



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**

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**Pages in this Manual that were revised since Edition 6/5/12 are dated 8/6/12.**

**Checklist for this Edition is on the SIR Website wherein changed pages are highlighted.  
Revised Pages Only for this Edition are for easy printing and is on the SIR website.**

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### **UPDATE:**

**Replace the Cover Page & Pages  
a, b, c, d, and Branch Bylaws 3 and Corporate Bylaws 7**

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**~ EDITION 8/6/2012 ~**

TABLE OF CONTENTS

TITLE - STANDING RULES

| DIVISION 1. GENERAL               |  | <u>Rule</u> | <u>Page</u> |
|-----------------------------------|--|-------------|-------------|
| [2]                               | Article 1. Definitions .....                   | 1-2         | 1           |
| [2]                               | 2. General Provisions.....                     | 3-14        | 2-2.2       |
|                                   | 3. Amendment of Rules and Bylaws.....          | 15-16       | 2.2-3       |
|                                   | 4. Logo.....                                   | 20          | 3           |
|                                   | 5. SIR Awards and Certificates .....           | 23-27       | 3.1-3.3     |
|                                   | 6. Nonprofit Corporations .....                | 30          | 3.3         |
|                                   | 7. Membership List.....                        | 32          | 3.4         |
|                                   | 8. Voting .....                                | --          | 3.4         |
| [2]                               | 9. Forms .....                                 | 36-36.3     | 3.4         |
| [2]                               | 10. Financial - State .....                    | 37-38       | 3.5-3.6     |
| <br>                              |  |             |             |
| DIVISION 2. THE BRANCH            |  |             |             |
| Part 1. Organization              |  |             |             |
|                                   | Article 1. General.....                        | 40-46       | 4           |
|                                   | 2. Membership .....                            | 50-60       | 5           |
|                                   | 3. Applicants for Membership.....              | 65-72       | 6           |
|                                   | 4. Maximum Membership .....                    | 74          | 7           |
|                                   | 5. Dual Membership.....                        | 80          | 7           |
|                                   | 6. Transfer of Membership .....                | 85-88       | 7           |
|                                   | 7. Inactive Members.....                       | 90-94       | 8           |
|                                   | 8. Required Attendance .....                   | 100-102     | 9           |
|                                   | 9. Termination, Expulsion and Suspension ..... | 105-111     | 10          |
| <br>                              |  |             |             |
| Part 2. Branch Officers           |  |             |             |
|                                   | Article 1. General.....                        | 120-124     | 11          |
|                                   | 2. Election of Branch Officers.....            | 130-138     | 12          |
|                                   | 3. Installation of Branch Officers .....       | 140-141     | 13          |
| <br>                              |  |             |             |
| Part 3. Duties of Branch Officers |  |             |             |
|                                   | Article 1. Branch Executive Committee .....    | 150-155     | 14          |
| [1]                               | 2. Big Sir .....                               | 160-168     | 15          |
| [1]                               | 3. Little Sir.....                             | 170-172     | 15.1        |
| [1]                               | 4. Branch Secretary .....                      | 175-181     | 15.1-16-17  |
| [1]                               | Secretary's Records .....                      | 182-190     | 17-19       |
|                                   | Maintenance of Branch Records .....            | 200-204     | 20          |
|                                   | 5. Assistant Branch Secretary .....            | 210-212     | 20          |
| [1]                               | 6. Branch Treasurer .....                      | 215-222     | 21          |
|                                   | Insurance Coverage .....                       | 223         | 22          |
|                                   | Income Tax Returns .....                       | 225         | 22          |
|                                   | Financial Records .....                        | 227         | 22          |
|                                   | 7. Assistant Branch Treasurer.....             | 235-236     | 22          |
|                                   | 8. Branch Director .....                       | 240-241     | 23          |
|                                   | 9. Fiscal Matters.....                         | 245-246     | 23          |
|                                   | 10. Audits.....                                | 255-258     | 23          |
|                                   | 11. Supplies .....                             | 265-267     | 24          |
|                                   | 12. Branch Bulletins .....                     | 270-273     | 24          |

TABLE OF CONTENTS

| DIVISION 2. THE BRANCH (Continued)                    | <u>Rule</u> | <u>Page</u> |
|---|-------------|-------------|
| Part 4. Formation of a New Branch                     |             |             |
| Article 1. Conditions.....                            | 280         | 25          |
| 2. Formation Procedure .....                          | 285-305     | 25-27       |
| Part 5. Revocation or Suspension of Branch Charter    |             |             |
| Article 1. Grounds for Action .....                   | 315         | 28          |
| 2. Procedure .....                                    | 320-321     | 28          |
| 3. Final Action .....                                 | 325         | 28          |
| 4. Interim Management .....                           | 327         | 28.1        |
| Part 6. Changing Name of Branch.....                  | 335         | 29          |
| Part 7. Non Responsibility Declaration .....          | 345         | 29          |
| [1] Part 8. Branch Short Bus Trips.....               | 350-353     | 29.1        |
| DIVISION 3. SPECIAL ACTIVITIES                        |             |             |
| Part 1. SIR Travel Code                               |             |             |
| Article 1. Definitions .....                          | 360         | 30          |
| 2. General.....                                       | 365-376     | 31-32       |
| 3. SIR-Qualified Travel Agencies .....                | 380-382     | 33-34       |
| 4. Branch Travel Program Administration.....          | 383-388     | 34          |
| 5. Branch Travel Event Process.....                   | 405-409     | 35          |
| 6. Travel Event Insurance .....                       | 412-416     | 36          |
| 7. Travel Event Funds.....                            | 420-424     | 37          |
| 8. Travel Literature.....                             | 429-436     | 38          |
| 9. Enforcement .....                                  | 440-442     | 39          |
| 10. State Travel Committee .....                      | 450-454     | 40          |
| Part 2. State Golf .....                              | 500-530     | 41-41.1     |
| Part 3. State Bowling .....                           | 550-560     | 42-42.1     |
| Part 3.5 Recreational Vehicle (RV) Committee .....    | 575-585     | 42.1-42.2   |
| Part 4. SIRARC (Amateur Radio Club).....              | 600-603     | 43          |
| Part 5. Information Systems Committee (INFOSYS) ..... | 604-604.1   | 43          |
| [2] Part 6. Growth and Membership Committee .....     | 605-606     | 43.1        |
| Part 7. Rules Committee .....                         | 607-610     | 43.1        |
| [2] Part 8. Audit Committee.....                      | 611-611.3   | 43.2        |
| [2] Part 9. President’s Advisory Committee .....      | 612-613     | 43.3        |
| [2] Part 10. Insurance Committee .....                | 615-619     | 43.3        |
| [2] Part 12. General .....                            | 650         | 43.3        |

## TABLE OF CONTENTS

### DIVISION 4. THE STATE

|     |   | <u>Rule</u> | <u>Page</u> |
|-----|---|-------------|-------------|
|     | Part 1. State Organization              |             |             |
|     | Article 1. Membership .....             | --          | 44          |
|     | 2. State Officers .....                 | 755-758     | 44          |
|     | 3. Election of Officers .....           | 765-774     | 44-45       |
|     | 4. Regional Director .....              | 780-786     | 46          |
|     | 5. Area Governor .....                  | 790-801     | 47-47.1     |
| [1] | 6. Installation of State Officers ..... | 805         | 48          |
|     | 7. Meetings .....                       | 810         | 48          |
|     | Part 2. Duties of State Officers        |             |             |
|     | Article 1. President.....               | 815-819     | 48          |
|     | 2. Vice President.....                  | 825         | 49          |
|     | 3. State Secretary .....                | 830-839     | 49          |
|     | 4. Assistant State Secretary .....      | 840-847     | 50          |
|     | 5. ....                                 | --          | 51-52       |
|     | 6. State Treasurer .....                | 865-871     | 53          |
|     | 7. Assistant State Treasurer.....       | 875-876     | 54          |
|     | 8. Regional Director .....              | 880-884     | 54          |
|     | 9. Area Governor .....                  | 890-898     | 55          |
|     | Part 3. General Provisions .....        | 915-923     | 56          |
|     | Part 4. SIR Websites.....               | 950-959     | 57          |

## TITLE - BRANCH ARTICLES AND BYLAWS

DIVISION 1. BRANCH ARTICLES OF INCORPORATION ..... 8 Pages

|     |                                 | Section | Page |
|-----|---------------------------------|---------|------|
|     | DIVISION 2. BRANCH BYLAWS       |         |      |
|     | Article 1. General.....         | 1       | 1    |
|     | 2. Definitions .....            | 5-8     | 1    |
|     | 3. Membership .....             | 15-20   | 2    |
|     | 4. Officers .....               | 25-26   | 2    |
|     | 5. Officer Responsibility ..... | 30      | 2    |
|     | 6. Meetings .....               | 35-36   | 3    |
| [2] | 7. Executive Committee .....    | 40-45   | 3    |
|     | 8. Committees.....              | 50      | 3    |
|     | 9. Amending the Bylaws.....     | 55-60   | 4    |

TABLE OF CONTENTS

TITLE - CORPORATE ARTICLES AND BYLAWS

DIVISION 1. CORPORATE ARTICLES OF INCORPORATION  
and IRS EXEMPTION CERTIFICATE ..... 3 Pages

| DIVISION 2. CORPORATE BYLAWS |   | <u>Section</u>   | <u>Page</u> |
|------------------------------|---|------------------|-------------|
| Article 1.                   | Purpose .....                             | 100              | 1           |
| 2.                           | Geographical Limitations.....             | 110              | 1           |
| 3.                           | Definitions .....                         | 120-122          | 1           |
| 4.                           | Membership .....                          | 130-134          | 2           |
| 5.                           | Officers .....                            | 140-149          | 3           |
|                              | Vacancies in Office.....                  | 150-156          | 4           |
|                              | Removal from Office.....                  | 160-162          | 5           |
|                              | Procedures for Removal.....               | 165-168          | 6           |
| 6.                           | Meetings                                  |                  |             |
|                              | General .....                             | 180-182          | 7           |
|                              | <b>Annual Meeting</b> .....               | <b>184-187</b>   | <b>7</b>    |
|                              | <b>Regular and Special Meetings</b> ..... | <b>187.1-191</b> | <b>7</b>    |
| 7.                           | Powers of the State Board .....           | 200-204          | 8           |
| 8.                           | Committees                                |                  |             |
|                              | State Executive Committee .....           | 220-223          | 9           |
|                              | State Standing Committees .....           | 224-225          | 9           |
|                              | State Audit Committee .....               | 255-257          | 11          |
|                              | Special Committees .....                  | 265              | 12          |
| 9.                           | Parliamentary Procedure .....             | 280              | 12          |
| 10.                          | Amending the Corporate Bylaws .....       | 290-291          | 12          |

[1]  
[1]

GUIDELINES

|                           |                   |
|---------------------------|-------------------|
| Branch .....              | GL 40.1 - 40.4    |
| Big Sirs .....            | GL 160.1 - 160.6  |
| Little Sirs .....         | GL 170.1 - 170.2  |
| Branch RV Committees..... | GL 575 - 583      |
| Regional Directors .....  | GL 780.1 - 780.10 |
| Area Governors.....       | GL 890.1 - 890.10 |

Formation of New Branches (Deleted 11/14/06)  
 Honorary Life Membership (Deleted 9/9/03)  
 Logo (Deleted 6/10/08)  
 Travel (Deleted 4/15/03)  
 State Golf Committee (Deleted 9/9/03)  
 State SIRARC (Deleted 6/3/03)  
 State Bowling (Deleted 4/12/05)

INDEX ..... 5 Pages

## DIVISION 2 - BRANCH BYLAWS (Continued)

### Article 6 - Meetings

Section 35. A Branch shall hold regular monthly luncheon meetings at the time and places designated by the Big Sir with the approval of the Branch Executive Committee, as set forth in information supplied to the members of the Branch. (Rev 2/12/01 Section 5 changed to 35)

Section 36. Special meetings of the officers or members may be held at the discretion of the Big Sir. Notice of special meetings shall be mailed to the members involved at least five days in advance of the date set.

### Article 7 - Executive Committee

Section 40. The Big Sir, Little Sir, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and the Directors shall constitute the Branch Executive Committee.

Section 41. The Branch Executive Committee is empowered to formulate regulations governing the procedures applicable to the Branch not otherwise provided in the Standing Rules, and not in conflict therewith.

Section 42. Only members of the Branch Executive Committee may make and second motions at an Executive Committee meeting and have the right to vote on such motions.

Section 43. Subject to the supervisory responsibilities of the State Board of Directors, the activities and affairs of the Branch shall be conducted and all powers shall be exercised by or under the direction of the Branch Executive Committee.

Section 44. The Branch Executive Committee may delegate the management of such activities to any member or members of the Branch, or committee thereof, provided that such activities shall be exercised under the direction and be the full responsibility of the Executive Committee.

**Section 45 A Branch Executive Committee (BEC) quorum for its meetings shall consist of a majority of all its BEC members. (New 8/6/12)**

### Article 8 - Committees

Section 50. The Big Sir shall appoint committee chairmen and members to conduct the administrative details and records of membership, attendance and various Branch activities, to serve at the pleasure of the Big Sir.

DIVISION 2 - CORPORATE BYLAWS (Continued)

Article 6 - Meetings

General

Section 180. The President shall preside at the Annual Meeting and at all meetings of the State Board. In the absence of the President, the Vice President shall preside.

Section 181. If the President is unable, or refuses to act, the Vice President shall act in his behalf.

**Section 182. A quorum for Annual Meetings shall consist of a majority of all Members of the Corporation. (Revised 8/7/00, 8/6/12)**

Annual Meeting

Section 184. There shall be an Annual Meeting on the first Monday in August, at a time and place set by the State Board for the purpose of electing corporate officers, acting upon proposed changes in the Branch and Corporate Bylaws which have been circulated to all Branches not less than 30 days prior to the meeting and such other business as is specified in the agenda for the meeting. (Revised 8/7/00)

Section 185. The Annual Meeting shall have in attendance the Members of the Corporation, each of whom shall have one vote; provided, that in the case of a Big Sir who cannot attend the meeting, the Branch Executive Committee shall appoint an alternate from the elected officers of the Branch who shall be entitled to vote in the stead of the Big Sir.

Section 186. The minutes of the Annual Meeting may be approved at the next meeting of the State Board. (Revised 8/2/04)

**Section 187 Voting for election of State Officers at Annual Meetings shall be by secret ballot, provided, that for any office with one nominee, voting may be by voice or by show of hands. For three or more nominees for an office, the candidate receiving the largest number of votes (a plurality) shall be elected. (New 8/6/12)**

Regular and Special Meetings

**Section 187.1 A quorum for State Board meetings shall consist of a majority of all Board members. (New 8/6/12)**

Section 188. The regular meetings of the State Board shall be held on such dates as may be specified by the State Board in the Standing Rules, at which time the Board may consider and act on all such matters as may properly come before it.

Section 189. Special meetings of the State Board shall be held at the call of the President and upon written petition to the State Secretary by a majority of the members of the State Board.

Section 190. Notification for regular and special meetings of the State Board shall be mailed by the State Secretary to the members of the Board and such other individuals as may be designated by the President.

Section 191. Meetings, other than those otherwise covered in this Article, may be called at the discretion of the President.