



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 or electronic issue is in the possession of and maintained by each Branch Secretary. All other copies at all levels of the SIR organization are considered personal copies and are 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 11/08/11 are dated 1/17/12.

On the website is the file "**Checklist for Edition 1/17/12**" wherein changed pages are highlighted.
On the website is the separate file "**Revised Pages Only for Edition 1/17/12**" for easy printing.

1/17/12 UPDATE:

**Replace the Cover Page & Pages
2, 3.4, 3.6, 12, 15.1, 17, 18, 43.1, GL-Gov 1**

~ EDITION 1/17/12 ~

Article 2 - General Provisions

RULE 3. The titles and subheadings have been included to assist the user in locating the various provisions and shall not be used in construing the provisions to which they refer.

RULE 4. The provisions of the Corporate and Branch Bylaws and Standing Rules are mandatory. (Revised 6/5/07)

RULE 5. Guidelines do not have the force and effect of the Standing Rules but should be followed except in circumstances where it would be imprudent to do so.

RULE 7. No member of the Corporation or any Branch shall be given nor receive any gratuity nor shall any State Board or Branch officer have the authority to give a contribution or gratuity from the funds of the Corporation or Branch.

Plaques or similar awards honoring Branch or State members, committee chairmen or members for outstanding service to Sons In Retirement, Incorporated, are not considered gratuities under this Rule.

RULE 8. In General, the chain of corporate communications shall be:

- a. Individual member through his own Branch Executive Committee.
- b. The Branch through its Area Governor.
- c. The Area Governor through his Regional Director.
- d. The Regional Director to the President or the State Board.
- e. Reverse a, b, c and d for communications in the opposite direction.

RULE 9. Specific reports or correspondence as provided by the Standing Rules or the distribution instructions on a SIR form shall be directed to the person so specified. If an item calls for distribution to the Area Governor and that position is vacant or he is unavailable for an extended period of time, that report or form shall be sent to the Regional Director for action. (Revised 6/10/08)

RULE 10. A State appointee of the President shall serve at the pleasure of the President and the appointment shall not extend beyond the President's term. (Revised 9/9/03)(1/17/12)

RULE 10.1 (Deleted 6/6/06 - text incorporated in Rule 130)

Article 7 - Membership List

RULE 32. A membership list is a corporate asset. Without the consent of the State Board or Branch Executive Committee, as appropriate, a membership list or any part thereof may not be used by any person for any purpose not reasonably related to a member's interest as a member without the consent of said State Board or Executive Committee. (Revised 11/16/04)

A membership list or any part thereof may not be:

- a. Used to solicit money or property unless such money or property will be used solely to solicit the vote of the members in an election to be held by their corporation.
- b. Used for any purpose that the user does not reasonably and in good faith believe will benefit the corporation.
- c. Used for any commercial purpose except for uses necessary to promote or authorize the activity which is directly related to the fulfillment of the purposes and objectives of Sons In Retirement, Inc. (Revised 11/16/04)
- d. Sold to or purchased by any person.
- e. Used for purposes in competition with the corporation. (New 11/16/04)

Article 8 - Voting

RULE 34. (Deleted 11/11/08)

Article 9 - Forms

RULE 36. Forms provided through the State are controlled by the State Executive Committee. No creation or elimination of, or amendment to, such a form should be effected without it being first reviewed by the State SIR Forms Subcommittee. The State SIR Forms Subcommittee shall then submit its recommendations regarding the form to the State Executive Committee for approval. (Revised 9/13/05)(**1/17/12**)

As needs arise, routine maintenance and minor updates to existing forms may be accomplished by the SIR Forms Subcommittee Chairman, in consultation with the Rules Committee Chairman and other interested parties, without direct approval of the State Executive Committee. (New 6/6/06)(**1/17/12**)

RULE 36.1 (Deleted 9/13/05)

RULE 36.2 The individual responsible for completing a form is responsible for the distribution of that form in accordance with the distribution instructions on the form or in a rule enabling the form. (New 4/13/04)

Article 10 - Financial - State (Continued)

RULE 38. State-related expenses incurred by SIR members must be authorized by the State and be filed on Form 15 - Expense Claim Voucher during the year of expenditure, or by not later than January 15 of the following year except with prior authorization, and submitted to the State President or his designee per Rule 816. Approved vouchers will be sent to the State Treasurer for payment.
Revised (1/17/12)

- a. Reimbursable expenses include the following:
 1. Mileage: Personal motor vehicle usage at the rate of \$.35 per mile through June 30, 2008, and at the rate of \$.50 per mile on and after July 1, 2008. (Revised 6/10/08)
 2. Tolls: Bridge and road tolls.
 3. Lodging: For trip over 100 miles one way. Provide receipt.
 4. Meals: Actual cost including gratuity, but not including alcoholic beverages.
 5. Telephone: Long distance charges. Provide log or annotated bill.
 6. Other items as follows:
 - (a) Postage: Mailing and other delivery charges. Provide receipt or explain.
 - (b) Copies and Printing: Purchases of printed supply pursuant to one's SIR responsibilities. Provide receipt. Copies or documents produced on personal copier or printer, at \$.05 per side. Explain.
 - (c) Supplies: Such as envelopes, blank labels, etc. Provide receipt.
 - (d) Area meetings and Branch Training: Coffee and donut holes purchased by the Area Governor for Branch personnel attending the annual Branch Officer Training session and the Area meetings required by Rule 895, and meeting room rental fees when a free meeting room is not available. Provide receipt and explain.
 - (e) Miscellaneous: Explain and provide receipts.
 - b. Non-reimbursable expenses include the following:
 1. Attendance at own Branch meetings or other functions.
 2. Meals for spouses.
 3. Alcoholic beverages.
 4. Set-up or printing of personalized stationery.
 5. Computer hardware, software or supplies unless pre-authorized by the State President or his designee.
- (Moved from Page 3.5 - 11/13/07)

Article 2 - Election of Branch Officers

RULE 130. Following his election and prior to the end of the year, the Big Sir-elect shall make appointments to all Branch committees to serve at the pleasure of the Big Sir during his service year. In particular, the Big Sir-elect shall appoint a Nominating Committee of three or more members of his Branch, other than himself or the Little Sir elect, to select a slate of nominees to stand for election as Branch Officers in the coming year to serve during the calendar year following election. Refer to Rule 255 for the appointment of the Auditing Committee. (Revised 6/6/06)

RULE 131. Members appointed to the Nominating Committee shall have served at least one year as a member of the Branch Executive Committee or as chairman of any other committee. The Nominating Committee, by May 31, shall inform the Big Sir of the proposed slate of Branch Officers. Replacement candidates for incumbents in Secretary/Assistant Secretary and Treasurer/Assistant Treasurer positions should be capable of creating, storing, and transmitting data by electronic means. The names of all nominees shall be published in the July Branch bulletin or, if none, by written notice to each member. (Revised 6/5/07)(1/17/12)

RULE 132. (Deleted 6/5/07)

RULE 133. (Deleted 6/5/07, and text moved to Rule 131)

RULE 134. Election of the officers shall be held at the August luncheon meeting. Additional nominations may be made from the floor. A nominee from the floor must signify his agreement to accept the office if elected. Voting for Branch Officers shall be by secret ballot. However, for any office for which there is but one nominee, voting may be by voice or by a show of hands. (Revised 6/5/07)

RULE 135. (Deleted 6/5/07, and text moved to Rule 134)

RULE 136. Immediately after the August election of Branch Officers, the Branch Secretary shall prepare Form 20 - Branch Personnel, providing the meeting place information and personal data of specific Branch personnel. One ORIGINAL of the Form 20 shall be forwarded prior to September 1, even though all positions may not be filled, to the Chairman of the State Roster Subcommittee and copies to others as indicated on the form. Alternatively, submission via email attachment is acceptable. (Revised 11/14/06 effective 1/1/07)

RULE 137. (Deleted 9/13/05)

RULE 138. After submitting the Form 20 following Branch elections, the Branch Secretary shall monitor the data reported thereon. Any changes that subsequently occur to the data should promptly be reported by entering only the changed information on a blank Form 20 and mailed to the Chairman of the State Roster Subcommittee and to others as indicated on the form. Alternatively, notification by email is acceptable. (Revised 11/14/06 effective 1/1/07)

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Article 3 - Little Sir

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 have electronic or hard copy access to the SIR Manual and "The Schedule of SIR Branch Operations" at the Branch Executive Committee meetings for ready reference. (New 7/7/04-Revised 1/18/11) **(1/17/12)**

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)

Secretary's Records (Continued)

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)

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)

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.