

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

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 1/14/14 are dated 04/08/14.

**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.**

UPDATE:

**Replace the Cover Page & Pages
a, ,c, 2.3,3.2.1,22,47.1,48**

~ EDITION 4/08/2014 ~

TABLE OF CONTENTS

T

TITLE - STANDING RULES

DIVISION 1. GENERAL	<u>Rule</u>	<u>Page</u>
Article 1. Definitions	1-2	1
2. General Provisions	3-14	2-2.2,3
3. Amendment of Rules and Bylaws.....	15-16	2.2-3
4. Logo	20	3
5. SIR Awards and Certificates	23-28	3.1-3.3
6. Nonprofit Corporations.....	30	3.3
7. Membership List.....	32	3.4
8. Voting.....	--	3.4
9. Forms.....	36-36.3	3.4
10. Financial - State.....	37-38	3.5-3.6
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
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
Part 3. Duties of Branch Officers		
Article 1. Branch Executive Committee	150-155	14
2. Big Sir	160-169	15
3. Little Sir.....	170-172	15.1
4. Branch Secretary	175-181	15.1-16-17
Secretary's Records.....	182-190	17-19
Maintenance of Branch Records.....	200-204	20
5. Assistant Branch Secretary	210-212	20
6. Branch Treasurer.....	215-222	21
Insurance Coverage	223-224	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

Revised 11/9/10, 6/5/12, 11/13/12, 1/15/13, 6/4/13, 8/5/13, 11/12/13, **04/08/14**

Deleted Change numbers 1/14/14

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
6. Installation of State Officers.....	805	47.1
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	53-53.1
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

DIVISION 2. BRANCH BYLAWS		Section	Page
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
7. Executive Committee.....		40-45	3
8. Committees		50	3
9. Amending the Bylaws		55-60	4

Revised 11/10/09, 8/6/12, 11/13/12, 1/15/13, 6/4/13 8/5/13, 11/12/13, **04/08/14**
 Deleted Change numbers 1/14/14

-

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. To meet the requirements of our Liquor Liability Carrier, any branch serving alcohol at their meetings or events must have two certified bartenders. Certification would be obtained through a responsible beverage server certification program. Expense of the program is to be absorbed by the branch. Documentation would be the certificates of completion. Failure to meet this requirement could result in the branch losing its Liquor Liability insurance. (Revised 04/08/14)

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)

RULE 28. (New 1/14/14) **(Deleted 04/08/14)**

(Revised and Re-Paginated 1/14/14) **(04/08/14)**

Insurance Coverage

RULE 223. The office of the Branch Treasurer is covered by a fidelity bond or criminal insurance policy in the amount established by the State Board. If additional or other type of coverage is desired by any Branch such coverage must be secured by the Branch at its own expense. (Moved from Page 21 - 11/13/07)

RULE 224. Should a Branch receive income from the sale of alcohol, said income must be reported monthly as a separate line item on the Branch Form 28. Total annual sales receipts for liquor sales are to be reported to the Chairman of the State Insurance Committee. (New 04/08/14)

Income Tax Returns

- RULE 225. The Branch Treasurer shall file Income Tax Returns as follows:
- a. (Deleted 6-6-94)
 - b. Only if a Branch receives a federal income tax return Form 990 from the IRS should it complete and file Form 990 and, when it does, it should show on Page 1 the following:
 - (1) the date;
 - (2) the fact (if correct) that the Branch income is under \$25,000.00;
 - (3) the fact that the Branch is included under IRS Group Exemption Number (GEN) 4173.
 - (4) sign the form and mail it before the deadline date. (Revised 6-6-94)
 - c. Annually, the SIR State Treasurer shall file Form 199, California Exempt Corporation Annual Information Return, with the California State Franchise Tax Board for the parent corporation. The return shall include all chartered Branches regardless of the amount of annual gross receipts.
 - d. Any Branch receiving Form 199, letter or other documents from the California State Franchise Tax Board, will refer such documents to the SIR State Treasurer for final disposition.

Financial Records

- RULE 227. The Branch Treasurer shall maintain the following financial records for seven years:
- a. All tax returns.
 - b. Monthly financial statements.
 - c. Bank statements. Revised (6/7/11)
 - d. Check stubs.
 - e. Invoices paid.

Article 7 - Assistant Branch Treasurer

RULE 235. The Assistant Branch Treasurer shall assist in maintaining the Branch financial records and, in the absence of the Branch Treasurer, shall perform his duties, governed by the same Rules as the Branch Treasurer.

RULE 236. The Assistant Branch Treasurer shall have such other powers and perform such other duties as may be prescribed by the Branch Executive Committee. (Revised 6/7/11),

Article 5 - Area Governor (Continued)

RULE 799. (Deleted 9/25/01)

RULE 800. Each Area Governor shall submit to his Regional Director by April 15, July 15, October 15 and January 15 of the following year a report concerning the status of the Branches within his Area. Each report shall include recommendations for action to be taken to achieve the Form 27 goals not being met for branches in his Area. The January report shall be submitted to the new Regional Director as well as the previous Regional Director. (Revised 11/9/10) (Typo 11/8/11)

RULE 801. When the Area Governor has received the annual audit reports from all of his Branches pursuant to Rule 257 and he has satisfied himself that the reports reflect the true financial conditions of each Branch, he will so certify in writing to the Assistant State Treasurer no later than February 20. He shall include any comments he deems necessary or advisable. (New 6/6/06)

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) **(Repaginated 04/08/14)**)

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 **in the form of a signed petition from the State Board stating the purpose of the meeting and specifically approved by a majority of the State Board. Such petition may be in the form of emails from State Board members with each email clearly showing the purpose of the meeting and the members approval or disapproval of holding a special meeting. The State Secretary shall summarize the results of these emails showing the purpose of the meeting and listing the names and how they voted for all State Board Members responding. Such summary with e-mails attached or a signed petition shall become a permanent part of the minutes of said special meeting.** Written notice of a special meeting of the State Board **whether on the call of the President or by petition or summary** 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) **(04/08/14)**

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)