

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 7/15/15 are dated 8/03/15 ,11/18/15 or 1/6/16.

**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, d, 3.6, 12, 22, and Corp. Bylaws page 9**

~ EDITION 01/06/2016 ~

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Revised 11/10/09, 8/6/12, 6/4/13, 8/5/13, 8/4/14, **11/18/15**
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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

Mileage: Personal motor vehicle usage at the reimbursable rate shown on the

1. 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)

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 email.

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

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

d. State expenses of Area Governors shall be approved by the appropriate Regional Director either by signature on the expense report, or by electronic approval such as email. (New 1/6/16 By ExCom)

Revised 6/10/08,1/17/12, 6/5/12, 6/4/13, 1/6/16

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 completion of the State Form 27 in accordance with instructions on the form. New (7/15/15)(Revised 11/18/15)

RULE 132. & 133 (Deleted 6/5/07)

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, **11/18/15**

Insurance Coverage

RULE 223. The office of the Branch Treasurer is covered by a fidelity bond or criminal insurance policy in the amount established by the State Board. If additional or other type of coverage is desired by any Branch such coverage must be secured by the Branch at its own expense.
(Moved from Page 21 - 11/13/07)

RULE 224. Should a Branch receive income from the sale of alcohol, said income must be reported monthly as a separate line item on the Branch Form 28. Total annual sales receipts for liquor sales are to be reported to the Chairman of the State Insurance Committee.
(New (04/08/14))

Income Tax Returns

RULE 225. The Branch Treasurer shall not file Income Tax Returns.

- a. **(Deleted 6-6-94)**
- b. **If a Branch receives a federal income tax return Form 990 or any request from the IRS or the California Franchise Tax Board (FTB), the Branch Treasurer should immediately refer such documents to the SIR State Treasurer for final disposition and should not respond to the IRS or FTB on their own. (Revised 11/18/15)**
- c. **Annually, the SIR State Treasurer shall file Form 199, or any subsequent similar form with the California Exempt Corporation Annual Information Return, with the California State Franchise Tax Board for the parent corporation. The return shall include all chartered Branches regardless of the amount of annual gross receipts. (Revised 11/18/15)**
- d. **Branches should not request information or otherwise deal with either the IRS or FTB. Branches should address any questions or concerns to the SIR State Treasurer. (Revised 11/18/15)**

Financial Records

RULE 227. The Branch Treasurer shall maintain the following financial records for seven years:

- a. All tax returns.
- b. Monthly financial statements.
- c. Bank statements. Revised (6/7/11)
- d. Check stubs.
- e. Invoices paid.

Article 7 - Assistant Branch Treasurer

RULE 235. The Assistant Branch Treasurer shall assist in maintaining the Branch financial records and, in the absence of the Branch Treasurer, shall perform his duties, governed by the same Rules as the Branch Treasurer.

RULE 236. The Assistant Branch Treasurer shall have such other powers and perform such other duties as may be prescribed by the Branch Executive Committee.

(Revised 6/7/11), (04/08/14), **(11/18/15)**

DIVISION 2 - CORPORATE BYLAWS (Continued)

Article 8 - Committees State Executive Committee

Section 220. There shall be a State Executive Committee composed of the President as Chairman, the Vice President, the State Secretary, the State Treasurer and the State Advisor as an Ex Officio member without voting privileges. The Committee shall meet at the call of the President concerning matters requiring his attention. (Revised 8/5/13)

The President, upon recommendation of the State Executive Committee, is authorized to consummate any matter which is not required to be acted upon by the State Board.

Section 221. If the State Executive Committee determines that the best interests of the Corporation require an immediate change in the Standing Rules, it may adopt a temporary change in the Standing Rules which will become effective upon notification of those affected by the change and remain in effect only until the next regular or special meeting of the State Board.

Section 222. While in effect, temporary changes in the rules adopted by the State Executive Committee shall have the same force and effect as if adopted by the State Board.

Section 223. The State Executive Committee shall report to the State Board through the President concerning matters of consequence considered by the Committee and the disposition thereof; provided, that nothing contained in this section shall be construed as limiting the duties and responsibilities of any Committee.

State Standing Committees

Section 224. Standing Committees are the Committees established by a Corporate Bylaw. Committees not so named will not be considered as a Standing Committee. (Revised 8/7/00)

Section 225. The following are the established Standing Committees. The President shall appoint a Chairman for each committee and the actions and makeup of each committee shall be governed by terms of the applicable Standing Rule or Bylaw.

1. Sons In Retirement Amateur Radio Club (SIRARC)
2. State Golf Committee
3. State Bowling Committee
4. State Recreational Vehicle (RV) Committee
5. Information Systems Committee (INFOSYS)
6. Growth and Membership Committee
7. State Travel Committee
8. Rules Committee
9. State Audit Committee
10. Nominating Committee
11. President's Advisory Committee
12. State Insurance Committee
13. State Budget Oversight Committee
14. **State Training & Development Committee**

(Revised Item 6 and added Item 12 - 8/6/07) (Added item 13 – 8/5/13)(Added item 14-8/3/15)