



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 11/9/10 are dated 1/18/11.**

On the website is the file "**Checklist for Edition 1/18/11**" wherein changed pages are highlighted.  
On the website is the separate file "**Revised Pages Only for Edition 1/18/11**" for easy printing.

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**1/18/11 UPDATE:  
Replace the Cover Page & 17 and Index 4**

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**~ EDITION 1/18/11 ~**

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, Senior Honorary Life Member, Century Sir, Super Senior Sir and Senior Sir shall notify the State Certificates Chairman of the transfer, death, resignation and any change of address, telephone number or email address of the above.. (Revised 6/10/08-1/18/11)

RULE 181. The Branch Secretary shall bring his copy of the SIR Manual and "The Schedule of SIR Branch Operations" to the Branch Executive Committee meetings for ready reference. (New 7/7/04-Revised 1/18/11)

#### 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)

Branch Officers - (cont'd)

**Secretary -**

- Branch Roster -
- Requirements - Rule 177-178
- Usage - Rule 32
- Duties -
- Rule 88
- Rule 204
- Rule 136
- Rule 175-181
- Rule 182-185

- \* Award personal data changes - Rule 180
- Membership list - Rule 177
- Minutes of meetings - Rule 175
- Record retention -
- Rule 175-175.1
- Rule 182-185
- Rule 190
- Supplies - Rule 265

**Treasurer -**

- Accounting - Rule 215
- Banking - Rule 217
- Collections - Rule 220
- Disbursements - Rule 219
- Duties -
- Rule 215-222
- Rule 225
- Rule 227

- Fidelity bond - Rule 223
- Income tax returns - Rule 225
- Monthly Cash Report - Rule 216
- Record retention - Rule 227

**Assistant Secretary** - duties - Rule 210-212

**Assistant Treasurer** - duties - Rule 235-236

**Director** - duties - Rule 240-241

Defined -

- Rule 120
- Sec 25

Dual Branch/State service restriction - Rule 122

Election of - Rule 130-136

Election of Area Governor -

- Rule 155
- Rule 794-796

Installation of - Rule 140-141

Personal gain restriction - Rule 123

Training - Rule 124

Vacancies - Sec 26

State Officers -

**Area Governor** -

- Appointments - Rule 896
- Area alignment by Region - Rule 780
- Area defined - Rule 790
- Dual service restriction - Sec 147
- Duties -
- Rule 190
- Rule 890-897
- Election of -
- Procedure -
- Rule 794-796
- Sec 146
- Qualifications - Rule 155

Meetings with Branch Officers - Rule 895

Reporting - Rule 800-801

Term limit - Rule 797

Training - Rule 898

Vacancy - Sec 154-156

Corporate Officer defined -

Rule 755

Sec 120.5

Dual State/Branch service restriction - Rule 758

Elected Officers -

**President** -

Appointments -

Audit Committee -

Rule 611

Sec 255

Information Systems Committee - Rule 956

Nominating Committee - Rule 766

Parliamentarian - Rule 818

Special committees - Sec 26

Standing committees - Sec 225

State Advisor - Rule 818

Term of - Rule 10

Duties - Rule 810-819

Vacancy - Sec 150

**Vice President** - duties - Rule 825

**State Secretary** - duties - Rule 830-837

**State Treasurer** -

Annual Financial Report - Rule 870

Branch pro rata assessments -

Rule 218

Rule 866

Duties - Rule 865-871

Income Tax returns - Rule 869

**Assistant State Secretary** -

Branch Name change - Rule 335

Duties - Rule 840-847

New Branch formation -

Rule 286-290

Rule 300

**Assistant State Treasurer** -

Duties - Rule 875-876

Defined -

Rule 607

Rule 765

Sec 143

Election of -

Notice of election - Rule 770

Procedure -

Rule 765-774

Sec 143

Qualifications - Rule 768-768.3

Voting - Rule 773-774

Installation - Rule 805

Interim Management of Branch - Rule 327

Term limit - Sec 148

Vacancy - Sec 150