

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 1/13/14 are dated 04/08/15.

**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.**

UPDATE:

**Replace the Cover Page,
Pages 2.2, 5, 29.1, 34, 37, 43.1 and 43.3**

~ EDITION 04/08/2015 ~

Article 2 - General Provisions (Continued)

RULE 13. Sons In Retirement, Incorporated, and its Branches shall not support, promote, endorse or otherwise act to benefit, directly or indirectly, any other entity, cause, or crusade; or any charitable or civic project no matter how worthy, including donations to the Red Cross, blood banks and the like, or any political preference, affiliation, group, or organization other than SIR. Speakers at luncheons or other meetings of the Branch or State shall be made aware of this position so as to avoid any semblance of soliciting contributions or business, or endorsing any political, religious or ideological concepts. SIR groups composed exclusively of active SIR members that provide entertainment to others may appear before other than SIR groups so long as their main objective of the appearance is recruiting. (Revised 6/5/12)

Actions prohibited by this rule shall include, among other things:

- a. Inclusion of material referred to above in Branch bulletins or distributing or making available such literature at Branch or State meetings or events.
- b. Solicitation of business or solicitation for volunteers, collection or distribution of funds, materials or other assistance by any person or persons at any luncheon or other meeting of the Branch or State.
- c. Inclusions of statements, displays or other verbal or graphic material referred to above at luncheons and other meetings or events of the Branch or State.
- d. The lending of credit by means of holding harmless or pledging indemnification or the like to insure another entity against losses, liabilities, fees, taxes, or other obligations arising, in whole or in part, because of that entity's actions or omissions.

Subdivisions a, b and c above do not apply to acts necessary to promote an authorized activity which is directly related to the fulfillment of the purposes and objectives of Sons In Retirement, Incorporated. This includes State events such as SIR Day at the Giants, Oakland A's, Golden State Warriors, and Sacramento River Cats, **and other events approved by the State Board of Directors**. Acknowledgement of gratuitous printing of Branch bulletins and rosters is permitted subject to the limitations contained in Rules 178 and 271.

(Revised 11/15/05)(**04/08/15**)

Rule 13.5 Notwithstanding the provisions of Rule 13, and for new member recruitment purposes, an Area Governor in concurrence with that Region's Director may approve, upon application from a SIR Branch, the Branch's non financial/non insurance liability support of a social group of women, formally organized or not, regarding social, recreational activities. This support may be in the form of SIR bulletin, Newsletter notices, and mutual recruitment efforts at retirement seminars offered by businesses and corporations which benefit both SIR and the Social Group of women. Examples could be, but are not limited to such liaisons as "Red Hat Ladies," a ladies group such as "Daughters of Leisure (DOLS)" made up of mostly wives of SIR, or any group of SIR spouses engaged in similar activities to SIR.

(New 12/13/13)

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 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. Emeritus members are considered active, and therefore shall be eligible to participate in any SIR Branch activity. (New 11/04/2014) (Revised 04/08/15)

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

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.

DIVISION 2 - THE BRANCH (Continued)

PART 8 – BRANCH SHORT TRIPS

RULE 350 Branches may contract for, and use a public carrier (a bus company) for one -, two- or three-day trips without going through a travel agency. The carrier must possess an active “Transportation Charter Class A Certificate” issued by the California Public Utilities Commission (CPUC) and have a Commercial Automobile Liability Insurance Policy that meets the requirement of CPUC General Order 101-E (a minimum of \$5 million liability coverage). Branches shall document these requirements on SIR Form 46 “Request for Approval of Branch Bus Trip” and SIR Form 48 “SIR Branch Bus Trip Checklist.” (New 11/9/10) (Revised 11/8/11)

RULE 351 Bus companies shall furnish to the State Insurance Committee a “Certificate of Liability Insurance” that meets the requirements of CPUC General Order 101 E and names SIR as an additional insured to qualify as a SIR-Qualified Bus Company. The Certificate of Liability Insurance, under the Certificate’s Description of Operations, shall state “Sons In Retirement. Inc., and all authorized Branches and members, are additional insured’s under the policy as respects General Liability and Automobile Liability coverage subject to the terms and conditions of the policy.”

(Revised 11/8/11)

Based upon an approved Certificate of Insurance, the Insurance Committee shall notify the State Travel Committee to show the approved Bus Company as a SIR-Qualified Bus Company on the SIR website. After a company is listed on the approved list any branch may contract with an approved Carrier and document this approval on SIR Forms 46 and 48 for a specific trip planned by a branch.

(New 11/9/10) (Revised 11/8/11)

RULE 352 The Designated Member (DM) appointed by the BEC to manage a bus trip shall be responsible for trip literature and collect fares from, the participants. He shall give the participants’ fares to the Branch Treasurer, who shall maintain a separate custodial sub-account in the branch financial records. Just prior to the event, the Branch Treasurer shall prepare a check for the event payable to the bus company and give it to the DM for payment to the bus company. (New 11/9/10)

RULE 353 Upon completion of a bus trip, the DM shall comply with the requirements of SIR Form ~~52A~~ **47** – Short Bus Trip Financial Report, detailing the disbursement of the trip’s funds and distribute it per distribution indicated on the form. (New 11/9/10)(**Corrected 04/08/15**)

PART 9 – LUNCHEON COSTS FOR SIRinc OFFICERS

RULE 354 Remuneration for luncheon costs for SIRinc Officers visiting Branches or SIR Branch functions shall conform to the following:

- a) When a Branch invites an Area Governor (AG) or any other SIRinc Officer to a luncheon or other SIRinc function the branch will pay; this includes the spouse or significant other.
- b) When an AG or any other SIRinc Officer invites himself to a Branch luncheon or other SIR Branch function for official business he will pay and the SIR State will reimburse the SIRinc Officer. The SIRinc Officer will pay for the spouse or significant other, not the State.

(Added 6/4/13)

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 final completion of the form **59**, it shall be submitted to the Branch Secretary for filing with the Form **53**. (6/5/07)(Corrected 4/08/15)

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 7 - Travel Event Funds

RULE 420. Participants in a travel event shall pay all costs for goods and/or services received. Payment may be made by credit card, check or money order made payable to, and delivered to, the Agency or Branch, as determined by the BEC or State Board for the event.

RULE 421. A reasonable amount may be added to the cost of a travel event to be made available to the DM or GL for the purpose of meeting unanticipated needs, emergencies and special activities directly related to the event. Examples of unanticipated needs are: transporting a participant by taxi to a hospital if other transportation is not available, transportation to government offices to resolve a problem that occurred during an event, and telephone calls to a participant's family in the event of illness or injury. Special activities could be a party near the end of an event, or some other activity in which all participants are included. Add-on funds may only be used during the dates that the travel event occurs. The funds cannot be used to pay for services that are the responsibility of the travel agency and are included in the travel agency contract -- such as excursions, activities, transportation, accommodations, step-on guides, nor for personal sight-seeing tours selected by individual participants. A reasonable add-on fee shall not exceed \$50 per participant. See Rule 423 for disposition of surplus funds. (Revised 11/13/07)

RULE 422. All funds paid directly or indirectly by an Agency to a Branch for a travel event for the purpose or purposes designated by the Agency shall be made by check payable to the Branch DM for the travel event. The funds shall include, but not be limited to, money handled by the designated escort to pay for non-prepaid travel expenses such as gratuities, entertainment, parties, unexpected expenses, fees and the like. Such funds do not include refunds or the like paid directly from the Agency to the participants.

RULE 423. Upon termination of each travel event, all unencumbered travel funds that are subject to the control of the BTC shall either be expended as a refund to the participants in a proportionate manner, or expended on an appropriate activity that directly benefits the participants of that travel event, in a uniform manner. Any such funds remaining that amount to less than **\$5.00** per participant ~~per day or a total of \$5.00 per participant~~, shall be turned over to the Branch Treasurer as unencumbered surplus travel money. **(Revised 4/08/15)**

RULE 424. Within 30 days of the termination of each travel event, the BTC shall submit to the Branch Treasurer a SIR Form 52, along with the unencumbered surplus travel money specified in Rule 423, setting forth in detail all receipts and expenditures of funds received by him by means of Rule 422. The report of the SIR Form 52 shall include copies of documents supporting monies received from the Agency and receipts for all expenditures except gratuities and refunds to participants of excess funds. The report shall include a statement setting forth any deviations from the travel services and the accommodations actually provided and those contained in the proposal as approved, the financial or other adjustments made for such deviations and the BTC's statement as to the reasonableness of the adjustments.

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)(Deleted 4/8/15)~~
- c. 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)
- d. 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)(Revised 4/8/15)

PART 7 – RULES COMMITTEE

RULE 607. The Rules Committee shall be composed of a Chairman and at least three other members. The remaining members shall be from past or present Regional Directors, Area Governors, elected State Officers (President, Vice President, Secretary, Assistant Secretary, Treasurer, 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)

PART 9 – PRESIDENT’S ADVISORY COMMITTEE

RULE 612. There shall be a President’s Advisory Committee that shall consist of all Past Presidents. The most recent Past President available shall serve as Chairman.
(New 9/24/02 effective 1/1/03)

RULE 613. The duties of the President’s Advisory Committee are to report to the President on matters referred to it by the President (New 9/24/02 effective 1/1/03)

PART 10 - INSURANCE COMMITTEE

RULE 615. The State Insurance Committee shall be composed of a Chairman and two members appointed by the President. 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 11/13/07)

RULE 616. The State Insurance Committee shall evaluate insurance programs for appropriate coverage to meet current and anticipated future activities, maintain an active and ongoing survey of potential risks that may impact SIR, and make recommendations to the President for any changes the Committee deems appropriate. (New 11/13/07)

RULE 617. The State Insurance Committee will negotiate insurance coverage with knowledgeable and reputable insurance firms on an annual basis. The Committee will also obtain an annual quote on the cost of Errors and Omissions (E&O) Insurance for Branches and provide this information to the Branches by February 28 each year, along with instructions on how to implement the exemption for E&O Insurance for its Officers and Directors. (Revised 4/7/09)

RULE 618. The State Insurance Committee shall maintain a file for each SIR-Qualified Travel Agency to ensure that it maintains current liability insurance as specified in Rule 380. The State Insurance Committee shall also comply with the provisions contained in Rule 381. (New 11/13/07)

RULE 619. The State Insurance Committee shall address such other issues and perform other duties as may be directed by the President or the State Board. (New 11/13/07)

PART 11 - HISTORIAN (Deleted 11/13/07)

PART 12 - GENERAL

- RULE 650. The following are not SIR authorized activities:
- a. Winter sports including, but not limited to, ice skating, snow skiing, or sledding.
(Revised 9/24/02)
 - b. **Water sports including but not limited to, water skiing, boating, sailing, surfing, and fishing. (Revised 9/24/02)(04/08/15)**
 - c. (Deleted 1/15/96)
 - d. Participation in sports, including but not limited to, football, basketball, soccer, hockey, and the like, in which participation normally involves bodily contact.
 - e. Air travel on any air-supported device other than a regularly scheduled airline or air charter company.
 - f. Operating or learning to operate any aircraft, as pilot or crew.
 - g. Mountain climbing.
 - h. Riding or driving in any motor competition.
 - i. Activities involving firearms.

