

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.

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**Pages in this Manual that were revised since Edition 11/12/13 are dated 1/14/14.**

**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, 3.1, 3.3, 3.31**

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RULE 23. Sons In Retirement, Incorporated, through its State Certificates Chairman, issues the following State awards and certificates:

- a. Honorary Life Membership
- b. Branch Charter Certificates
- c. Presidential Awards
  1. Senior SIR Certificate
  2. Super Senior SIR Certificate
  3. Century SIR Certificate
  4. President's Appreciation Certificate
- d. **Exceptional SIR Certificate**  
(Revised 6/10/08)(1/14/14)

RULE 24. Honorary Life Membership (HLM). The purpose of the HLM is to recognize exceptional and extraordinary service by a member to SIR. It is not to be treated lightly or awarded merely on the basis of good fellowship. The award will be meaningful if bestowed only to those who, upon careful review and scrutiny, are found to have clearly earned it through faithful and outstanding service to the organization for five years or more. Failure to meet these strict requirements and high standards will destroy the purpose and meaning of the honor and will cause the request for HLM to be rejected.

- a. HLMs requested by a Branch are first recommended by a two-thirds vote of the Branch Executive Committee. Form 45 - Application for Honorary Life Membership - and supporting documentation are then forwarded to the Area Governor and Regional Director for their approval before the form is presented to the State President for the final approval. The facts related in the supporting document should only concern SIR Branch service. Non-SIR activities and achievements are immaterial and will not be considered in determining the worthiness of an application.
- b. Approval of the Form 45 shall not result in the number of HLMs in a Branch with less than 100 members being more than two, or more than two percent of the total active membership for a Branch with 100 or more active members, on the date of application.
- c. **An HLM shall be awarded to each Past State President. In addition, the State Board may, on its own initiative, award an HLM to other active members, based on outstanding or exceptional service performed by an active member at the Corporate level of SIR. Should the recipient of the State awarded HLM have been awarded a Branch HLM previously, the Authority code shall be changed from "BR" to "PP" (Past President) or "SB" (State Board) and the State HLM shall supersede and replace the previously awarded Branch HLM and shall no longer count against the Branch's 2 % rule. (Revised 2/21/07)(1/14/14)**
- d. **The recipient shall be presented the certificate specifying the facts upon which the honor has been bestowed in a matted and framed holder. The State shall also provide a distinctive lapel pin indicating the recipient has received the honor. (Revised 2/21/07)(1/14/14)**
- e. **The conferring of the HLM is reserved to the State Board. An active member of SIR can only receive one HLM, either through his Branch or as a State-initiated action, except as stated in c. above.(Revised 2/21/07)(1/14/14)**
- f. When an HLM is conferred upon a Branch member, he shall be presented with an appropriate certificate, provided by the State Board, which sets forth the facts on which the honor has been bestowed. The President, or present or past State Officer designated by the President shall present this certificate. The Branch shall provide the member with an official lapel pin indicating he is a recipient of the honor and the certificate shall be appropriately matted and framed. Revised 6/10/08

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)

**RULE 28. "Exceptional SIR" (ES) award may be approved and conferred by the State Board to recognize a member who is already an HLM.**

- a. **Only Past President or State Board HLM recipients are eligible.**
- b. **Continuing outstanding and exceptional service to SIRinc above and beyond the service for which the original HLM was awarded or for a single extraordinary achievement that resulted in a lasting improvement to the organization.**
- c. **3 years or more have elapsed since the previous HLM was awarded.**
- d. **No more than three ES certificates may be awarded in any calendar year.**
- e. **Candidate selection process: Sitting State Board members or attendees are likely candidates which makes a selection committee and/or open board discussion inappropriate so that the selection process is necessarily informal.**
  - 1. **Any State Board member may propose a candidate.**
  - 2. **He would prepare a document outlining the candidates service since his last HLM was awarded. The facts related should only concern service to the Organization. Non SIR activities and achievements are immaterial and will not be considered in determining the worthiness of the application.**
  - 3. **He would privately circulate the document (by hand, mail or e-mail) to applicable Board members obtaining a yea or no vote from each.**
  - 4. **He would present this data to the President (or Vice President if the President is the candidate) and, if a majority of the sitting board has approved, the President/Vice President would submit the application to the Certificates Chairman to prepare a certificate who would return it to the sender. If the candidate is the Certificates Chairman, then the application is submitted to the SIR Database Manager.**
  - 5. **Upon receipt of the ES certificate the President/Vice President shall provide a suitable matted frame and present the certificate at the next appropriate Board meeting. At the discretion of the President/Vice President the ES certificate maybe presented at another venue and/or by a different State Board Member if this would be more meaningful to the recipient. (New 1/14/14)**

## 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.