



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**

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**Pages in this Manual that were revised since Edition 6/4/13 are dated 8/5/13.**

**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.**

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### **UPDATE:**

**Replace the Cover Page & Pages  
a, d, 4, Branch By-Laws Div. 2, pp2, Corp. By Laws, Div. 2 pp 8,9**

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~ EDITION 8/5/2013 ~

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## DIVISION 2 - THE BRANCH

### PART 1 - ORGANIZATION

#### Article 1 - General

RULE 40. Only active members of SIR and their guests are entitled to participate in activities of the organization. The number of guests shall not exceed the total number of participating SIR active members plus participating wives, companions and relatives of participating active members, and widows of deceased members. A "relative" is defined as a parent, sibling, child or grandchild of a participating member or companion. (Revised 11/10/09)

RULE 41. Regular monthly luncheon meetings are to be held by each Branch as required by the Branch Bylaws. Not more than two Holiday parties or Ladies Day functions per year may be held in lieu of regular luncheon meetings. (Revised 11/15/05)

RULE 42. Voluntary contributions may be solicited. (Revised 1/9/01)

**RULE 44. Membership requires no initiation fees. Authorized expenses of the Branch may be defrayed through dues or voluntary contributions. The amount of dues or a suggested amount for voluntary contributions shall be approved by the BEC. Fund raising events are not allowed.**

(Revised 11/17/00) **(Revised 8/5/13)**

RULE 45. No Branch or Branch Activity shall conduct a raffle or lottery in violation of California State or Federal laws. (New 11/18/03)

RULE 46. Expense Claim Voucher - Form 15 for Branch expenses shall be submitted for approval to the Big Sir or if unavailable, the Little Sir. Expense reimbursement policy pertaining to purely Branch business shall be consistent with the SIR policy as detailed in Rule 38, or individual Branches may set their own policy by regulation. (New 11/15/05)

## DIVISION 2 - BRANCH BYLAWS (Continued)

### Article 3 - Membership

Section 15. Membership shall be open to men retired from full time gainful occupation, regardless of age, race, color or religion. (Revised 8/2/93)

Section 16. An active member has the right to vote on all matters before the Branch membership for decision, and to hold Branch and State office.

**Section 17. Membership shall require no initiation fees. Authorized expenses may be defrayed through dues or voluntary contributions to defray necessary expenses of the Branch and to meet Corporate assessments. (Revised 8/5/13)**

Section 18. To maintain his membership, a member must attend his Branch meetings as required by the Standing Rules.

Section 19. The breach of any Standing Rule, Bylaw or Regulation, or refusal to conform thereto, may be cause for membership termination, expulsion or suspension.

Section 20. The procedure for effecting the termination, expulsion or suspension, after due notice and opportunity to be heard, shall be as prescribed in the Standing Rules.

### Article 4 - Officers

Section 25. Officers of the Branch are the Big Sir, Little Sir, Branch Secretary, Assistant Branch Secretary, Branch Treasurer, Assistant Branch Treasurer, and from two to six Directors, all elected from the active membership each year to serve for the ensuing calendar year and until their successors have been elected and qualified.

Section 26. A vacancy in any Branch office shall be filled by an active member selected by the members of the Branch Executive Committee.

### Article 5 - Officer Responsibility

Section 30. In accepting a Branch office, a member assumes responsibility to be bound by the Corporate Bylaws and Standing Rules and the Branch Bylaws and Regulations.

## DIVISION 2 - CORPORATE BYLAWS (Continued)

### Article 7 - Powers of the State Board

Section 200. Subject to the limitations expressed in the corporate Articles of Incorporation and the General Non-Profit Public Benefit Corporation Law of California, the State Board shall have and exercise the powers set forth in this Article.

Section 201. The State Board may adopt such Standing Rules, not inconsistent with the Corporate Articles of Incorporation and the Corporate Bylaws, as it deems necessary or desirable to further the purposes of Sons In Retirement, Incorporated.

Section 202. The State Board may adopt, make and use a corporate seal and alter the form of the seal.

Section 203. The State Board may grant and issue charters to Branches established under the authority of this corporation and may institute proceedings to revoke or suspend said charters. The authority to grant and issue charters may be delegated to the President.

Section 204. The State Board may cooperate with groups outside the geographical boundaries of the Corporation by providing assistance and advice as to the steps to be taken in organizing branches and in establishing requirements for acceptance for membership of individual applicants, in the formation of corporations similar to Sons In Retirement, Incorporated. No legal responsibility or financial obligation on the general funds of the treasury of this corporation shall result from providing such assistance and advice.

DIVISION 2 - CORPORATE BYLAWS (Continued)

Article 8 - Committees

State Executive Committee

**Section 220.** There shall be a State Executive Committee composed of the President as Chairman, the Vice President, the State Secretary, the State Treasurer and the State Advisor as an Ex Officio member without voting privileges. The Committee shall meet at the call of the President concerning matters requiring his attention. (Revised 8/5/13)

The President, upon recommendation of the State Executive Committee, is authorized to consummate any matter which is not required to be acted upon by the State Board.

Section 221. If the State Executive Committee determines that the best interests of the Corporation require an immediate change in the Standing Rules, it may adopt a temporary change in the Standing Rules which will become effective upon notification of those affected by the change and remain in effect only until the next regular or special meeting of the State Board.

Section 222. While in effect, temporary changes in the rules adopted by the State Executive Committee shall have the same force and effect as if adopted by the State Board.

Section 223. The State Executive Committee shall report to the State Board through the President concerning matters of consequence considered by the Committee and the disposition thereof; provided, that nothing contained in this section shall be construed as limiting the duties and responsibilities of any Committee.

State Standing Committees

Section 224. Standing Committees are the Committees established by a Corporate Bylaw. Committees not so named will not be considered as a Standing Committee. (Revised 8/7/00)

Section 225. The following are the established Standing Committees. The President shall appoint a Chairman for each committee and the actions and makeup of each committee shall be governed by terms of the applicable Standing Rule or Bylaw.

1. Sons In Retirement Amateur Radio Club (SIRARC)
2. State Golf Committee
3. State Bowling Committee
4. State Recreational Vehicle (RV) Committee
5. Information Systems Committee (INFOSYS)
6. Growth and Membership Committee
7. State Travel Committee
8. Rules Committee
9. State Audit Committee
10. Nominating Committee
11. President's Advisory Committee
12. State Insurance Committee
13. **State Budget Oversight Committee**

(Revised Item 6 and added Item 12 - 8/6/07) (Added item 13 – 8/5/13)



