

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.

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**Pages in this Manual that were revised since Edition 11/13/14 are dated 1/13/15.**

**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 12,14,31,32,34,35,41,42,42.1,43.1,43.2,46,46.1,47 and 53**

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**~ EDITION 1/13/2015 ~**

## Article 2 - Election of Branch Officers

RULE 130. Following his election and prior to the end of the year, the Big Sir-elect shall make appointments to all Branch committees to serve at the pleasure of the Big Sir during his service year. In particular, the Big Sir-elect shall appoint a Nominating Committee of three or more members of his Branch, other than himself or the Little Sir elect, to select a slate of nominees to stand for election as Branch Officers in the coming year to serve during the calendar year following election. **In addition, the Nominating Committee shall propose to the BEC an Area Governor candidate to serve during the next calendar year, to assist the BEC in its AG nomination responsibility under Rules 155 and 796.** Refer to Rule 255 for the appointment of the Auditing Committee. (Revised 6/6/06)(1/13/15)

RULE 131. Members appointed to the Nominating Committee shall have served at least one year as a member of the Branch Executive Committee or as chairman of any other committee. The Nominating Committee, by May 31, shall inform the Big Sir of the proposed slate of Branch Officers. **If the election of officers will not be held in August (per Rule 134) due to an August scheduled event, this May 31 date shall be changed to April 30.** Replacement candidates for incumbents in Secretary/Assistant Secretary and Treasurer/Assistant Treasurer positions ~~should~~ **shall** be capable of creating, storing, and transmitting data by electronic means. The names of all nominees **including the Area Governor Candidate** shall be published in the July Branch bulletin or, if none, by written notice to each member. (Revised 6/5/07)(1/17/12)(1/13/15)

RULE 132. (Deleted 6/5/07)

RULE 133. (Deleted 6/5/07, and text moved to Rule 131)

RULE 134. Election of the officers shall be held at the August luncheon meeting. **In the case of a scheduled event in August, the election should be moved to July.** Additional nominations may be made from the floor. A nominee from the floor must signify his agreement to accept the office if elected. Voting for Branch Officers shall be by secret ballot. However, for any office for which there is but one nominee, voting may be by voice or by a show of hands. (Revised 6/5/07)(1/13/15)

RULE 135. (Deleted 6/5/07, and text moved to Rule 134)

RULE 136. The Branch Secretary shall prepare Form 20 - Branch Personnel, providing the meeting place information and personal data of specific Branch personnel within 5 days after the August Election of Branch Officers or prior to September 1 whichever date is earlier. One ORIGINAL or email attachment of the Form 20 shall be forwarded immediately after preparation, even though all positions may not be filled, to the Chairman of the State Roster Subcommittee and copies to others as indicated on the form.

(Revised 11/14/06 effective 1/1/07)(1/15/13)

RULE 137. (Deleted 9/13/05)

RULE 138. After submitting the Form 20 following Branch elections, the Branch Secretary shall monitor the data reported thereon. Any changes that subsequently occur to the data should promptly be reported by entering only the changed information on a blank Form 20 and mailed to the Chairman of the State Roster Subcommittee and to others as indicated on the form. Alternatively, notification by email is acceptable. (Revised 11/14/06 effective 1/1/07)

## PART 3 - DUTIES OF BRANCH OFFICERS

### Article 1 - Branch Executive Committee

RULE 150. The Branch Executive Committee, subject to the State and Branch Bylaws and the Standing Rules, and with due consideration of the Guidelines, shall direct the exercise of all corporate powers of the Branch and the conduct of all its activities and affairs.

RULE 151. The Branch Executive Committee may adopt such regulations, not inconsistent or in conflict with the Corporate or Branch Bylaws or the Standing Rules, as it deems necessary to govern the activities of the Branch.

RULE 151.1 All activities on behalf of the Branch and not in conflict with Rule 13 and Rule 650 or any other rule, must be approved by the Branch Executive Committee. The approval must be effected by an affirmative vote of a majority of the Executive Committee at a regular or special meeting. The approval shall not be effective unless it is properly recorded in the minutes of the meeting. Also refer to Rule 405. (Revised 6/5/07)

RULE 152. A Branch regulation shall be adopted at a regular meeting of the Branch Executive Committee and the text thereof shall be set forth in the minutes.

RULE 153. A Branch regulation so adopted shall continue in effect until amended or repealed by the Branch Executive Committee, by a majority vote at a regular meeting of the body, the action being recorded in the minutes.

RULE 154. The Branch Executive Committee may delegate the management of any Branch activity to any eligible active member or members or committee, provided that such activities shall be exercised under the ultimate direction of the Branch Executive Committee.

RULE 155. The **Branch** Executive Committee (**BEC**) of each Branch in the Area shall nominate by July 31 of each year the member it proposes for Governor of its Area. **The nominee may be the candidate proposed by the Branch Nominating Committee or another candidate of the BEC's choosing.** A candidate for Area Governor must be willing to serve and must be or have been a member of the BEC for at least two years at the time he assumes the office. A past or present Big Sir is the preferred qualification. The Regional Director may waive the preceding qualifications at his discretion. The nomination shall be made on Form 44 - Candidacy for Area Governor. The form shall be submitted to the current Area Governor by July 31. To formally document the election, the Area Governor-elect shall promptly execute Form 44A - Notification of Election. (Revised 11/11/08) (Revised 11/8/11)(1/13/15)

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, a \$7.00 **insurance add on** 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)(1/13/15).
- 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 **insurance add ons** 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 **insurance add ons** 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)(1/13/15)

Article 2 - General (Continued)

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.
- 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)

(Revised 11/14/06) (Revised 11/12/13) (Moved from Page 31 - 11/14/06)(1/31/15)

RULE 371. No member shall **use SIR facilities or publications to** promote or offer to other members, or solicit other members in connection with, a travel event that is not an authorized SIR travel event. (Moved from Page 31 - 11/14/06)(1/31/15)

Article 2 - General (Continued)

RULE 372. (Moved from Page 31 and Deleted 11/14/06)

RULE 373. Each action by the State Board or a BEC to sponsor a travel event and to designate the member to contract with an Agency, shall be separate and limited to one single specified travel event. (Moved from Page 31 - 11/14/06)

RULE 374. Any event involving travel that is arranged by SIR must be approved by the BEC **on form 53 (Request for approval of Branch Travel Event) with or without a Travel Agency. After Form 53 has been approved with affirmative vote of the BEC at a regular or special meeting, it should be properly recorded in the minutes of the meeting, with copy of the Form 53 attached. Following approval of Form 53, if an Agency is used, the BEC or DM must complete Form 50 Contract signed by the BEC and the agency before any deposits are accepted for the event or it is publicized or otherwise announced as being available to members of the Branch or their guests. Form 50 shall not be altered in any way other than filling in blanks as appropriate,** and it must be done on SIR Contract Form 50 with a SIR-Qualified Travel Agency. The contract executed by the Designated Member (DM) of a Branch and the Agency shall be signed by both him and the authorized representative of the Agency and kept on permanent file with the Branch Secretary.(1/13/15)

RULE 375. Any event involving travel that is proposed by a State activity committee must be approved by the State Board using Form 53B - Request for Approval of State Event Involving Travel. Then, the event must be arranged using SIR State Contract Form 50B, or equivalent, with a SIR-Qualified Travel Agency. The executed contract shall be signed by both the DM of the activity committee and the authorized representative of the Agency and kept on file for at least 5 years with the committee Secretary. (Revised 11/11/08)

**RULE 375.1 Any event involving travel that is proposed by the State Travel Committee must be approved by the State Board and recorded in the minutes of the meeting. Then, a contract must be completed with a SIR-Qualified Travel Agency. The contract executed by the DM of the State Travel Committee and Agency shall be signed by both him and the authorized representative of the Agency and kept on file for at least 10 years with the State Secretary. The STC is exempt from mandatory use of Approval Form 53B and Contract Form 50B. (New 11/11/08)**

RULE 376. If the BTC or State Committee wants to contract with a travel agency not listed on the SIR Website, the BTC or State Committee will instruct the agency to forward current copies of all of the documents required by Rule 380 to the Chairmen of the SIR State Insurance and Travel Committees so that the agency may be included on the SIR-Qualified Travel Agency list. The State Chairmen shall maintain a file of those documents. See Form 59A - Travel Agency Letter.

Revised 11/11/08(1/13/15)

### Article 3 - SIR-Qualified Travel Agencies (Continued)

RULE 382. The following conditions provide grounds for the SIR State Board to have an otherwise SIR-Qualified Travel Agency removed from the list of agencies that must be used by SIR, Inc. or its Branches for events involving travel:

- a. Failed to comply with the provisions of a signed SIR and/or Travel Agency contract to the satisfaction of the SIR Designated Member signing said contract, or the Group Leader who accompanied the event, and these facts are documented and sent to the President through the corporate chain of communications with concurrence at each level.
- b. Refused to accept credit card payment from participants for a SIR contracted event. This provision does not apply to those events where the travel agency is only providing bus transportation to and from a specific event, such as a theater, sporting event, etc.
- c. Uses a SIR participant list for purposes of other than SIR approved events involving travel.  
**(New 6/5/07)**

### Article 4 - Branch Travel Program Administration

RULE 383. The BEC is responsible in every respect for the travel program of the Branch and, as part of this responsibility, shall require the BTC to use SIR Form 59, **to insure that all travel event requirements are followed**. This form shall be completed and used by both the BTC and the Big Sir on behalf of the BEC at every step of the Branch Travel Event process. Upon completion form **59**, it shall be submitted to the Branch Secretary for filing with the Form 53. (Revised 6/5/07)**(1/13/15)**

RULE 384. A BTC may be appointed by the Big Sir. The BTC, under the direction and supervision of the BEC, is responsible for the planning, promotion and conduct of duly authorized Branch travel events. The BTC shall use the SIR Form 59 for all Branch Travel Events as specified in Rule 383. (Revised 6/5/07)**(1/13/15)**

RULE 385. The Big Sir may appoint one or more members to serve on a Branch Travel Committee to assist in the conduct of an effective travel program. A Branch Big Sir or Little Sir may not serve on the BTC. Other elected officers of a Branch may serve as Branch Travel Chairman or as a member of the committee, but as a member of the BEC he must abstain from voting on Branch travel matters. (Revised 11/13/07)

RULE 386. A Branch shall not, directly or indirectly, enter into an agreement or understanding with an Agency giving the agency the right to submit a proposal or bid on any or all future travel events of the Branch.

RULE 387. Upon approval of a State Travel Event by the State Board, no Branch shall thereafter authorize or otherwise schedule a Branch Travel Event that involves travel in an area covered by the State Travel Event within 12-months before or after the State Travel Event. This rule does not apply to any Branch Travel Event duly authorized by the BEC before the State Travel Event was approved by the State Board. Upon application by the BEC, the President may except from this rule a Branch Travel Event that he finds not to duplicate travel in areas included in the State Travel Event to the extent that the Branch event would adversely affect the State event.

Article 3 - SIR-Qualified Travel Agencies (Continued)

RULE 388. Travel Coordination Committee may be formed by two or more Branches for the purpose of sponsoring and coordinating travel events. It shall be chaired by **the BTC that arranges the event, and is responsible for BTC approval. Publicity for the event shall be confined to the branches participating. Multi Branch travel is encouraged.**

Revised 11/13/07 **Moved from page 34, 1/13/15 (1/13/15)**

Article 5 - Branch Travel Event Process

RULE 405. **(Deleted 1/13/15)**

RULE 406. In approving a travel event, the BEC may authorize such items of personal gain as it deems appropriate, subject to the provisions of this code.

RULE 407. The DM of the sponsoring Branch or State Committee shall agree, in contracting with the Agency:

- a. To act as or provide a group leader(s) (GL) for the sponsoring Branch or State Committee in connection with a specified event. (Revised 11/14/06)
- b. To act on the behalf of the Agency in offering or selling all transportation and travel goods and services in connection therewith for the event **and sell no other travel goods or services in connection with the specified event. (1/13/15)**

**(c&d deleted 1/13/15)**

- e. Not to receive any consideration for travel services from any passenger.
- f. To require the event participants to pay all consideration for travel services as provided in Rule 420.
- g. To ensure that insurance fees are collected and remitted to the Branch or State Treasurer as required by Rule 369.

RULE 408. **(Deleted 1/13/15)**

RULE 409. If a Branch Travel Event is cancelled for any reason, the BTC shall make copies of the SIR Contract Form 50 for that Travel Event and mark on the face of the Form in bold lettering of a distinctive color "EVENT CANCELLED", and the date of cancellation. Copies of the cancelled Form 50 must then be promptly sent to the Branch Secretary, Branch Treasurer, Area Governor, Regional Director and State Travel Chairman.



## PART 2 - STATE GOLF

RULE 500. The State Golf Committee ("Committee") shall be composed of a Chairman and 11 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 the right to vote. (Revised 6/3/03)

RULE 501. The Committee Chairman may appoint such subcommittees that he deems necessary. (Revised 6/3/03)

RULE 501.1 The Committee shall review from time to time the golfing activities of SIR and its Branches. Proposed changes or additions to the Standing Rules or Bylaws pertaining to golfing shall be coordinated with the State Rules Committee to avoid conflict, overlap or duplication with other Standing Rules or Bylaws. (New 6/3/03)

RULE 502. The Committee shall undertake such activities in the conduct of State and Regional golfing events and the coordination of Area Golfing events as may be specified by the President, with due consideration being given to the responsibilities and functions of the Regional Directors and Area Governors. (Revised 6/3/03)

RULE 503. (Deleted 6/3/03)

RULE 504. The Committee Chairman shall not serve for more than three consecutive years, excluding any partial year immediately preceding the first such year. **He shall continue to serve until his successor is installed.** If he vacates the position for one or more calendar years, eligibility is reestablished. He may serve as a host at State Tournaments on a rotational basis with the balance of the Committee members. (Revised 9/13/05)(1/13/15)

RULE 504.5 The State Board may authorize the Committee to sponsor State Golfing events. Each event shall be specifically authorized for that single identified event. When travel is involved, procedures are outlined in Rule 375. (Revised 11/11/08)

RULE 505. The Committee, upon the approval of a majority of its members, may recommend to the State Board the authorization of a State Golfing event. When the event includes travel, the procedures are outlined in Rule 375. (Revised 11/11/08)

- a. (Deleted 11/13/07)
- b. (Deleted 11/11/08)
- c. The State Golf Committee shall comply with applicable provisions of the SIR Travel Code -- Rules 360 et seq. Notwithstanding some of the terminology used, since most of those rules were designated for Branches, they apply equally to the State in most instances. (Revised 11/13/07)

### PART 3 - STATE BOWLING

RULE 550. The State Bowling Committee shall be composed of a Chairman and up to 15 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 ex officio without the right to vote.  
(Revised 4/13/04)

RULE 551. The Committee Chairman may appoint such subcommittees as he deems necessary. (Revised 4/13/04)

RULE 552. The Committee shall review from time to time the bowling activities of SIR and its Branches. Proposed changes or additions to the Standing Rules or Bylaws pertaining to bowling shall be coordinated with the State Rules Committee to avoid conflict, overlap or duplication with other Standing Rules or Bylaws. (Revised 4/13/04)

RULE 553. The Committee shall undertake such activities in the conduct of State and Regional bowling events and the coordination of Area bowling events as may be specified by the President, with due consideration being given to the responsibilities and functions of the Regional Directors and Area Governors. (Revised 4/13/04)

RULE 554. A member shall not serve as Chairman of the Committee for more than three consecutive years, excluding any partial year immediately preceding the first such year. **He shall continue to serve until his successor is installed.** If he vacates the position for one or more calendar years, eligibility is reestablished. He shall not engage in the direct operation of bowling events during his tenure as Chairman. (Revised 6/3/03)(1/13/15)

RULE 555. All funds received by the Committee or its representative in connection with a State Bowling activity shall be processed in accordance with Rule 37. (Revised 4/13/04)  
(Moved from Page 42.1 - 11/13/07)

RULE 556. Rule 555 shall not apply to compensation paid for travel goods and services in connection therewith, which payment must be handled as provided in Rule 368.  
(Revised 1/28/03 by the Excom) (Confirmed 4/15/03)  
(Moved from Page 42.1 - 11/13/07)

### PART 3 - STATE BOWLING (Continued)

RULE 557. The Committee, upon approval of a majority of its members, may recommend to the State Board the authorization of a State Bowling event. The Board may authorize the Committee to sponsor State Bowling events. Each event shall be specifically authorized for that single event. When the event includes travel, the procedures are outlined in Rule 375. (Revised 11/11/08)

a. & b. (Deleted 11/11/08)

c. The State Bowling Committee shall comply with applicable provisions of the SIR Travel Code -- Rules 360 et seq. Notwithstanding some of the terminology used, since most of those rules were designated for Branches, they apply equally to the State in most instances.

RULES 558.,559,560 (Deleted 11/13/07)

### PART 3.5 - RECREATIONAL VEHICLE (RV) COMMITTEE

RULE 574 Rules within PART 3.5 shall be known as the "SIR RV Code" (New 06/07/11)

RULE 575. The Recreational Vehicle (RV) Committee shall be composed of a Chairman and eleven 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. (New 01/01/02)

RULE 576. The Chairman shall appoint a Secretary/Treasurer and shall assign duties to other Committee members as he deems necessary.

RULE 577. The Committee shall form, supervise and assist in the operational functions of State rallies as may be specified by the President, with due consideration being given to the responsibilities and functions of the Regional Directors and Area Governors.

RULE 578. The Committee shall have such other powers, duties and responsibilities as may be prescribed by the Standing Rules.

RULE 579. A member shall not serve as Chairman of the Committee for more than three consecutive years, excluding any partial year immediately preceding the first such year. **He shall continue to serve until his successor is installed.** If he vacates the position for one or more calendar years, eligibility is reestablished. (Revised 6/3/03)(1/13/15)

## 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 **at least three other** members. **Members shall be** from past or present Regional Directors, Area Governors, elected State Officers (President, Vice President, Secretary, Assistant **Secretary**, Treasurer, and Assistant **Treasurer**). **Also, at least one member shall be a past or present Big Sir.** 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)(**Revised 1/13/15**)

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 submit to the **State Board**, 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. **Such submittal shall be in the form of an addendum to the agenda of the next Board meeting.** (Revised 11/11/08)(**1/13/15**)

RULE 610. The Rules Committee **and other rule reviewers** of a proposal submitted under Rule 609 **shall contact the referrer if there is a recommended change, alternate proposal, or rejection - to provide the opportunity for agreement with the referrer on a final proposal.. However, a proposal shall not change unless agreed to by the referrer(s).** **If such disagreement exists, the Rules Committee may comment on their position in the addendum presenting the rule to the board.** New 8/6/01 effective 1/1/02)(**Revised 1/13/15**)

Article 4 - Regional Director

RULE 780. The territory within the geographic boundaries of Sons In Retirement, Incorporated, shall consist of the following Regions:

- Region No. 1 ..... Areas 12, and 26 (Revised 9/25/07)
- Region No. 2 ..... Areas 19 and 27 **(Revised 1/13/15)**
- Region No. 3 ..... Areas 3, 9 and 31 **(Revised 1/13/15)**
- Region No. 4 ..... Areas 17, 18 and 32 (Revised 4/15/03)
- Region No. 5 ..... Areas 1 and 16 (Revised 7/14/07)
- Region No. 6 ..... Areas 2, 7, 8 and 24 (Revised 4/13/04)
- Region No. 7 ..... Areas 5,10, 20 and 21
- Region No. 8 ..... Areas 22 and 29 **(Revised 1/13/15)**
- Region No. 9 ..... Areas 15 and 33 (Revised 11/14/06)
- Region No. 10 ..... Areas 6, 13 and 25 (New 4/15/03)

(Revised 11/13/07)**(1/13/15)**

RULE 781. Each Region shall have a Regional Director. The Area Governors in each Region shall meet by August 31 upon the call of the Regional Director and by majority vote elect a Regional Director for a one-year term to commence on January 1 of the following year. The Regional Director shall act as Chairman and shall have no vote except to break a tie in the balloting. Immediately following the election of the Regional Director, the Regional Director-elect shall complete Form 44A - Notification of Election - and submit the form according to the distribution shown on the form.

**(Revised 11/11/08)**

RULE 782. In the absence or unavailability of the Regional Director, the Area Governor of the lowest numbered Area in the Region shall call the meeting and act as Chairman with the right to vote. In the case of a tie vote the State Vice President shall be notified, and after reviewing the applicants' qualifications he shall cast the deciding vote. (Revised 11/16/04)

RULE 783. If an Area Governor is absent or otherwise unable to participate in the election of the Regional Director, the Big Sirs and Little Sirs of the Branches in the Area shall, by majority vote at a meeting called by the Big Sir or Little Sir of the earliest Charter Date, designate one of their number to serve in the Area Governor's stead. (Revised 9/28/99)

**RULE 783.5 If after the completion of the above selection process, a Regional Director is not selected, the President of SIRinc shall appoint a candidate who meets the qualifications stated in Rule 784 as Regional Director. (New 1/13/15)**

RULE 784. A candidate for the office of Regional Director must be willing to serve and must be a past or present Area Governor, or must have held or is holding the office of Big Sir, Little Sir, Secretary or Treasurer of a Branch in that Region, singly or in combination, for at least two years at the time he assumes the office. A past or present Area Governor is the preferred qualification. The Office of a Regional Director shall be vacated upon his transfer to a Branch in a Region other than the one in which he was elected and the vacancy shall be filled at the earliest possible date in an election conducted as provided in Rules 781 and following. (Revised 9/13/05)

#### **Article 4 - Regional Director**

RULE 785. Regional Directors shall serve one-year terms and be restricted to three consecutive terms, excluding any partial year immediately preceding the first such year. **He shall continue to serve until his successor is elected and installed.** If a Director vacates the position for one or more calendar years, eligibility is reestablished. (Revised 6/3/03)(1/13/15)

RULE 786. Each Regional Director shall submit to the President by April 25, July 25, October 25 and January 25 of the following year a report on the status of Areas within his Region. Each report shall include recommendations for action to be taken to achieve the Form 27 goals not being met for branches in his Region. The January report shall be submitted to the new President as well as the previous President. (Revised 11/9/10)

**Moved Rules 785 & 786 from page 46 1/13/15**  
Revised 1/13/15

## Article 5 - Area Governor

RULE 790. An Area is a group of Branches designated by an assigned number. No Area shall have less than three chartered Branches, except that the President may authorize the formation of an Area consisting of two Branches if he determines, because of distances involved, that administration and communication would be otherwise be impaired. In making his determination, special consideration should be given to situations where Branches are being formed in a new Area and it is probable that additional Branches will be formed in that Area. (Revised 4/8/92)

RULE 790.1 The office of an Area Governor elected to serve on or after January 1, 1996, shall be vacated upon his transfer to a Branch in an Area other than the one in which he was elected and the vacancy shall be filled at the earliest possible date in an election conducted as provided in Rules 794 and following. (Revised 9/25/01)

RULE 791. In case it becomes necessary to change the number of Areas, the Regional Director or Regional Directors affected, acting with the advice of the Area Governors and the Branches affected, shall submit recommendations to the President for consideration and action by the State Board. The State Board acting on its own initiative may also adopt recommended changes if deemed necessary. (Revised 6/5/12)

RULE 792. Each Area shall be under the supervision of an Area Governor.

RULE 793. (Qualifications - moved to Rule 155 and Revised 4/12/05)

RULE 794. The Area Governor of each Area shall call a meeting of the Election Committee no later than August 31. The Area Governor shall act as chairman of the meeting. He shall have no vote except when required to break a tie in balloting for Area Governor. In the event there is only one candidate for Area Governor who meets the qualifications of Rule 155, the Area Governor may poll the Election Committee in lieu of calling a meeting. (Revised 6/6/06)

RULE 795. The Election Committee shall be comprised of all Big Sirs and Little Sirs of the Chartered Branches in the Area except that in Areas consisting of two Branches as authorized by the President, the Election Committee shall be comprised of all Big Sirs and Little Sirs of the Chartered and Provisional Branches in the Area. If the Big Sir or Little Sir cannot attend the meeting, the Executive Committee of the Branch shall appoint an alternate or alternates from the elected officers of the Branch. (Revised 6/3/03)

RULE 796. The Election Committee shall elect an Area Governor from the candidates nominated by the various Branch Executive Committees.

RULE 797. Area Governors shall serve one-year terms and be restricted to three consecutive terms, excluding any partial year immediately preceding the first such year. **He shall continue to serve until his successor is elected and installed.** If an Area Governor vacates the position for one or more calendar years, eligibility is reestablished. (Revised 6/3/03)(1/13/15)

RULE 798. Immediately following the election of the Area Governor, the Area Governor-elect shall complete Form 44A - Notification of Election - and submit the form according to the distribution shown on the form. (Revised 11/11/08)





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 **a cumulative amount of \$1,500.00.**  
**(Revised 1/13/15)**
- 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~~ **Budget Oversight Committee**, or in the case of an urgent situation in writing from the State Executive Committee. (Revised 11/13/12)**(1/13/15)**
- 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),**(1/13/15)**