

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 4/18/15 are dated 6/2/15 or 7/15/15.

**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 a, 11, 12, 15, 34, 43.3, and 45**

~ EDITION 07/15/2015 ~

TABLE OF CONTENTS

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.....	120-125	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

PART 2 - BRANCH OFFICERS

Article 1 - General

RULE 120. The Branch Officers are the Big Sir, Little Sir, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer and from two to six Directors.

RULE 121. The Branch Officers constitute the Branch Executive Committee (BEC).

RULE 122. No Branch Officer shall serve concurrently as a State Officer, except that upon application to the President, the President may make an exception to this rule. (Revised 11/15/05)

RULE 123. No Branch Officer or member shall receive any compensation or fee for his services. He may be reimbursed by the Branch Executive Committee for expenses including, but not limited to, mileage, meals, postage, duplicating and telephone calls incurred and paid for by him, if authorized and approved by the Branch Executive Committee.

RULE 124. The Branch Big Sir, Little Sir, Secretary and Treasurer for the incoming year shall attend an annual training session conducted by the Area Governor for the next year. The session shall be conducted in the latter part of the current calendar year. This Branch Officer training need not be limited to four Branch Officers, and if any of those designated above is unable to attend, the BEC shall appoint a replacement. (New 11/13/07)

**RULE 125. Each Branch should establish a Chairman of a Committee for each of the four RAMP functions (Recruitment, Activities, Member Relations, and Publicity). These Committees should report to the BEC and are intended to focus on their specific area of membership related responsibility, and to bring continuity to their functions with turnover of Branch leaders.
(NEW 6/02/15)**

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 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 131.1. One of the committees the Big Sir appoints is the Membership Committee. In addition to any duties the branch and/or the Big Sir assigns to the Membership Committee the Membership Committee Chairman shall arrange for the monthly production of the State Form 27 in accordance with instructions on the form. New (7/15/15 by the State Executive Committee.

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)

Revised 6/5/07,1/17/12,1/15/13,1/13/15, **7/15/15**

Article 2 - Big Sir

RULE 160. In general, subject to the control of the Branch Executive Committee, the Big Sir shall control all of the affairs of the Branch in accordance with the Corporate and Branch Bylaws and Standing Rules, with due consideration being given to the Guidelines.

RULE 161. The Big Sir shall be responsible for the execution of, and compliance with, the Standing Rules.

RULE 162. When present, the Big Sir shall preside at all meetings of the Branch and its Executive Committee except when, at his request, that function is occasionally performed by the Little Sir.

RULE 163. The Big Sir and the Branch Secretary, or other officer authorized by the Branch Executive Committee and duly recorded in the minutes, may execute any document or other instrument authorized by the State Board.

RULE 164. The Big Sir is an ex officio member of all committees except the Nominating Committee on which he shall not serve in any capacity. Revised (7/15/15)

RULE 164. The Big Sir is an ex officio member of all committees except the Nominating and Travel Committees on which he shall not serve in any capacity.

RULE 165. The Big Sir shall represent his Branch at the Annual Meeting of the Members of the Corporation and vote on propositions to amend the Branch and Corporate Bylaws and in the election of the prescribed Corporate Officers. (Revised 6/5/07)

RULE 166. In the event that a Big Sir cannot attend the Annual Meeting, the Branch Executive Committee shall appoint an alternate from the other elected Officers of the Branch. Also refer to Corporate Bylaws Section 185. (Revised 11/11/08)

RULE 167. By the 10th of each month, the Big Sir shall submit a completed Form 27-Monthly Branch Membership Report-which includes membership and luncheon attendance data for the previous month in accordance with the distribution instructions on the form. There shall be an agenda item for review of the most recent Form 27 at each BEC meeting for the purpose of reviewing progress towards reaching annual goals specified on the form. The Big Sir shall report to the BEC his recommendations for action to be taken to achieve the goals not being met. The December Form 27 is to be submitted to the new Officers as well as the previous year Officers. New(11/9/10)

RULE 168 The Big Sir shall submit to his Area Governor by April 5, July 5, October 5 and January 5 of the following year a report describing why or why not his branch is inducting new members at the rate required to meet the goals specified on Form 27. Each report shall include his recommendations for action to be taken to achieve the Form 27 goals not being met. The January report shall be submitted to the new Area Governor as well as the previous Area Governor.
New (11/9/10)

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 of 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 including himself to serve on a Branch Travel Committee to assist in the conduct of an effective travel program. Any 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, 7/15/15)

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.

Revised 11/13/07(1/13/15)(4/8/15)(7/15/15) -34-

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 activities in or on houseboats. (Revised 9/24/02)(04/08/15)(6/2/15)**
- 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.

Revised 4/7/09, 4/8/15, **6/2/15** New Page 6/5/12 Moved in 612 through 650 from page 43.2

Article 3 - Election of Officers (Continued)

RULE 768. A Candidate for the office of President **or Vice President shall be a past or present State Board Member or Area Governor.** (Revised 11/14/06)(6/2/15)

RULE 768.1 **(Deleted 6/2/15)**

RULE 768.2 A candidate for President or Vice President must meet the qualifications for the office as specified in Rules 768 and 768.1 and must submit to the Chairman of the State Nominating Committee by April 15 of each year a SIR Form 43 - Declaration of Candidacy - and the background data requested on the Form 43. Refer to Rule 769 for an exception. (Revised 11/11/08)

RULE 768.3 A candidate for State Secretary, State Treasurer, Assistant State Secretary or Assistant State Treasurer must be an active member of Sons In Retirement, and must submit to the Chairman of the State Nominating Committee by April 15 of each year a SIR Form 43 - Declaration of Candidacy for State Elected Office - and the background data requested on the Form 43. Refer to Rule 769 for an exception. (New 11/11/08)

RULE 769. The Nominating Committee shall submit its report to the President not later than June 1. Additional nominations may be made from the floor at the Annual Meeting. A nominee from the floor must signify his agreement to accept the office if elected.

RULE 770. Not less than 30 days prior to the Annual Meeting, the State Secretary shall notify those entitled to vote the date, time and place of the meeting. The notice shall contain a list showing the names and qualifications of the nominees recommended for State offices designated.
(Revised 4/18/00)

RULE 771. All State chairmen and appointees, although not eligible to vote, should register in lieu of roll call at the Annual Meeting. (Revised 9/19/00)

RULE 772. In lieu of roll call at the Annual Meeting, each qualified voter, at the time of registration, shall receive a ballot. This ballot shall contain:

- a. Names of the nominees for State Offices recommended by the Nominating Committee.
- b. Write-in space for the names of other eligible candidates nominated from the floor and who are willing to serve if elected.

RULE 773. Voting shall be by secret ballot, provided, that for any office for which there is but one nominee, voting may be by voice or by show of hands.

RULE 774. Prior to the Annual Meeting, the President shall appoint a committee of three to serve as tellers in the event that more than one candidate is nominated for any office. A committee member shall be a Regional Director, Area Governor or a Big Sir.

