



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 1/18/11 are dated 6/7/11.**

On the website is the file "**Checklist for Edition 6/7/11**" wherein changed pages are highlighted.  
On the website is the separate file "**Revised Pages Only for Edition 6/7/11**" for easy printing.

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### 6/7/11 UPDATE:

**Replace the Cover Page & Pages 1, 3.2, 17, 22, 28.1, 42.1 and 43.1**

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~ **EDITION 6/7/11** ~

## TITLE 1 - STANDING RULES

### DIVISION - GENERAL

#### Article 1 – Definitions

RULE 1. This compilation of the Standing Rules, Bylaws and Articles of Incorporation shall be known as THE SIR MANUAL.

RULE 2. Unless the provisions of the context otherwise requires, the general provisions and definitions set forth in this Division shall govern the construction of the provisions of the Standing Rules and Guidelines:

- a. The State organization of the Sons In Retirement, Incorporated, shall be designated as "Sons In Retirement, Incorporated", the "Corporation", the "State Organization", the "Corporate Body" or "SIRinc". (Revised 11/14/06)
- b. "SIR" may be used to refer to Sons In Retirement, Incorporated, the Corporate body, its Branches or its members.
- c. "State Board" means the State Board of Directors, the governing body of the Corporation.
- d. "President" means the President of the Corporation.
- e. "Vice President" means the Vice President of the Corporation.
- f. "Shall" and "must" are mandatory.
- g. "May" and "can" are permissive.
- h. The singular includes the plural and the plural includes the singular.
- i. "Active member" means "regular member". (Revised 9/24/02)  
"Inactive member" means a member so classified by a Branch Executive Committee.
- j. "Rule" means a "Standing Rule," an action by the State Board governing the operations of the State and the Branch Corporations.
- k. "Regulation" means an action by a Branch Executive Committee governing the operation of the Branch.
- m. (Deleted 6/5/07)
- n. Pages denoting a date "Revised", "Amended", or such term are to be read as "Effective". (New 4/23/99)
- o. (Deleted 4/13/04)
- p. "Excused" means approval of absence/s from a Branch luncheon.  
(Revised 6/5/01) (6/7/11)

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 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) (6/7/11)

RULE 178. The Branch Secretary shall arrange for the production of a Branch roster each year. A printed hard copy (NOT electronic copy. In order to comply with our IRS agreement) shall be furnished to the State Secretary via US Mail by March 1 of each year. A copy of this roster shall also be distributed to the Branch's Area Governor and Regional Director. 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) (6/7/11)

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)

## Insurance Coverage

RULE 223. The office of the Branch Treasurer is covered by a fidelity bond or criminal insurance policy in the amount established by the State Board. If additional or other type of coverage is desired by any Branch such coverage must be secured by the Branch at its own expense.  
(Moved from Page 21 - 11/13/07)

## Income Tax Returns

RULE 225. The Branch Treasurer shall file Income Tax Returns as follows:

- a. (Deleted 6-6-94)
- b. Only if a Branch receives a federal income tax return Form 990 from the IRS should it complete and file Form 990 and, when it does, it should show on Page 1 the following:
  - (1) the date;
  - (2) the fact (if correct) that the Branch income is under \$25,000.00;
  - (3) the fact that the Branch is included under IRS Group Exemption Number (GEN) 4173.
  - (4) sign the form and mail it before the deadline date. (Revised 6-6-94)
- c. Annually, the SIR State Treasurer shall file Form 199, California Exempt Corporation Annual Information Return, with the California State Franchise Tax Board for the parent corporation. The return shall include all chartered Branches regardless of the amount of annual gross receipts.
- d. Any Branch receiving Form 199, letter or other documents from the California State Franchise Tax Board, will refer such documents to the SIR State Treasurer for final disposition.

## Financial Records

RULE 227. The Branch Treasurer shall maintain the following financial records for seven years:

- a. All tax returns.
- b. Monthly financial statements.
- c. Bank statements. Revised (6/7/11)
- d. Check stubs.
- e. Invoices paid.

## Article 7 - Assistant Branch Treasurer

RULE 235. The Assistant Branch Treasurer shall assist in maintaining the Branch financial records and, in the absence of the Branch Treasurer, shall perform his duties, governed by the same Rules as the Branch Treasurer.

RULE 236. The Assistant Branch Treasurer shall have such other powers and perform such other duties as may be prescribed by the Branch Executive Committee.

## PART 5 - REVOCATION OR SUSPENSION OF BRANCH CHARTER

### Article 1 - Grounds for Action

RULE 315. The breach of any Standing Rule, Bylaws or Branch Regulation, or refusal to conform thereto, may be cause for the revocation or suspension of a Branch Charter by the State Board.

### Article 2 - Procedure

RULE 320. Upon the finding by the State Executive Committee that a Branch has breached any Standing Rule, Bylaws or Branch regulation or has refused to conform thereto, the President, upon recommendation of the Committee, may refer such findings and recommendation to the State Boards.

RULE 321. Notice of a meeting at which the pending revocation or suspension of a Branch is to be considered shall be delivered, either personally or by first class mail sent to the last address of the Big Sir shown on Branch records, not less than 15 days prior to such meeting.

Such notice shall:

- a. Give the reasons for the action being taken against the Branch;
- b. Notify the Branch of its right to be heard, either through appearance of a representative or by a letter to be received at least five days before the meeting, and;
- c. Specify the date, time and place of the meeting.

### Article 3 - Final Action

RULE 325. Revocation or suspension of a Branch Charter shall be accomplished by a two-thirds affirmative vote by the State Board at a regular or a special meeting called by the President after the required notice and hearing has been fulfilled. In the event that there is no one in authority to notify because of resignations or similar circumstances the revocation or suspension may be accomplished without a hearing. Revised (6/7/11)

## Article 4 - Interim Management

### RULE 327.

- a. The President, Vice President, State Secretary, State Treasurer, Assistant State Secretary and Assistant State Treasurer shall succeed to and constitute the Interim Branch Executive Committee of a Branch, vested with all of the powers and responsibilities of a Branch Executive Committee in any of the following situations: (Revised 11/14/06 effective 1/1/07)
  1. During such time as the Charter of the Branch is suspended.
  2. Upon the revocation of the Charter of the Branch.
  3. Upon surrender of the Charter of the Branch by action of the Branch Executive Committee with the approval of 80% or more of the Branch members present and voting. (Revised 9/9/03)
  4. During such time as the State Executive Committee determines that the Branch is in the state of bankruptcy.
  5. During such time as the State Executive Committee determines the Branch to be inactive. Failure of a Branch to hold a monthly luncheon meeting for a period of four consecutive months shall be conclusive evidence that a Branch is inactive.
  6. During such time as the State Executive Committee determines that the BEC can no longer function because Branch Officers have resigned or otherwise refuse to perform their duties. (New 6/7/11)
- a1. Area Governors involved in the transferring of members brought about by a Branch surrendering their Charter shall, for the Branches in their area, report to their Regional Director, the Branch number receiving transferees and the number of members that transferred. (New 9/9/03)
- b. Upon the happening of any of the above events, all funds, property and other assets of the Branch will be immediately vested in the Interim Branch Executive Committee and held by that committee for management and such disposition as it deems necessary and proper. The Interim Branch Executive Committee may require such action of the former Branch Officers as may be required to carry the provision of this rule. After outstanding obligations like expense accounts, pro rata charges or other accounts payable have been met, the Treasurer of the Interim Branch (State Treasurer) shall report same to the State Board. The State Board of Directors, at its sole discretion, shall then direct the State Treasurer to disperse such remaining funds. The State Board of Directors may use these general guidelines:
  1. If a significant number of members from the Interim Branch have transferred to a single Branch and the transferee situation to other Branches is unclear, then the funds will be transferred to that single Branch.
  2. If a significant number of members have transferred to more than one branch and the situations are clearly defined then the funds should be split among those Branches on the basis of numbers of transferees. Any amount, so determined, that is less than \$5.00 shall be retained by the State Treasury.
  3. If the State Board has determined that the transferee situation is unclear then the funds are retained by the State Treasurer.(Revised 9/9/03)
- c. The State President, Vice President, Secretaries, and Treasurers shall serve as the Big Sir, Little Sir, Secretary, Treasurer, Assistant Secretary and Assistant Treasurer respectively, of the Interim Branch Executive Committee. Upon the disposition of the Branch Corporation, the Interim Branch Executive Committee shall, by resolution, dissolve itself.
- d. The provisions of any Standing Rule prohibiting dual membership shall not apply to any member serving on an Interim Branch Executive Committee pursuant to provisions of this Rule. (New 8/1/94)

### PART 3 - STATE BOWLING (Continued)

RULE 557. The Committee, upon approval of a majority of its members, may recommend to the State Board the authorization of a State Bowling event. The Board may authorize the Committee to sponsor State Bowling events. Each event shall be specifically authorized for that single event. When the event includes travel, the procedures are outlined in Rule 375. (Revised 11/11/08)

a. (Deleted 11/11/08)

b. (Deleted 11/11/08)

c. The State Bowling Committee shall comply with applicable provisions of the SIR Travel Code -- Rules 360 et seq. Notwithstanding some of the terminology used, since most of those rules were designated for Branches, they apply equally to the State in most instances.

RULE 558. (Deleted 11/13/07)

RULE 559. (Deleted 11/13/07)

RULE 560. (Deleted 11/13/07)

### PART 3.5 - RECREATIONAL VEHICLE (RV) COMMITTEE

RULE 574 Rules within PART 3.5 shall be known as the "SIR RV Code" (New 06/07/11)

RULE 575. The Recreational Vehicle (RV) Committee shall be composed of a Chairman and eleven members. Upon application from the Committee to the President or at his discretion, the number of members may be altered. The Vice-President shall serve as ex officio without vote. (New 01/01/02)

RULE 576. The Chairman shall appoint a Secretary/Treasurer and shall assign duties to other Committee members as he deems necessary.

RULE 577. The Committee shall form, supervise and assist in the operational functions of State rallies as may be specified by the President, with due consideration being given to the responsibilities and functions of the Regional Directors and Area Governors.

RULE 578. The Committee shall have such other powers, duties and responsibilities as may be prescribed by the Standing Rules.

RULE 579. A member shall not serve as Chairman of the Committee for more than three consecutive years, excluding any partial year immediately preceding the first such year. If he vacates the position for one or more calendar years, eligibility is reestablished. (Revised 6/3/03)