

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 8/5/13 are dated 11/12/13.

**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, b,c,d, 2.2, 2.3, 3.3, 16, 21, 30, 31, 43.1, 43.2, 43.4 and 53**

~ EDITION 11/12/2013 ~

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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 13.5 Notwithstanding the provisions of Rule 13, and for new member recruitment purposes, an Area Governor in concurrence with that Region's Director may approve, upon application from a SIR Branch, the Branch's non financial/non insurance liability support of a social group of women, formally organized or not, regarding social, recreational activities. This support may be in the form of SIR bulletin, Newsletter notices, and mutual recruitment efforts at retirement seminars offered by businesses and corporations which benefit both SIR and the Social Group of women. Examples could be, but are not limited to such liaisons as "Red Hat Ladies," a ladies group such as "Daughters of Leisure (DOLS)" made up of mostly wives of SIR, or any group of SIR spouses engaged in similar activities to SIR.
(New 12/13/13)**

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 5 - SIR Awards and Certificates (Continued)

- b. President's Appreciation Certificate. Past State Officers, Past State Committee Chairmen and Past Big Sirs are each presented with the President's Appreciation Certificate for their service to SIR. The presentations to the State Officers and Chairmen are done by the State President or his designee, and the presentations to the Past Big Sirs are done by the Area Governors. This Certificate is prepared by the State Certificates Chairman at the request of the President. The President may also contact the State Certificates Chairman to obtain any special certificate that he deems appropriate. (Revised 6/10/08)

RULE 27. Branch Certificates.

- a. **A Branch Executive Committee may obtain a Certificate of Appreciation (Form 7) from the SIR Website and issue it to guest speakers, entertainers, or Branch members as it deems appropriate. (Revised 11/12/13)**
- b. **(Deleted 11/12/13)**

Article 6 - Nonprofit Corporations

RULE 30. As a nonprofit corporation, a Branch cannot conduct, advertise or otherwise promote any transaction such as a sale or exchange of a product, service or similar activity in which any of the proceeds inure to an individual member as distinguished from the Branch as a corporation. For example, the listing in a Branch publication of an item for sale by a member is prohibited unless all of the proceeds from the sale are to go to the Branch.

Advertising or listing in a Branch publication, or otherwise promoting the sale or exchange of products, services, or the like, of any person or entity other than a member in which all of the proceeds there from does not inure to Sons In Retirement, Incorporated, or a Branch thereof, is prohibited unless authorized by the Standing Rules or Corporate Bylaws.

The provisions of this rule do not apply to authorized travel, golf or bowling activities that are conducted in accordance with the Standing Rules.

Article 3 - Little Sir

RULE 170. In the absence or inability of the Big Sir, or at his request, the Little Sir shall perform all of the duties of the Big Sir. When so acting, he shall have all of the powers of, and shall be subject to, all restrictions placed upon the Big Sir.

RULE 171. The Little Sir may be a member of any committee except the Nominating and Travel Committees on which he shall not serve in any capacity.

RULE 172. The Little Sir shall have such other powers and perform such other duties as may be prescribed by the Big Sir or the Branch Executive Committee.

RULE 173. The Big Sir elect or his designate shall represent his Branch at the yearly October Training Session. (New 11/12/13)

Article 4 - Branch Secretary

RULE 175. The Branch Secretary shall prepare and keep, or cause to be kept, in a separate file, the minutes of all Branch Executive Committee (BEC) meetings, whether regular or special. The minutes of all such meetings shall contain the names of SIR members present, the presence of a quorum and the proceedings. SIR Form 53 - Request for Approval of Branch Travel Event, shall be filed as an addendum to the Branch minutes for all travel activities and events approved by the BEC. The minutes of special meetings shall also contain how the meeting was authorized and noticed. The minutes shall be prepared within 10 days of the above meetings and the Secretary shall promptly mail a copy to the Area Governor and Regional Director.

The minutes do not need to be approved by the BEC prior to forwarding. If in any given month no BEC meeting was held, the secretary, in lieu of minutes, shall send a note by the end of that month to his Area Governor and Regional Director stating that no BEC meeting was held by his Branch for that month.

(Revised 11/15/05)

RULE 175.1 The Branch Secretary shall keep in a separate file, all documents relating to each Branch travel event, which includes copies of the minutes of the Branch Executive Committee meeting in which the travel event was approved, the Form 53 - Request for Approval of Branch Travel Event, SIR-qualified list of Travel Agencies, documentation to show the travel agency's insurance is current when the travel event is taken, SIR Contract Form 50, SIR Form 52 - Travel Event Financial Report and SIR Form 51 - Travel Event Foreign if applicable, and SIR Form 59 - SIR Travel Event Checklist. These travel files shall be maintained for two years after the travel event has taken place. (New 6/7/05)

RULE 176. In the absence or inability of the Big Sir and Little Sir, the Branch Secretary shall perform all of the duties of the Big Sir and Little Sir. In the absence of, or at the request of the Branch Secretary, a Member of the Executive Committee may preside at an Executive Committee or luncheon meeting. (Revised 9/19/00)

RULE 177. The Branch Secretary shall keep, or cause to be kept, in a place designated by the Branch Executive Committee, a list showing all the information on the original Membership Application Form 2. (Revised 4/6/10)

Article 6 - Branch Treasurer

RULE 215. The Branch Treasurer shall keep and maintain, or cause to be kept and maintained, accurate accounts of the properties and financial transactions of the Branch, including accounts of its assets, liabilities, receipts and disbursements.

RULE 215.1 The opening of a Branch bank account, including accounts for the Branch committees in need of separate accounts, shall be authorized and controlled by the Branch Treasurer or Big Sir with the approval of the Branch Executive Committee. Approval must be recorded in the BEC minutes and kept on file with the Branch Secretary and Branch Treasurer as long as the account is active. Any Branch account must be in the name of the Branch or its committee, such as "SIR Reynolds Branch 1" or "SIR Reynolds Branch 1 Golf Committee" account. A copy of the Branch Articles of Incorporation may be provided to the bank along with the Branch federal identification number, known as the Employer Identification Number ("EIN") that is assigned by the IRS. This information is contained in local Branch files and/or on the SIR Website under SIR Documents - Organization Information - Branch EIN Numbers. Banks and Savings and Loans used by Branches must be fully insured by FDIC, or in the case of Credit Unions, the National Credit Union Administration (NCUA). (Revised 11/11/08)

RULE 216 By the 10th of each month, the Branch Treasurer shall submit a completed Form 28-Monthly Cash Report as of the end of the previous month including the total number of Active Branch members reported at the BEC meeting for the previous month in accordance with Form 28's distribution instructions. Form 28 does not need to be approved by the BEC prior to distribution nor does the checking balance shown on Form 28 need to be confirmed with a bank statement dated later than the end of the previous month.. The December Form 28 is to be distributed to the new Officers as well as the previous year Officers. (Revised 11/9/10)(6/4/13)

RULE 217. All money received or collected by or on behalf of the Branch shall be held in the custody of the Branch Treasurer. He shall deposit all such money in the name of and to the credit of the Branch with such depositories as may be designated by the Big Sir or the Branch Executive Committee. (Revised 1/28/03 by the Excom) (Confirmed 4/15/03)

RULE 218. The Branch Treasurer shall disburse, from Branch funds, the amount required to pay the pro rata assessment determined each quarter by the State Treasurer. Quarters start January 1, April 1, July 1, and October 1. The amount assessed shall be paid no later than the 15th of the first month in the quarter for which the assessment applies. Also refer to Rule 866. (Revised 11/15/05)

RULE 219. The Branch Treasurer shall disburse, from Branch funds, such other amounts necessary to defray the expenses of the Branch upon approval of the Big Sir or Little Sir. (Revised 11/13/01)

RULE 220. The Branch Treasurer is responsible for the collection of voluntary contributions and or dues, in accordance with Rule 44. (Revised 11/12/13)

RULE 221. The Branch Treasurer shall have such additional responsibilities and perform such other duties as may be prescribed by the Big Sir or the Branch Executive Committee.

RULE 222. (Deleted 11/15/05 effective 1/1/06)

DIVISION 3 - SPECIAL ACTIVITIES

PART 1 - SIR TRAVEL CODE

Article 1 - Definitions and Terms

RULE 360. Unless the provisions of the context otherwise require, the definitions used in the SIR Travel Code are:

- a. "Agency" means a SIR-Qualified Travel Agency listed on the SIR Website.
- b. "ATC" means Area Travel Coordinator as specified in Rule 388.
- c. "BEC" means Branch Executive Committee.
- d. "Branch" refers to SIR at the Branch level.
- e. "BTC" means Branch Travel Chairman, who is the member appointed by the Big Sir as Chairman of the Branch Travel Committee who is responsible to the BEC for the planning, promotion and conduct of duly authorized Branch travel events.
- f. "DM" (Designated Member) means the person designated to contract with an Agency to act on behalf of that Agency in connection with a specified travel event sponsored by a Branch or State Committee.
- g. "GL" (Group Leader(s)) means the active members(s) of a participating Branch selected by BEC of the sponsoring Branch or State Committee designated to accompany, escort, guide or supervise the participants throughout a specific Branch or State travel, bowling or golfing event. The BTC or DM may also function as the GL if so selected. (Revised 11/14/06)
- h. **"Personal Gain" means anything of value received by a member, BTC, DM, or GL, his spouse or dependents, directly or indirectly, from an Agency or supplier arranging, presenting, or providing travel in connection with a travel event.**
(Revised 11/12/13)
- i. "SIR" refers to Sons In Retirement, at both the Branch and State level.
- j. "SIRinc" refers to Sons In Retirement, Incorporated, at the State or Corporate level.
- k. "State" refers to SIRinc, the State Organization or State Corporation.
- l. "STC" means State Travel Committee.
- m. "Travel Literature" means any and all printed or written material, including VHS tapes, DC's and DVD's, containing a reference to a travel, bowling or golfing event that is distributed or caused to be distributed by a Branch, the State or State Committee, including a Branch Bulletin or SIR Happenings.
- n. "Travel Event" means any event involving travel authorized by the State Board or BEC, excluding "Branch or State Bowling or Golfing Events" involving travel, which also must be authorized by the State Board or BEC.
- o. "Guest" means a SIR non-member other than 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. (New 11/10/09)

Article 2 - General

RULE 365. The provisions contained herein are deemed necessary to protect the interests of SIR and to secure for their members the benefits of an effective and sound travel program.
(Revised 6/6/06)

RULE 366. Travel events sponsored by SIR shall not obligate or commit it to any course of action or financial responsibility. (Revised 6/6/06)

RULE 367. Only an active member of SIR, his wife or companion, and his guest(s) shall be entitled to participate in SIR travel events. A relative of an active SIR member (meaning a parent, sibling, child or grandchild) and their companions, and the widow of a deceased member may also participate. The number of guests participating in a SIR travel event shall not exceed the total number of active members, plus participating wives, companions and relatives. (Revised 6/6/06)

RULE 368. (Deleted 11/10/09)

RULE 369.

- a. To provide adequate funding for insurance coverage for each event involving travel outside the United States (including its Territories and Possessions), Canada and Puerto Rico, contracted by SIR, or any of its Branches, the amount of \$7.00 shall be included in the fare to be paid by each participant for events offered on or after July 1, 2013 (Revised 6/4/13).
- b. The BTC/Branch or State Committee DM authorized to sign SIR contract Form 50 or 50B for the event, shall be responsible for notifying the Agency providing the goods or services that they shall collect, account for and remit all such funds, by a separate check, made payable to the Branch or State Treasurer. The check should be issued no later than the event departure date. The Branch Treasurer shall remit such funds received from the Agency to the SIR State Treasurer with the SIR Report Form 51 within 7 days of receipt of the funds. (Revised 6/6/06)

RULE 370. Travel Prohibitions.

- a. **No BTC, DM or GL involved in a SIR travel event shall receive or accept any personal gain from travel other than free passage or reduced fare passage, as remuneration or compensation for ongoing travel arrangements, duties and/or responsibilities as specified by SIR and/or the travel agency contract. This Policy also includes Familiarization trips when such travel has been expressly authorized by the President or BEC in accordance with the SIR Travel code. The above provisions also apply to Branch and State travel, bowling and golfing events when such travel has been expressly authorized by the President or BEC. (Revised 11/12/13)**
- b. **No member or BTC shall present or vote on any travel proposal to the BEC or State Board, nor be designated as a DM or GL for a travel event if the member or BTC, his wife or companion or relative has any financial interest in, or is an employee, agent or representative of an Agency that will be providing services for any portion of said event. (Revised 11/14/06) (Revised 11/12/13)**
- c. **Acceptable forms of remuneration by Travel Agencies for SIR travel events are free or reduced fare passage or a dollar percent per person based on terms negotiated with Travel Agency Contract. (New 11/12/13)**

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. **Be responsible for the training of Big Sirs, Area Governors and Regional Directors elected for the following calendar year to enable them to accomplish their Branch, Area and Regional Responsibilities. Provide ongoing training as needed. (New 11/12/13)**
- d. 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)
- e. **Organize itself into such subcommittees as are necessary to accomplish the tasks and issues set forth above. Groups like Training and Development Subcommittee (TDS), the Marketing and Publicity Subcommittee (MPS), the Survivability Action Team (SAT) and/or other similar groups or teams are examples that the committee may find necessary to accomplish its assignments. (New, 11/12/13)**

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)

Moved 611, 611.2 & 611.3 to page 43.2
Revised 11/11/08, 6/5/12, **11/12/13**

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)

11/12/13 Moved in 611, 611.2, 611.3 from page 43.1

Part 13

Budget Oversight Committee

RULE 660. The State Budget Oversight Committee shall consist of the following Members: Vice President as Chairman, State Treasurer, Chairman of the Insurance Committee, one Regional Director, and one Member-at Large. (New 11/12/13)

RULE 661. On or before December 15th the Budget Oversight Committee shall submit to the President Elect an annual budget. The budget shall be based upon prior years' records, proposed goals and objectives for the new year, input from incoming Office Holders and Committee Chairmen, and the proposed amount of the annual Branch assessment for the ensuing year. The President shall submit this annual budget and the amount of the proposed annual Branch assessment to the Board of Directors for approval at the January meeting. (New 11/12/13)

RULE 662. Following approval of the budget by the Board of Directors, the Budget Oversight Committee shall monitor expenses and revenues throughout the year to ensure that expenditures and revenues are in sync with the budget, or if not, that measures are proposed to keep within the current budget limitations or other adjustments are made. The Board of Directors may revise the annual budget and the amount of the branch assessment as needed throughout the year. (New 11/12/13)

(New 11/12/13)

Article 6 - State Treasurer

RULE 865. The State Treasurer shall keep and maintain, or cause to be kept and maintained, adequate accounts of the properties and financial transactions of the Corporation, including accounts of its assets, liabilities, receipts, disbursements and insurance matters.

RULE 866. State Treasurer submittals.

- a. **The current approved budget shall be posted on the sirinc.org web site in the “State Treasurer Reports” section.**
(Revised 4/16/01) (Revised 6/3/03) (Revised 11/13/12) (Revised 11/12/13)
- b. December 31, March 31, June 30 and September 30 of each year the Treasurer shall invoice Chartered and Provisional Branches one quarter of the approved annual branch assessment in effect for that quarter. The amount to be invoiced for each SIR Member shall be determined by dividing the quarterly assessment by the total number of active SIR members reported on Form 28 for the second month of the quarter preceding the invoice date. The amount to be invoiced each branch is determined by multiplying the amount per active member times the number of branch members reported on that Form 28 Payment by each branch is due upon receipt of the invoice. (New 11/13/2012) (Revised 6/4/13)

RULE 867. The Treasurer shall deposit all funds and other valuables in the name of, and credit to, the Corporation with such depositories as may be designated by the State Board.

RULE 868. The Treasurer shall disburse funds as specified below:

- a. Payment of Expense Claim Vouchers as specified in Rule 38.
- b. Payment of SIR products, services or activities that are supported by receipts and the cost of which does not exceed \$1,500.00.
- c. Payment of SIR products, services or activities in excess of \$1,500.00 that have received prior authorization in writing from the State Board, or in the case of an urgent situation in writing from the State Executive Committee.
(Revised 11/13/12)
- d. Regardless of the above, the State Treasurer has the authority to pay, upon presentation of invoices, insurance premiums in the amount annually negotiated by the SIR State Insurance Chairman even though it may exceed \$1,500.00.
(Revised 11/13/07)

Revised (11/13/07), Revised and repaginated(11/13/12) Revised (6/4/13), **11/12/13**