

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 1/5/16 are dated 4/5/16 or 6/7/16.

**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, 9, 15, 15.1, 25, 26, 28.1, 45, 50**

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TABLE OF CONTENTS

TITLE - STANDING RULES

DIVISION 1. GENERAL	Rule	Page
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 –15.1
3. Little Sir.....	170-172	16
4. Branch Secretary	175-181	16-17
Secretary's Records.....	182-190	17-18
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

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Article 8 - Required Attendance

RULE 100. A member **shall** be notified in writing **and/or telephone** by his Branch of the pending termination of his membership (Rule 107) should he be responsible for any of the following:

- a. Miss three (3) consecutive regular luncheon meetings without having been excused by contacting the designated Branch Attendance person prior to the meeting date.
- b. Did not attend one-half of the regular luncheon meetings within the previous twelve consecutive month period. NOTE: Excused meetings cannot be included to achieve the minimum attendance. (Revised 6/6/06)
- c. (Deleted 6/6/06)
- d. **All legitimate alternatives to termination shall be explored. The member's response may suggest an alternative to termination such as inactive status. (Revised 6/7/16)**

RULE 101. Certification of attendance by a member at another Branch meeting will be considered as a credit to his attendance record. Individual Branches may limit the number of make-ups during a 12-month period.

RULE 102. Attendance by a State elected or appointed officer, State Advisor or State Committeeman at a meeting of the State Board, a meeting of a State standing committee or a meeting required by the Bylaws or Standing Rules, shall be a credit to his requirements.

The attendance by any other member at such a meeting may likewise be so credited by the Branch Executive Committee.

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 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)

RULE 169 The Big Sir shall represent his branch at the Annual Meeting of Sons in Retirement Inc. As a voting member of the Corporation, he shall cast his ballot on any proposal put forth in the meeting that requires a vote of the membership. Should he be unable to attend personally, the Branch Executive Committee shall appoint an alternate from the Branch elected officers to attend in his stead(Ref. Corp. Bylaw sect. 185). Not later than 30 days prior to the scheduled meeting date, he shall inform his Area Governor, Regional Director, and the State Secretary, the name and Branch position of the Branch Representative who will be attending the Annual Meeting. (New 04/05/16)

Rule 169.1 The Big Sir or his appointed alternate may submit form 15 to the Branch Treasurer for reimbursement of travel expenses as authorized in Rules 38,46, and 219.
(New 4/5/16)

PART 4 - FORMATION OF A NEW BRANCH

Article 1 – Conditions

RULE 280. A Charter shall be granted to a new Branch by the President upon a determination that it is meeting at a place within the boundaries of SIRinc, that the required procedures have been followed, that the applicant Branch has completed the required Provisional period of at least six months and attained the required number of active members within two years. Upon application, the President may extend the Provisional period. (Revised 11/14/06)

Article 2 - Formation Procedure

RULE 285. Twenty-five members or men with qualifications to become members may apply on Form 33 - Application to Form a Provisional Branch - through channels of corporate communications to the President for the formation of a Provisional Branch. (Revised 11/14/06)

RULE 286. The Area Governor shall confer with the appropriate Regional Director(s), Governors of contiguous Areas, and the Big Sirs of other Branches in the Areas to determine the effect of the proposed Provisional Branch on existing Branches. If approved, the Area Governor shall obtain Form 33 from the SIR Website or Assistant State Secretary, have them completed and forwarded to the President through the Regional Director. (Revised 11/14/06)

RULE 287. (Deleted 11/14/06)

RULE 288. (Deleted 11/14/06)

RULE 289. (Deleted 11/14/06)

RULE 290. After approval by the President, the Form 33 will be forwarded to the Assistant State Secretary who will assign the Provisional Branch number, **using an inactive (Interim Managed Branch) number from the State inactive branch list**. One copy of the Form 33 will then be sent to the Area Governor for delivery to the Branch and one copy will be sent to the State Secretary for his file. (Revised 11/14/06)(4/5/16)

RULE 291. (Deleted 11/14/06)

RULE 292. The minimum number of active members required for a Branch to be chartered is 50. This requirement shall not be obtained through temporary transfers and shall be attained within two years of the organization date of the Provisional Branch. (Revised 11/14/06)

RULE 293. (Deleted 11/14/06)

RULE 294. (Deleted 11/14/06)

Article 2 - Formation Procedure (Continued)

RULE 295. The Branch Officers to serve during the Provisional period shall continue to serve following the granting of the charter until their successors have been duly elected and installed. Their duties shall be as prescribed for Branch Officers. (Revised 4/6/10)

RULE 296. During its Provisional period, a Branch shall be governed by the Corporate and Branch Bylaws and the Standing Rules. A member of a Provisional Branch shall have the same privileges and responsibilities as a member of a Chartered Branch except where the performance of an activity requires membership in a Chartered Branch such as in the case of voting at the Annual Meeting. (Revised 6/3/03)

RULE 297. All funds contributed to a new Branch shall be deposited in the name of the new Branch in a State or Federally licensed institution providing public banking services using the sponsoring entity's identification number. (Revised 12/6/93)

RULE 298. The sponsoring entity shall arrange for the advancement of necessary funds, but not less than \$100.00, to cover the organizational expenses of the new Branch. Repayment of such advances at the end of the Provisional period shall be by agreement between the Executive Committees of the new Branch and the sponsoring entity. (Revised 6/3/03)

RULE 300. After a period of at least six months from the date of approval of Application Form 33 by the President, the Provisional Branch has been conducting its regular monthly luncheon meetings, and has a minimum of 50 active members and all other requirements have been met, chartering shall be implemented as follows.

- a. The Big Sir of the Provisional Branch shall so state in writing including his preference for an award date to the Area Governor, who shall indicate his approval and forward it through the Regional Director to the President for approval.
- b. If the Provisional Branch is to be given the existing Branch number of an "Interim Management" Branch, the President shall notify the Big Sir, the Area Governor, the Regional Director, and the State Secretary of his approval or disapproval.
- c. Upon approval, the President shall terminate the Provisional status of the Branch in writing and approve the granting of a charter for the new Branch and so notify the State Certificates Chairman who will prepare the charter and forward it to the awarding President or his designee for framing and awarding and will furnish a copy to the State Secretary for the Branch file.
- d. If the Provisional Branch is using the Branch number whose corporation had been dissolved or if it is a new Branch number/corporation then the President shall notify the Assistant State Secretary who shall take actions necessary to incorporate the Branch. **Alternatively, if the Provisional Branch is using the Branch number of an inactive (Interim Managed Branch), then the Assistant State Secretary shall notify the new Branch Secretary to file a Branch name change with the State Secretary per Rule 335. (Revised 4/5/16)**
- e. The official Branch Charter Date is the date of the President's notification terminating the Provisional status of the Branch.
(Revised 4/6/10)

Article 4 - Interim Management

RULE 327.

- a. The President, Vice President, State Secretary, State Treasurer, Assistant State Secretary and Assistant State Treasurer shall succeed to and constitute the Interim Branch Executive Committee of a Branch, vested with all of the powers and responsibilities of a Branch Executive Committee in any of the following situations: (Revised 11/14/06 effective 1/1/07)
 1. During such time as the Charter of the Branch is suspended.
 2. Upon the revocation of the Charter of the Branch.
 3. Upon surrender of the Charter of the Branch by action of the Branch Executive Committee with the approval of 80% or more of the Branch members present and voting. (Revised 9/9/03)
 4. During such time as the State Executive Committee determines that the Branch is in the state of bankruptcy.
 5. During such time as the State Executive Committee determines the Branch to be inactive. Failure of a Branch to hold a monthly luncheon meeting for a period of four consecutive months shall be conclusive evidence that a Branch is inactive.
 6. During such time as the State Executive Committee determines that the BEC can no longer function because Branch Officers have resigned or otherwise refuse to perform their duties. (New 6/7/11)
- a1. Area Governors involved in the transferring of members brought about by a Branch surrendering their Charter shall, for the Branches in their area, report to their Regional Director, the Branch number receiving transferees and the number of members that transferred. (New 9/9/03)
- b. Upon the happening of any of the above events, all funds, property and other assets of the Branch will be immediately vested in the Interim Branch Executive Committee and held by that committee for management and such disposition as it deems necessary and proper. The Interim Branch Executive Committee may require such action of the former Branch Officers as may be required to carry the provision of this rule. After outstanding obligations like expense accounts, pro rata charges or other accounts payable have been met, the Treasurer of the Interim Branch (State Treasurer) shall report same to the State Board. The State Board of Directors, at its sole discretion, shall then direct the State Treasurer to disperse such remaining funds. The State Board of Directors may use these general guidelines:
 1. If a significant number of members from the Interim Branch have transferred to a single Branch and the transferee situation to other Branches is unclear, then the funds will be transferred to that single Branch.
 2. If a significant number of members have transferred to more than one branch and the situations are clearly defined then the funds should be split among those Branches on the basis of numbers of transferees. Any amount, so determined, that is less than \$5.00 shall be retained by the State Treasury.
 3. If the State Board has determined that the transferee situation is unclear then the funds are retained by the State Treasurer. (Revised 9/9/03)
- c. The State President, Vice President, Secretaries, and Treasurers shall serve as the Big Sir, Little Sir, Secretary, Treasurer, Assistant Secretary and Assistant Treasurer respectively, of the Interim Branch Executive Committee. Upon the disposition of the Branch Corporation, the Interim Branch Executive Committee shall, by resolution, dissolve itself, **and notify the Assistant State Secretary. (4/5/16)**
- d. The provisions of any Standing Rule prohibiting dual membership shall not apply to any member serving on an Interim Branch Executive Committee pursuant to provisions of this Rule. (New 8/1/94)

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 **and the name, Branch No., and qualifying office held of other candidates, if any, for the State offices designated.** (Revised 4/18/00, **6/20/2015 by the State Executive Committee.**) (Confirmed **4/5/2016**)

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.

RULE 840. The Assistant State Secretary shall function under the supervision of the State Secretary. (Revised 11/14/06 effective 1/1/07)

RULE 841. (Deleted 11/10/09)

RULE 842. (Deleted 11/10/09)

RULE 843. When a Branch has completed its Provisional status and the President has authorized the issuance of the charter, and a newly formed corporation is required, the Assistant State Secretary shall:

- a. Participate in the incorporation and California Tax Exemption procedures for the new Branch.
- b. Arrange with the Secretary of a newly Chartered Branch to obtain the Federal Employer Identification Number -- by filing Federal Form SS-4 -- which is required of all tax exempt corporations within the State of California; and arrange for the new Branch, after incorporation, to obtain the Federal Tax Exemption letter by filing Federal Forms 1024 and 8718.
- c. ~~File the required report(s) with the Internal Revenue Service so as to retain the Group Exemption status for all of the Branches.~~

(Revised 4/6/10)(Deleted 4/5/16)

RULE 844. In the absence of the SIR State Secretary, the Assistant State Secretary shall assume and execute his duties in accordance with the Rules. (Revised 11/14/06 effective 1/1/07)

RULE 845. The Assistant State Secretary shall have such other powers and perform such other duties as may be authorized by the President or the State Board. (Revised 11/14/06 effective 1/1/07)

RULE 846. The Assistant State Secretary is responsible for the timely filing of the Form SI-100 on behalf of SIRinc and all of its Branches with the California Secretary of State, including making payment for the appropriate amount as designated on the form payable to the California Secretary of State. Upon completion, a copy shall be retained in the Assistant State Secretary's files for SIRinc. Notwithstanding Rule 816, the Assistant State Secretary shall be reimbursed for the expenses incurred in making payment to the California Secretary of State by submitting a Form 15 - Expense Claim Voucher for this amount, along with a receipt, directly to the State Treasurer. When payment was made by personal funds, the State Treasurer shall issue a check to reimburse the Assistant State Secretary within 5 days of receipt of the Expense Claim Voucher. (Revised 11/14/06 effective 1/1/07)

RULE 847. The filing of the Form SI-100 may be performed in batch quantities covering multiple Branches, for a specific period as may be deemed appropriate by the Assistant State Secretary in concert with the State Treasurer. Reimbursement of the filing fee will not be sought from the Branches. (Revised 11/14/06 effective 1/1/07)

