

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 08/4/14 are dated
11/04/or/21/14.**

**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 3.6 & 5,
Index page 3**

~ EDITION 12/4/2014 ~

Article 10 - Financial - State (Continued)

RULE 38. State-related expenses incurred by SIR members must be authorized by the State and be filed on Form 15 - Expense Claim Voucher during the year of expenditure, by the quarter, preceding April 15th, July, 15th, October 15th, and not later than January 15 of the following year except with prior authorization, and submitted to the State President or his designee per Rule 816.

Approved vouchers will be sent to the State Treasurer for payment.

Revised (1/17/12, 6/4/13)

a. All reimbursable expenses except mileage must have receipts or explanations for more than \$15.00: Revised 6/4/13

1. Mileage: Personal motor vehicle usage at the reimbursable rate shown on the Expense Claim Voucher. (Revised 6/10/08), (6/5/12), (6/4/13)

2. Tolls: Bridge and road tolls.

3. Lodging: For trips over 100 miles one way, **and early morning meetings requiring night driving.** (Revised 6/4/13) **(11/21/14 by exec Com, Effective 1/1/2015)**

4. Meals: Actual cost including gratuity, but not including alcoholic beverages.

5. Telephone: Long distance charges. (Revised 6/4/13)

6. Other items as follows:

(a) Postage: Mailing and other delivery charges. (Revised 6/4/13)

(b) Copies and Printing: Purchases of printed supply pursuant to one's SIR responsibilities. Copies or documents produced on personal copier or printer, at \$0.10 per side. Explain. (Revised 6/4/13)

(c) Supplies: Such as envelopes, blank labels, etc. (Revised 6/4/13)

(d) Area meetings and Branch Training: Coffee and donut holes purchased by the Area Governor for Branch personnel attending the annual Branch Officer Training session and the Area meetings required by Rule 895, and meeting room rental fees when a free meeting room is not available. (Revised 6/4/13)

(e) Miscellaneous: (Revised 6/4/13)

b. Non-reimbursable expenses include the following:

1. Attendance at own Branch meetings or other functions.

2. Meals for spouses.

3. Alcoholic beverages.

4. Set-up or printing of personalized stationery.

5. Computer hardware, software or supplies unless pre-authorized by the State President or his designee.

c. Expenses of committee members must be approved by the Committee Chairman either by signature on the expense report, or by electronic approval such as e-mail.

(Moved from Page 3.5 - 11/13/07)

Revised (6/4/13), **(11/21/14 by exec Com, Effective 1/1/2015)**

Article 2 - Membership

RULE 50. Membership shall be open to men retired from full-time gainful occupation or only working part-time regardless of age, race, color or religion.
(Revised 1/11/93) (Revised 11/8/11)

RULE 51. A member shall be an active or inactive member. (Revised 9/24/02)

RULE 52. Part-time work should not detract from eligibility for membership if employment does not adversely affect one's ability to attend Branch luncheon meetings.

RULE 53. An active member is a member in good standing in a Chartered Branch or a member in good standing that has transferred from a Chartered Branch to a Provisional Branch.
(Revised 6/3/03)

RULE 54. An inactive member is a member of a Chartered Branch who has been placed on the inactive list by action of its Executive Committee. (See Rule 90 and following.)

RULE 56. Each active member shall be identified with a Chartered Branch, except one who has transferred to a Provisional Branch. (Revised 6/3/03)

Rule 55. A Branch BEC may award Emeritus status to a member who cannot consistently attend monthly meetings, for reasons of health, caregiving, or being unable to drive. Emeritus status may be conferred to a requesting active SIR who has been a member for at least 10 years, and is 80 years old or older, or a member for at least 15 years and is 75 years old or older. (New 11/04/2014)

Rule 55.1 Emeritus members attending branch luncheon meetings shall count toward the total number of members present, but absent Emeritus members would be exempt from Branch attendance requirements and would not count against the percentage reported on form 27. Emeritus members are considered active, and therefore shall be eligible to participate in any SIR Branch activity. (New 11/04/2014)

RULE 57. Each member shall be assigned an identification number that shall appear on a badge furnished to him. The badge shall also contain his Branch identification name or number or both, and his name in large type. The badge may include the organization, company or vocation from which the member retired, but not the position held.

- RULE 58.
- a. When a member is terminated, or resigns from the Branch, his identification number may be assigned to an incoming member. (Revised 6/10/08)
 - b. When a member is placed on the inactive list, his identification number is placed in an inactive file and will be reassigned to him when he becomes active.
(New 6/10/08)

RULE 59. An active member is entitled to vote on all matters brought before the Branch membership for decision and to hold office in the Branch. (Revised 6/5/07)

RULE 60. Members are obligated to attend all regular luncheon meetings unless prevented by illness or absence from the Branch locale.

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