A Non-Profit Public Benefit Corporation for Retired Men
Devoted to the Promotion of Independence and Dignity of Retirement

THE SIR MANUAL

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 6/8/10 are dated 11/9/10.

On the website is the file "**Checklist for Edition 11/9/10**" wherein changed pages are highlighted.
On the website is the separate file “**Revised Pages Only for Edition 11/9/10**” for easy printing.

6/810 UPDATE:

Replace the Cover Page & a, b, c, 15, 15.1, 17, 18, 21, 29.1, 42.2, 46, 47 and Index 2

~ EDITION 11/9/10 ~

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TITLE - BRANCH ARTICLES AND BYLAWS

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. By the 10th of each month, the Big Sir shall submit a completed Form 27-Monthly Branch Membership Report-which includes membership and luncheon attendance data for the previous month in accordance with the distribution instructions on the form. There shall be an agenda item for review of the most recent Form 27 at each BEC meeting for the purpose of reviewing progress towards reaching annual goals specified on the form. The Big Sir shall report to the BEC his recommendations for action to be taken to achieve the goals not being met. The December Form 27 is to be submitted to the new Officers as well as the previous year Officers. New(11/9/10)

RULE 168 The Big Sir shall submit to his Area Governor by April 5, July 5, October 5 and January 5 of the following year a report describing why or why not his branch is inducting new members at the rate required to meet the goals specified on Form 27. Each report shall include his recommendations for action to be taken to achieve the Form 27 goals not being met. The January report shall be submitted to the new Area Governor as well as the previous Area Governor.
New (11/9/10)

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 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)

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.

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)

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 total number of Active Branch members for 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 is to be submitted to the new Officers as well as the previous year Officers. (Revised 11/9/10)

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)

PART 8 – BRANCH SHORT TRIPS

Rule 350 Branches may contract for, and use a public carrier (a bus company) for one -, two- or three-day trips without going through a travel agency. The company must be licensed by the California Public Utilities commission (CPUC) and have insurance required by CPUC General Order 101-E. A branch desiring to contract for a bus shall document these requirements on IR Form 55 – Short Bus Trip Branch Approval, and SIR Form 55A - Short Bus Trip Checklist. (New 11/9/10)

Rule 351 The bus company shall furnish to the State Insurance Committee "A Certificate of Liability Insurance" that meets the requirements of CPUC General Order 101 E and names SIR as and additional insured to qualify as a SIR-Qualified Bus Company. Based on information received from the State Insurance Committee, the State Travel Committee shall publish a separate listing for the SIR Website entitled "SIR-Qualified Bus Companies" Branches may contract with any listed SIR-Qualified Bus Company for one-, two- or three-day trips. (New 11/9/10)

Rule 352 The Designated Member (DM) appointed by the BEC to mange a bus trip shall be responsible for trip literature and collect fares from, the participants. He shall give the participants' fares to the Branch Treasurer, who shall maintain a separate custodial sub-account in the branch financial records. Just prior to the event, the Branch Treasurer shall prepare a check for the event payable to the bus company and give it to the DM for payment to the bus company. (New 11/9/10)

Rule 353 Upon completion of a bus trip, the DM shall comply with the requirements of SIR Form 52A – Short Bus Trip Financial Rep[ort, detailing the disbursement of the trip's funds and distribute it per distribution indicated on the form. (New 11/9/10)

RULE 580. Each State Rally must have the approval of the State Board of Directors.

RULE 581. To facilitate non-State events, the Committee may recommend that the President authorize Area and/or Regional RV Coordinators when so needed. An Area RV Coordinator so authorized would be appointed by the Committee with the approval of his Area Governor. A Regional Coordinator so authorized would be appointed by the Committee with the approval of his Regional Director.

RULE 582. The Committee shall provide advice and counsel regarding RV activities of the Branches and any Area or Regional Coordinators.

RULE 583. Receipt and Distribution of Funds:

a. All funds received by a Branch, its RV Chairman or other representative in connection with an RV activity shall be received in the name of the Branch and deposited in and distributed through its Branch treasury or deposited in and distributed through an RV fund in the depository of the Branch's treasury in an account bearing the Branch's federal identification number.
b. All funds received by a member of SIR or his agent in connection with an Area or Regional RV activity shall be received in the name of the Area or Regional RV fund, as the case may be, and deposited in and distributed through the treasury of a designated Branch or in the depository of a designated Branch treasury in an account bearing the designated Branch's federal identification number.
c. All funds received by the State RV Committee or its representative in connection with a State RV activity shall be processed in accordance with Rule 37.

   (Revised 11/16/04)

d. This rule shall not apply to money received and paid to a provider in connection with an RV event on the same date of receipt.

RULE 584. Audit of RV Funds:

a. RV funds shall be audited by the Branch Auditing Committee and its report shall be submitted to the Branch Executive Committee in accordance with Standing Rule 257. Area and Regional RV funds shall be audited by the Auditing Committee of the designated Branch.
b. The State RV fund shall be audited by the State Audit Committee. Reports of the Area, Regional and State RV funds shall be submitted to the State Board.

RULE 585. Recreational vehicle events sponsored by Sons In Retirement, Inc. shall be in accordance with applicable provisions of the Sir RV Code**.** (Revised 11/9/10)

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. Each report shall include recommendations for action to be taken to achieve the From 27 goals not being met for branches in his Region. The January report shall be submitted to the new President as well as the previous President. (Revised 11/9/10)

RULE 799. (Deleted 9/25/01)

RULE 800. Each Area Governor shall submit to his Regional Director by April 15, July 15, October 15 and January 15 of the following year a report concerning the status of the Branches within his Area. Each report shall include recommendations for action to be taken to achieve the From 27 goals not being met for branches in his Area. The January report shall be submitted to the new Regional Director as well as the previous Regional Director. (Revised 11/9/10)

RULE 801. When the Area Governor has received the annual audit reports from all of his Branches pursuant to Rule 257 and he has satisfied himself that the reports reflect the true financial conditions of each Branch, he will so certify in writing to the Assistant State Treasurer no later than February 20. He shall include any comments he deems necessary or advisable. (New 6/6/06)