

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 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, 3.2**

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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, **6/03/14**

Deleted Change numbers 1/14/14 -a-

Article 5 - SIR Awards and Certificates (Continued)

- g. In situations where a Branch-initiated HLM has not attended his home Branch luncheon meetings for at least 24 consecutive months or the Branch has determined that the HLM will no longer attend or participate in branch functions, the Branch Executive Committee with two-thirds approval may request that the Regional Director approve assigning that member HLM Emeritus status so that he would no longer count toward the Branch's HLM limit. This Branch request shall be initiated by letter to the Regional Director over the Big Sir's signature, through the Area Governor, outlining the circumstances that prompt the requested action including steps taken to contact the HLM. The Regional Director shall approve or disapprove the request by return correspondence with a copy to the State Certificates Chairman. If approved, the individual shall remain an active or inactive member of that Branch and be reflected as HLM Emeritus in that Branch's and State Roster membership records. (Revised 6/10/08) (11/8/11) (6/4/13)
- h. An HLM shall be permitted to transfer from one Branch to another in accordance with the Standing Rules, provided that a member whose HLM initiated by a Branch shall no longer be counted by the initiating Branch in determining the number of HLMs authorized for it and shall not be counted in determining the number of HLMs authorized for the new Branch to which he transfers.
- i. An HLM shall remain an active or inactive member of his Branch until death, transfer, resignation or permanent relocation, but shall not be subject to attendance requirements. (Revised 6/4/13)
- j. When a Branch-initiated HLM has been an HLM for at least 10 years he will automatically be elevated to Senior HLM in the Corporate HLM records and the State Roster, and he no longer counts toward any Branch's HLM limit. (New 11/11/08)

RULE 25. Branch Charter Certificates. Upon a request by the President, the State Certificates Chairman will prepare an appropriate charter using the then current charter template and forward it to the awarding President or his designee for framing and awarding and will furnish a copy to the State Secretary for the Branch file. See Rule 300 for detailed procedure. (Revised 4/6/10)

RULE 26. Presidential Awards.

- a. Senior, Super Senior and Century SIR Certificates. SIR active members upon attaining the age of 90 are entitled to be awarded the Senior Sir Certificate; upon attaining the age of 95 are entitled to be awarded the Super Senior Sir Certificate; and upon attaining the age of 100 are entitled to be awarded the Century Sir Certificate. The Big Sir of the Branch must submit a Form 6 - Senior Certificate Order Form - directly to the State Certificates Chairman for processing. The Certificate will be sent back to the Big Sir for framing. The Big Sir should present the Senior Certificate, contact the Area Governor for presentation of the Super Senior Certificate, and the Regional Director for presentation of the Century Certificate. The awards shall be presented at a suitable SIR function or regular monthly luncheon. (Revised 6/10/08) (6/7/11) (6/3/14)

