11/14/06 effective 1/1/07)

- a. Take care of the incorporation arrangement and California Tax Exemption for new Branches.
- b. Arrange with the Secretary of a newly Chartered Branch to obtain the Federal Employer Identification number -- by filing Federal Form SS-4 -- which is required of all tax exempt corporations within the State of California; and arrange for the new Branch, after incorporation, to obtain the Federal Tax Exemption letter by filing Federal Forms 1024 and 8718.
- c. File the required report(s) with the Internal Revenue Service so as to retain the Group Exemption status for all of the Branches. (New 6-6-94)

RULE 844. In the absence of the SIR State Secretary, the Assistant State Secretary shall assume and execute his duties in accordance with the Rules. (Revised 11/14/06 effective 1/1/07)

RULE 845. The Assistant State Secretary shall have such other powers and perform such other duties as may be authorized by the President or the State Board. (Revised 11/14/06 effective 1/1/07)

RULE 846. The Assistant State Secretary is responsible for the timely filing of the Form SI-100 on behalf of SIRinc and all of its Branches with the California Secretary of State, including making payment for the appropriate amount as designated on the form payable to the California Secretary of State. Upon completion, a copy shall be retained in the Assistant State Secretary's files for SIRinc. Notwithstanding Rule 816, the Assistant State Secretary shall be reimbursed for the expenses incurred in making payment to the California Secretary of State by submitting a Form 15 - Expense Claim Voucher for this amount, along with a receipt, directly to the State Treasurer. When payment was made by personal funds, the State Treasurer shall issue a check to reimburse the Assistant State Secretary within 5 days of receipt of the Expense Claim Voucher. (Revised 11/14/06 effective 1/1/07)

RULE 847. The filing of the Form SI-100 may be performed in batch quantities covering multiple Branches, for a specific period as may be deemed appropriate by the Assistant State Secretary in concert with the State Treasurer. Reimbursement of the filing fee will not be sought from the Branches. (Revised 11/14/06 effective 1/1/07)

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