



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 11/13/12 are dated 1/15/13.

**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.**

UPDATE:

**Replace the Cover Page & Pages
a, c,12, 17 and 48**

~ EDITION 1/15/2013 ~

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Revised [1]11/10/09, [2]8/6/12, [3] 11/13/12, [4] 1/15/13

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. The Branch Secretary shall prepare Form 20 - Branch Personnel, providing the meeting place information and personal data of specific Branch personnel within 5 days after the August Election of Branch Officers or prior to September 1 whichever date is earlier. One ORIGINAL or email attachment of the Form 20 shall be forwarded immediately after preparation, 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. (Revised 11/14/06 effective 1/1/07)(1/15/13)

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)

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 Chairman-State Roster Subcommittee 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) (1/15/13)

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)

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, April, 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. (Revised 1/15/13)

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)