



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

THE SIR MANUAL

PREFACE & ACKNOWLEDGMENT
TABLE OF CONTENTS
STANDING RULES - General
STANDING RULES - Branch
STANDING RULES - Special Activities
STANDING RULES - State
BRANCH ARTICLES OF INCORPORATION
BRANCH BYLAWS
CORPORATE ARTICLES OF INCORPORATION & IRS EXEMPTION CERTIFICATE
CORPORATE BYLAWS
GUIDELINES
INDEX

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 6/7/11 are dated 11/08/11.

On the website is the file "**Checklist for Edition 11/08/11**" wherein changed pages are highlighted.
On the website is the separate file "**Revised Pages Only for Edition 11/08/11**" for easy printing.

11/08/11 UPDATE:

Replace the Cover Page & Pages 2.1, 2.2, 3.2, 5, 14, 28, 29.1, 43.1, 44, 47.1

~ EDITION 11/08/11 ~

Article 2 - General Provisions (Continued)

RULE 11. There shall be included in the SIR MANUAL only the following:

- a. A frontispiece, Preface, Acknowledgment, Table of Contents, Index and such titles and headings as may be appropriate. (Revised 7/7/04)
- b. Corporate and Branch Articles of Incorporation, and the IRS Exemption Certificate. (Revised 6/5/07)
- c. Corporate and Branch Bylaws.
- d. Standing Rules.
- e. Guidelines, providing that no guidelines heretofore or hereafter promulgated shall take effect until 30 days after it has been submitted to the members of the State Board, and provided further that if any member of the State Board objects to a proposed guideline, in writing to the President within the 30-day period, the guideline shall not take effect unless and until it is approved by the State Board.
- f. Such other material as may be specifically authorized by the State Board.

RULE 11.1 The official SIR Manual shall be published on the SIR Website promptly after approval of any new or revised rule, bylaw or guideline.
(New 7/7/04) (Revised 11/8/11)

RULE 11.2 (Deleted 11/8/11)

RULE 11.3 (Deleted 11/8/11)

RULE 12.

- a. No member is required to participate in State events. However, every member shall be provided an opportunity to do so to the extent that facilities are available on a first come, first served, basis.
- b. This rule is applicable to all State events, including State travel events. It is not applicable to events scheduled for limited segments of the membership such as bowling and golf tournaments, or State sporting events such as SIR Day at the SF Giants or other teams, or to State RV rallies.

(Revised 1/23/07) (Moved from Page 2.2 - 11/13/07)

Article 2 - General Provisions (Continued)

RULE 13. Sons In Retirement, Incorporated, and its Branches shall not support, promote or otherwise act to benefit, directly or indirectly, any other entity, cause, or crusade; or any charitable or civic project no matter how worthy, including donations to the Red Cross, blood banks and the like. Speakers at luncheons or other meetings of the Branch or State shall be made aware of this position so as to avoid any semblance of soliciting contributions or business, or endorsing any political, religious or ideological concepts. SIR groups composed exclusively of active SIR members that provide entertainment to others may appear before other than SIR groups so long as their main objective of the appearance is recruiting.

Actions prohibited by this rule shall include, among other things:

- a. Inclusion of material referred to above in Branch bulletins or distributing or making available such literature at Branch or State meetings or events.
- b. Solicitation of business or solicitation for volunteers, collection or distribution of funds, materials or other assistance by any person or persons at any luncheon or other meeting of the Branch or State.
- c. Inclusions of statements, displays or other verbal or graphic material referred to above at luncheons and other meetings or events of the Branch or State.
- d. The lending of credit by means of holding harmless or pledging indemnification or the like to insure another entity against losses, liabilities, fees, taxes, or other obligations arising, in whole or in part, because of that entity's actions or omissions.

Subdivisions a, b and c above do not apply to acts necessary to promote an authorized activity which is directly related to the fulfillment of the purposes and objectives of Sons In Retirement, Incorporated. This includes State events such as SIR Day at the Giants, Oakland A's, Golden State Warriors and Sacramento River Cats. Acknowledgement of gratuitous printing of Branch bulletins and rosters is permitted subject to the limitations contained in Rules 178 and 271.

(Revised 11/15/05)

RULE 14. Alcoholic beverages may be served or provided, whether or not for compensation, only when there is full compliance with all federal, state and local laws, rules or regulations.

Article 3 - Amendment of Rules and Bylaws

RULE 15. All changes in the Standing Rules must be adopted by the State Board except for (1) temporary changes adopted by the State Executive Committee as provided in the Corporate Bylaws and (2) clarifications and other minor changes adopted by the State Rules Committee as provided in Standing Rule 608. (Revised 11/13/07) (Moved from Page 3 - 11/13/07) (Revised 11/8/11)

RULE 16. Changes in the Standing Rules proposed by a Branch Executive Committee, or by an individual member of the Branch, shall be submitted by the Branch Executive Committee through its Area Governor and Regional Director to the President for his consideration.

(Moved from Page 3 - 11/13/07)

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 or the Branch has determined that the HLM will no longer attend or participate in branch functions, the Branch Executive Committee with two-thirds approval may request that the Regional Director approve assigning that member HLM Emeritus status so that he would no longer count toward the Branch's HLM limit. This Branch request shall be initiated by letter to the Regional Director over the Big Sir's signature, through the Area Governor, outlining the circumstances that prompt the requested action including steps taken to contact the HLM. The Regional Director shall approve or disapprove the request by return correspondence with a copy to the State Certificates Chairman. If approved, the individual shall remain an active member of that Branch and be reflected as HLM Emeritus in that Branch's and State Roster membership records.
(Revised 6/10/08) (Revised 11/8/11)
- 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)

Article 2 - Membership

RULE 50. Membership shall be open to men retired from full-time gainful occupation or only working part-time regardless of age, race, color or religion.
(Revised 1/11/93) (Revised 11/8/11)

RULE 51. A member shall be an active or inactive member. (Revised 9/24/02)

RULE 52. Part-time work should not detract from eligibility for membership if employment does not adversely affect one's ability to attend Branch luncheon meetings.

RULE 53. An active member is a member in good standing in a Chartered Branch or a member in good standing that has transferred from a Chartered Branch to a Provisional Branch.
(Revised 6/3/03)

RULE 54. An inactive member is a member of a Chartered Branch who has been placed on the inactive list by action of its Executive Committee. (See Rule 90 and following.)

RULE 56. Each active member shall be identified with a Chartered Branch, except one who has transferred to a Provisional Branch. (Revised 6/3/03)

RULE 57. Each member shall be assigned an identification number that shall appear on a badge furnished to him. The badge shall also contain his Branch identification name or number or both, and his name in large type. The badge may include the organization, company or vocation from which the member retired, but not the position held.

RULE 58.

- a. When a member is terminated, or resigns from the Branch, his identification number may be assigned to an incoming member. (Revised 6/10/08)
- b. When a member is placed on the inactive list, his identification number is placed in an inactive file and will be reassigned to him when he becomes active.
(New 6/10/08)

RULE 59. An active member is entitled to vote on all matters brought before the Branch membership for decision and to hold office in the Branch. (Revised 6/5/07)

RULE 60. Members are obligated to attend all regular luncheon meetings unless prevented by illness or absence from the Branch locale.

PART 3 - DUTIES OF BRANCH OFFICERS

Article 1 - Branch Executive Committee

RULE 150. The Branch Executive Committee, subject to the State and Branch Bylaws and the Standing Rules, and with due consideration of the Guidelines, shall direct the exercise of all corporate powers of the Branch and the conduct of all its activities and affairs.

RULE 151. The Branch Executive Committee may adopt such regulations, not inconsistent or in conflict with the Corporate or Branch Bylaws or the Standing Rules, as it deems necessary to govern the activities of the Branch.

RULE 151.1 All activities on behalf of the Branch and not in conflict with Rule 13 and Rule 650 or any other rule, must be approved by the Branch Executive Committee. The approval must be effected by an affirmative vote of a majority of the Executive Committee at a regular or special meeting. The approval shall not be effective unless it is properly recorded in the minutes of the meeting. Also refer to Rule 405. (Revised 6/5/07)

RULE 152. A Branch regulation shall be adopted at a regular meeting of the Branch Executive Committee and the text thereof shall be set forth in the minutes.

RULE 153. A Branch regulation so adopted shall continue in effect until amended or repealed by the Branch Executive Committee, by a majority vote at a regular meeting of the body, the action being recorded in the minutes.

RULE 154. The Branch Executive Committee may delegate the management of any Branch activity to any eligible active member or members or committee, provided that such activities shall be exercised under the ultimate direction of the Branch Executive Committee.

RULE 155. The Executive Committee of each Branch in the Area shall nominate by July 31 of each year the member it proposes for Governor of its Area. A candidate for Area Governor must be willing to serve and must be or have been a member of the Branch Executive Committee (BEC) for at least two years at the time he assumes the office. A past or present Big Sir is the preferred qualification. The Regional Director may waive the preceding qualifications at his discretion. The nomination shall be made on Form 44 - Candidacy for Area Governor. The form shall be submitted to the current Area Governor by July 31. To formally document the election, the Area Governor-elect shall promptly execute Form 44A - Notification of Election. (Revised 11/11/08) (Revised 11/8/11)

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 Board.

(Typo 11/8/11)

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)

DIVISION 2 - THE BRANCH (Continued)

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 carrier must possess an active “Transportation Charter Class A Certificate” issued by the California Public Utilities Commission (CPUC) and have a Commercial Automobile Liability Insurance Policy that meets the requirement of CPUC General Order 101-E (a minimum of \$5 million liability coverage). Branches shall document these requirements on SIR Form 46 “Request for Approval of Branch Bus Trip” and SIR Form 48 “SIR Branch Bus Trip Checklist.” (New 11/9/10) (Revised 11/8/11)

RULE 351 Bus companies 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 an additional insured to qualify as a SIR-Qualified Bus Company. The Certificate of Liability Insurance, under the Certificate’s Description of Operations, shall state “Sons In Retirement. Inc., and all authorized Branches and members, are additional insured’s under the policy as respects General Liability and Automobile Liability coverage subject to the terms and conditions of the policy.” (Revised 11/8/11)

Based upon an approved Certificate of Insurance, the Insurance Committee shall notify the State Travel Committee to show the approved Bus Company as a SIR-Qualified Bus Company on the SIR website. After a company is listed on the approved list any branch may contract with an approved Carrier and document this approval on SIR Forms 46 and 48 for a specific trip planned by a branch.

(New 11/9/10) (Revised 11/8/11)

RULE 352 The Designated Member (DM) appointed by the BEC to manage 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 Report, detailing the disbursement of the trip’s funds and distribute it per distribution indicated on the form. (New 11/9/10)

PART 6 – GROWTH AND MEMBERSHIP COMMITTEE

RULE 605. The Growth and Membership Committee shall be composed of a Chairman and eight 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. (Revised 8/6/07)

RULE 606. The Growth and Membership Committee shall monitor the membership numbers of SIR, its Regions, Areas and Branches, and report to the President such recommendations as it deems necessary or desirable to increase membership in SIR, retain existing members, and publicize the activities of SIR to attract new members. In addition, it shall address such issues and make such recommendations as may be directed by the President or the State Board. (Revised 8/6/07)

PART 7 – RULES COMMITTEE

RULE 607. The Rules Committee shall be composed of a Chairman and ten members. Three of these members shall be chosen from the present elected or past Big Sirs of the member Branches. The remaining seven may be chosen from past or present Regional Directors, Area Governors, and /or past elected State Officers (President, Vice President, Secretary and Assistants and Treasurer and Assistants). Upon application from the Committee to the President or at his discretion the numbers of members may be altered. The Vice President shall serve as ex officio without vote. (New 8/6/01, effective 1/1/02) (Moved from Page 43 - 11/14/06)

RULE 608. The Rules Committee shall review for conflict, overlap or duplication all proposals involving the Standing Rules or Bylaws and, in a timely manner, submit its findings to the President for his consideration. Exception: A rule proposal to clarify a rule without changing the rule's intent, to standardize format or to correct word processing may be approved and published at the discretion of the Rules Committee or its Chairman. (New 8/6/01 effective 1/1/02) (Moved from Page 43 - 11/14/06) (Revised 6/7/11) (Typo 11/8/11)

RULE 609. The Rules Committee shall consider and shall submit to the President for his consideration, together with its recommendations, any proposal involving the Standing Rules or Bylaws that have been referred to the Rules Committee by the State Board, a State Officer, a State Committee Chairman, any member of the State Rules Committee, or a Branch Executive Committee through channels to the President. (Revised 11/11/08)

RULE 610. The Rules Committee in considering a proposal submitted under Rule 609 may make such changes therein as may be mutually agreed by the parties involved. The Rules Committee may recommend rejection of the proposal and/or, if it desires, recommend an alternate proposal. The Rules Committee shall submit its reasons for such rejection or alternate proposal together with the original proposal to the President. (New 8/6/01 effective 1/1/02)

PART 8 – AUDIT COMMITTEE

RULE 611. The President shall appoint a State Audit Committee composed of not more than three members, none of whom shall be the holder of an elective office, nor shall more than one member be from the same Branch. (New 9/24/02 effective 1/1/03)

RULE 611.2 As soon as practical after the appointment of its members, the committee shall make an audit of the books and records covering the financial transactions of the corporation, including State activities such as golf, bowling, travel and the like, for the calendar year just past and report thereon to the President. (New 9/24/02 effective 1/1/03)

RULE 611.3 The State Audit committee shall make such additional audits as may be prescribed by the Standing Rules or as directed by the President or the State Board. (New 9/24/02 effective 1/1/03)

DIVISION 4 - THE STATE

PART 1 - STATE ORGANIZATION

Article 1 - Membership

RULE 750. (Deleted 11/16/04)

Article 2 - State Officers

RULE 755. The Officers of the Corporation, herein referred to as "State Officers," are the President, Vice President, State Secretary, State Treasurer, Assistant State Secretary, Assistant State Treasurer, the Regional Directors and the Area Governors.
(Revised 11/14/06 effective 1/1/07) (Revised 11/8/11)

RULE 756. The Board of Directors of the Corporation, herein referred to as the State Board, consists of the President, Vice President, State Secretary, State Treasurer, Assistant State Secretary, Assistant State Treasurer and the Regional Directors. (Revised 11/14/06 effective 1/1/07)

RULE 757. The State Executive Committee consists of the President, Vice President, State Secretary and State Treasurer.

RULE 758. Officers of the Corporation as defined in Rule 755 shall not serve concurrently as a Branch Officer except as provided in Rule 327 (Interim Management). Upon application to the President, the President may make an exception to this rule. (Revised 11/15/05)

Article 3 - Election of Officers

RULE 765. The members to serve as State Officers, other than Regional Directors and Area Governors, shall be elected at the Annual Meeting. (Revised 7/6/95)

RULE 766. Annually by September 30 the President-elect should make all of his appointments to State Committees and other Presidential appointments pertaining to his administration.

Among these appointments, the President-elect shall appoint a Nominating Committee consisting of:

- a. A chairman who shall be the then current President or; if unable to serve, the most recent Past President available, and
- b. One other Past President; and
- c. Three other members other than Past Presidents, who shall be past or present Regional Directors or Area Governors.

(Revised 6/8/10)

RULE 767. It shall be the duty of the Nominating Committee to select from the members of Sons In Retirement, Incorporated, and its Branches nominees for election to state offices, other than the Regional Directors and Area Governors to serve during the calendar year next following the year in which they are elected and until their successors have been elected and installed.

Article 5 - Area Governor (Continued)

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 Form 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) (Typo 11/8/11)

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)

GUIDELINES FOR AREA GOVERNORS

GL 890.1 The Area Governor is the State officer responsible for representing the State organization in his Area and, through his Regional Director, representing his Branches before the State Board. He is the essential member in the line of communication and control between the State organization and its branches. This involves providing communications and recommendations from the Branches to the State as well as from the State to the Branches.

GL 890.2 It is the obligation of the Area Governor to insure that the Branches within his Area enjoy the benefits and assume the responsibilities as units of Sons In Retirement, Incorporated. He is responsible for compliance by his Branches with the provisions of the Corporate and Branch Bylaws and the Standing Rules and observance of the spirit underlying the purpose and objectives of the organization.

GL 890.3 To effectively carry out his responsibilities the Area Governor must be familiar with the provisions of Bylaws and Standing Rules. He can find assistance in this regard through training sessions and by developing a first hand day-to-day working relationship with his Regional Director.

GL 890.4 The Area Governor can best assist his Branches by insuring that each of their officers and key committeemen are conversant with the provisions of the Bylaws and Standing Rules that affect their activities. To that end, he should hold training sessions or workshops for all Branch officers in his Area who are concerned with those activities.

GL 890.5 While it is not necessary for the Area Governor to attend all Branch executive luncheon meetings, he should attend the meeting of each Branch in the Area on an occasional basis. Of course, attendance is important when a Branch is experiencing a problem, particularly when its officers first take office.

GL 890.6 It is extremely important for the Area Governor to distribute to all of his Branches without delay, information and documents provided to him for that purpose by the State Board, the President or other State officers and State Committeemen. Information such as proposals and changes to the Bylaws, Standing Rules and Guidelines is essential to the Branch Officers so that they can carry out their responsibilities. Likewise transmission of information concerning State events, general instructions and mandated actions and deadlines and compliance with any required responses or action should be carefully monitored by the Area Governor. State Officers

GL 890.7 The Area Governor should review carefully the monthly Forms 28 submitted to his Branches since they provide one of the best sources of information concerning the condition of his Branches. He should note any errors or omissions in the forms and cause them to be corrected and have all corrections reported to the State Treasurer promptly.

GL 890.8 In working with his Branches, the Area Governor should stress the relationship between the State organization and the Branches so that the Branches will acquire a sense of belonging with an understanding that all Branches and their members are part of Sons In Retirement, Incorporated, working together to fulfill common objectives and purposes, that the organization is more than just a loosely collected group of independent clubs.

GL 890.81 To provide additional leadership exchange of ideas, tools and activities between branches, the Area Governor shall appoint an Area Publicity & Recruitment Chair or an Area Scribe to maintain and distribute

1. an Area Contact Roster which will include the branches' Officers, Email Contacts, Webmasters, Newsletter Editors, Publicity Chairs, Recruitment Chairs, Activity Coordinators, Member Relations Chairs, Travel Chairs, and other contacts area branches deem appropriate.
2. an Area Activities List which will include each of the Area's branches with their activities. Editable templates are available on the SIR website under Membership Information , Branch and Area Ideas and Tools.

(Revised 6/7/11

GL 890.9 As an officer of the corporate body, Sons In Retirement, the Area Governor is responsible for supporting the programs, directives and events of the corporate body in his Branches.

GL 890.10 In summary, the heavy obligation of providing the measure of continuing dedication, support and guidance to his Branches that is necessary to achieve the objectives of Sons In Retirement, Incorporated, rests on the shoulders of the Area Governor.