



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 11/10/09 are dated 4/6/10.

On the website is the file "**Checklist for Edition 4/6/10**" wherein changed pages are highlighted.
On the website is the separate file "**Revised Pages Only for Edition 4/6/10**" for easy printing.

4/6/10 UPDATE:

**Replace the Cover Page. Replace Rules Pages 3.2, 16, 26, 50.
Replace all 5 Pages of the Index.**

~ EDITION 4/6/10 ~

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. Upon a request by the President, the State Certificates Chairman will prepare an appropriate charter using the then current charter template and forward it to the awarding President or his designee for framing and awarding and will furnish a copy to the State Secretary for the Branch file. See Rule 300 for detailed procedure. (Revised 4/6/10)

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 4 - Branch Secretary

RULE 175. The Branch Secretary shall prepare and keep, or cause to be kept, in a separate file, the minutes of all Branch Executive Committee (BEC) meetings, whether regular or special. The minutes of all such meetings shall contain the names of SIR members present, the presence of a quorum and the proceedings. SIR Form 53 - Request for Approval of Branch Travel Event, shall be filed as an addendum to the Branch minutes for all travel activities and events approved by the BEC. The minutes of special meetings shall also contain how the meeting was authorized and noticed. The minutes shall be prepared within 10 days of the above meetings and the Secretary shall promptly mail a copy to the Area Governor and Regional Director.

The minutes do not need to be approved by the BEC prior to forwarding. If in any given month no BEC meeting was held, the secretary, in lieu of minutes, shall send a note by the end of that month to his Area Governor and Regional Director stating that no BEC meeting was held by his Branch for that month.

(Revised 11/15/05)

RULE 175.1 The Branch Secretary shall keep in a separate file, all documents relating to each Branch travel event, which includes copies of the minutes of the Branch Executive Committee meeting in which the travel event was approved, the Form 53 - Request for Approval of Branch Travel Event, SIR-qualified list of Travel Agencies, documentation to show the travel agency's insurance is current when the travel event is taken, SIR Contract Form 50, SIR Form 52 - Travel Event Financial Report and SIR Form 51 - Travel Event Foreign if applicable, and SIR Form 59 - SIR Travel Event Checklist. These travel files shall be maintained for two years after the travel event has taken place. (New 6/7/05)

RULE 176. In the absence or inability of the Big Sir and Little Sir, the Branch Secretary shall perform all of the duties of the Big Sir and Little Sir. In the absence of, or at the request of the Branch Secretary, a Member of the Executive Committee may preside at an Executive Committee or luncheon meeting. (Revised 9/19/00)

RULE 177. The Branch Secretary shall keep, or cause to be kept, in a place designated by the Branch Executive Committee, a list showing all the information on the original Membership Application Form 2. (Revised 4/6/10)

RULE 178. In order to comply with our IRS agreement, the Branch Secretary shall arrange for the production of a Branch roster each year and a printed hard copy shall be furnished to the State Secretary via US Mail by March 1 of each year. A copy of this roster shall also be mailed to the Branch's Area Governor, Regional Director and each Big Sir in the Branch's Area. The roster is to contain at least the member's name, spouse's name, telephone number (including the telephone area code), mailing address and email address.

(Revised 6/5/07)

Paid advertising in the roster is prohibited. Acknowledgement of a gratuitous printing shall be confined to the back cover and shall contain only the name, address, telephone number, and email address of the entity and a concise description of the entity, such as: "a gambling casino, bar and restaurant"; "a full-service bank"; "a supermarket-pharmacy-deli"; along with their logo is permissible. Acknowledging more than three entities is prohibited.

(Revised 11/15/05)

Article 2 - Formation Procedure (Continued)

RULE 295. The Branch Officers to serve during the Provisional period shall continue to serve following the granting of the charter until their successors have been duly elected and installed. Their duties shall be as prescribed for Branch Officers. (Revised 4/6/10)

RULE 296. During its Provisional period, a Branch shall be governed by the Corporate and Branch Bylaws and the Standing Rules. A member of a Provisional Branch shall have the same privileges and responsibilities as a member of a Chartered Branch except where the performance of an activity requires membership in a Chartered Branch such as in the case of voting at the Annual Meeting. (Revised 6/3/03)

RULE 297. All funds contributed to a new Branch shall be deposited in the name of the new Branch in a State or Federally licensed institution providing public banking services using the sponsoring entity's identification number. (Revised 12/6/93)

RULE 298. The sponsoring entity shall arrange for the advancement of necessary funds, but not less than \$100.00, to cover the organizational expenses of the new Branch. Repayment of such advances at the end of the Provisional period shall be by agreement between the Executive Committees of the new Branch and the sponsoring entity. (Revised 6/3/03)

RULE 300. After a period of at least six months from the date of approval of Application Form 33 by the President, the Provisional Branch has been conducting its regular monthly luncheon meetings, and has a minimum of 50 active members and all other requirements have been met, chartering shall be implemented as follows.

- a. The Big Sir of the Provisional Branch shall so state in writing including his preference for an award date to the Area Governor, who shall indicate his approval and forward it through the Regional Director to the President for approval.
- b. If the Provisional Branch is to be given the existing Branch number of an "Interim Management" Branch, the President shall notify the Big Sir, the Area Governor, the Regional Director, and the State Secretary of his approval or disapproval.
- c. Upon approval, the President shall terminate the Provisional status of the Branch in writing and approve the granting of a charter for the new Branch and so notify the State Certificates Chairman who will prepare the charter and forward it to the awarding President or his designee for framing and awarding and will furnish a copy to the State Secretary for the Branch file.
- d. If the Provisional Branch is using the Branch number whose corporation had been dissolved or if it is a new Branch number/corporation then the President shall notify the Assistant State Secretary who shall take actions necessary to incorporate the Branch.
- e. The official Branch Charter Date is the date of the President's notification terminating the Provisional status of the Branch.

(Revised 4/6/10)

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 has completed its Provisional status and the President has authorized the issuance of the charter, and a newly formed corporation is required, the Assistant State Secretary shall:

- a. Participate in the incorporation and California Tax Exemption procedures for the new Branch.
- 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.

(Revised 4/6/10)

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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