



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 or 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.

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**Pages in this Manual that were revised since Edition 1/17/12 are dated 6/5/12.**

**"Checklist for Edition 6/5/12"** is on the SIR Website wherein changed pages are highlighted.  
**"Revised Pages Only for Edition 6/5/12"** for easy printing is on the SIR website.

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### **6/5/12 UPDATE:**

**Replace the Cover Page & Pages  
1, 2.2, 3.4, 3.6, 43.1, 43.2, 47, 48  
Add page 43.3**

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**~ EDITION 6/5/2012 ~**

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## 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.

- a **When there is a conflict between the wording and/or intentions of a Bylaw and a Standing Rule, a Bylaw takes precedence. (New 6/5/12)**

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 2 - General Provisions (Continued)

**RULE 13. Sons In Retirement, Incorporated, and its Branches shall not support, promote, endorse 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, or any political preference, affiliation, group, or organization other than SIR. 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. (Revised 6/5/12)**

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 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)

**RULE 36.3** All SIR forms may be submitted electronically, including Expense Claim Voucher Form 15. Supporting receipts and other necessary documents shall be scanned and forwarded along with the electronically transmitted form. (New 6/5/12)

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 reimbursable rate shown on the Expense Claim Voucher. (Revised 6/10/08, 6/5/12)**

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 resident or his designee.

(Moved from Page 3.5 - 11/13/07)

## 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:**

- a. 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.**
- b. test and promote Branch and Area tools that work. Among these tools are four key Branch and Area Functions: Publicity, Recruitment, Activities and Retention.**
- c. address such issues and make such recommendations as may be directed by the President or the State Board. (Revised 8/6/07) (Revised 6/5/12)**

## 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 Audit Committee shall make an audit of the books and records covering the financial transactions of the corporation. The audit shall include State activities such as golf, bowling, travel and the like, for the calendar year just past. The report shall be submitted to the State Board through the President.

**The Audit Committee shall include the following procedures in its annual audit, recognizing that all these steps cannot be performed in one meeting:**

- a) **Determine that all records required for the audit are available at the review meeting(s).**
- b) **Review the physical or electronic accounting system providing reconciliation statements for all bank accounts- both for the close of the previous financial year and for the close of the year under review.**
- c) **Determine that fiscal year Balance Sheet and Income and Expenditure Reports are available for inspection, and check that bank balances agree with the reconciliation reports for the fiscal yearend.**
- d) **Select any month, and, using the checking account and money market bank account Quickbooks or other registers, ask for and review supporting paperwork for every transaction that month. If there are income transactions for that month check that the deposit listing reflects all of the incomes received.**
- e) **Select 3 member expense payments at random and write a standard audit letter asking them to confirm the expense coding and that it was paid.**
- f) **Select 2 vendor invoices at random and write a standard audit letter asking for confirmation of the invoice content and payment.**
- g) **Require details of any Accounts Receivable or Accounts Payable balances shown on the Balance Sheet at yearend.**
- h) **If during the audit process, it is discovered that improper accounting methods existed indicating negligence, unaccounted-for expenditures, failure to disburse or pay bills, or a gross failure to keep required records, the Audit Committee shall immediately notify the State Board through the President.**

**(New 9/24/02 effective 1/1/03) (Revised 6/5/12)**

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)

## PART 9 – PRESIDENT’S ADVISORY COMMITTEE

RULE 612. There shall be a President’s Advisory Committee that shall consist of all Past Presidents. The most recent Past President available shall serve as Chairman.  
(New 9/24/02 effective 1/1/03)

RULE 613. The duties of the President’s Advisory Committee are to report to the President on matters referred to it by the President.  
(New 9/24/02 effective 1/1/03)

## PART 10 - INSURANCE COMMITTEE

RULE 615. The State Insurance Committee shall be composed of a Chairman and two members appointed by the President. 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 11/13/07)

RULE 616. The State Insurance Committee shall evaluate insurance programs for appropriate coverage to meet current and anticipated future activities, maintain an active and ongoing survey of potential risks that may impact SIR, and make recommendations to the President for any changes the Committee deems appropriate. (New 11/13/07)

RULE 617. The State Insurance Committee will negotiate insurance coverage with knowledgeable and reputable insurance firms on an annual basis. The Committee will also obtain an annual quote on the cost of Errors and Omissions (E&O) Insurance for Branches and provide this information to the Branches by February 28 each year, along with instructions on how to implement the exemption for E&O Insurance for its Officers and Directors. (Revised 4/7/09)

RULE 618. The State Insurance Committee shall maintain a file for each SIR-Qualified Travel Agency to ensure that it maintains current liability insurance as specified in Rule 380. The State Insurance Committee shall also comply with the provisions contained in Rule 381. (New 11/13/07)

RULE 619. The State Insurance Committee shall address such other issues and perform other duties as may be directed by the President or the State Board. (New 11/13/07)

## PART 11 - HISTORIAN (Deleted 11/13/07)

RULE 649. (Deleted 11/13/07)

## PART 12 - GENERAL

- RULE 650. The following are not SIR authorized activities:
- a. Winter sports including, but not limited to, ice skating, snow skiing, or sledding.  
(Revised 9/24/02)
  - b. Water sports including but not limited to, water skiing, boating, sailing, surfing.  
Fishing, however is authorized (Revised 9/24/02)
  - c. (Deleted 1/15/96)
  - d. Participation in sports, including but not limited to, football, basketball, soccer, hockey, and the like, in which participation normally involves bodily contact.
  - e. Air travel on any air-supported device other than a regularly scheduled airline or air charter company.
  - f. Operating or learning to operate any aircraft, as pilot or crew.
  - g. Mountain climbing.
  - h. Riding or driving in any motor competition.
  - i. Activities involving firearms.

## Article 5 - Area Governor

RULE 790. An Area is a group of Branches designated by an assigned number. No Area shall have less than three chartered Branches, except that the President may authorize the formation of an Area consisting of two Branches if he determines, because of distances involved, that administration and communication would be otherwise be impaired. In making his determination, special consideration should be given to situations where Branches are being formed in a new Area and it is probable that additional Branches will be formed in that Area. (Revised 4/8/92)

RULE 790.1 The office of an Area Governor elected to serve on or after January 1, 1996, shall be vacated upon his transfer to a Branch in an Area 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 794 and following. (Revised 9/25/01)

**RULE 791. In case it becomes necessary to change the number of Areas, the Regional Director or Regional Directors affected, acting with the advice of the Area Governors and the Branches affected, shall submit recommendations to the President for consideration and action by the State Board. The State Board acting on its own initiative may also adopt recommended changes if deemed necessary.**  
(Revised 6/5/12)

RULE 792. Each Area shall be under the supervision of an Area Governor.

RULE 793. (Qualifications - moved to Rule 155 and Revised 4/12/05)

RULE 794. The Area Governor of each Area shall call a meeting of the Election Committee no later than August 31. The Area Governor shall act as chairman of the meeting. He shall have no vote except when required to break a tie in balloting for Area Governor. In the event there is only one candidate for Area Governor who meets the qualifications of Rule 155, the Area Governor may poll the Election Committee in lieu of calling a meeting. (Revised 6/6/06)

RULE 795. The Election Committee shall be comprised of all Big Sirs and Little Sirs of the Chartered Branches in the Area except that in Areas consisting of two Branches as authorized by the President, the Election Committee shall be comprised of all Big Sirs and Little Sirs of the Chartered and Provisional Branches in the Area. If the Big Sir or Little Sir cannot attend the meeting, the Executive Committee of the Branch shall appoint an alternate or alternates from the elected officers of the Branch. (Revised 6/3/03)

RULE 796. The Election Committee shall elect an Area Governor from the candidates nominated by the various Branch Executive Committees.

RULE 797. Area Governors shall serve one-year terms and be restricted to three consecutive terms, excluding any partial year immediately preceding the first such year. If an Area Governor vacates the position for one or more calendar years, eligibility is reestablished. (Revised 6/3/03)

RULE 798. Immediately following the election of the Area Governor, the Area Governor-elect shall complete Form 44A - Notification of Election - and submit the form according to the distribution shown on the form. (Revised 11/11/08)

Article 6 - Installation of State Officers

**RULE 805.** The installation ceremony for State Officers shall be the same as for Branch Officers, in accordance with Rule 141.

- a) The members-elect of the State Board shall be installed at the November State Board meeting by the outgoing President or a Past President of his selection.
- b) Area Governors-elect shall be installed at the Governor Training Sessions, or by December 31 by the outgoing or incoming Regional Director at a luncheon meeting of the Area Governor's Branch.
- c) State Officers shall take office on the following January 1, serving during that year and until an elected or appointed successor has been installed.
- d) State Board members who were not installed at the November meeting, and appointees to fill vacancies, shall be installed at the next State Board meeting at which they are present.
- e) Area Governors who were not installed by December 31, and appointees to fill vacancies, shall be installed by their Regional Director as soon after as possible.

(Revised 6/5/07, 4/13/12,(6/5/12)

Article 7 - Meetings

RULE 810. The regular meetings of the State Board shall be held in January, June and November at the time and place designated by the President. Each member of the State Board shall be given written notice and the agenda of a regular meeting of the State Board not less than 10 days before the date of the meeting.

Special meetings of the State Board shall be held on the call of the President or upon a request to the State Secretary by a majority of the State Board. Written notice of a special meeting of the State Board setting forth the purpose, time and place of the meeting, shall be given to each member of the State Board not less than 10 days before the date of the meeting.

(Revised 11/14/06)

PART 2 - DUTIES OF STATE OFFICERS

Article 1 - President

RULE 815. The President is the chief executive officer, and is subject to the control of the State Board. He shall supervise and control the business affairs of the Corporation. He shall, when present, preside at all meetings of the State Board and at the Annual Meeting.

RULE 816. The President shall review and approve all State expenses, provided that the President may delegate any terms and conditions as the President deems necessary or desirable in the best interests of SIR. Neither the President nor the Vice President shall approve his own expenses.

(Revised 11/15/05)

RULE 816.1 (Deleted 11/13/07)

RULE 817. The President may sign, with the State Secretary or other Officer of the Corporation authorized by the State Board, any documents or other instruments that the Board has authorized, except where the signing and execution thereof has been delegated by the Board to some other officer or agent of the Corporation, or is required by law to be otherwise signed or executed.

RULE 818. The President shall have authority to appoint a Parliamentarian, and a State Advisor and establish temporary appointments or committees as he may deem necessary as is permitted per Section 265. (Revised 9/19/00)

RULE 819. The President shall perform all duties incident to his office, and such other duties as may be prescribed, from time to time, by the State Board. (Moved from Page 49 11/10/09)