

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 8/15/16 are dated 11/1/16 and 8/1/15

**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 c., 3.1, 29.1, and 50
Page 10 of the Corporate Bylaws**

~ EDITION 11/15/2016 ~

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Revised 11/10/09, 8/6/12, 11/13/12, 1/15/13, 6/4/13 8/5/13, 11/12/13, 8/4/14,11/1/16
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Article 5 - SIR Awards and Certificates

RULE 23. Sons In Retirement, Incorporated, through its State Certificates Chairman, issues the following State awards and certificates:

- a. Honorary Life Membership
- b. Branch Charter Certificates
- c. Presidential Awards
 1. Senior SIR Certificate
 2. Super Senior SIR Certificate
 3. Century SIR Certificate
 4. President's Appreciation Certificate
 5. (Deleted 1/14/14)

RULE 24. Honorary Life Membership (HLM). The purpose of the HLM is to recognize exceptional and extraordinary service by a member to SIR. It is not to be treated lightly or awarded merely on the basis of good fellowship. The award will be meaningful if bestowed only to those who, upon careful review and scrutiny, are found to have clearly earned it through faithful and outstanding service to the organization for five years or more. Failure to meet these strict requirements and high standards will destroy the purpose and meaning of the honor and will cause the request for HLM to be rejected.

- a. HLMs requested by a Branch are first recommended by a two-thirds vote of the Branch Executive Committee. Form 45 - Application for Honorary Life Membership - and supporting documentation are then forwarded to the Area Governor and Regional Director for their approval, **and a copy to the Chairman of the State Certificates Committee, who will monitor the progress of the approval process**, before the form is presented to the State President for the final approval. The facts related in the supporting document should only concern SIR Branch service. Non-SIR activities and achievements are immaterial and will not be considered in determining the worthiness of an application. **(Revised 11/1/16)**
- b. Approval of the Form 45 shall not result in the number of HLMs in a Branch with less than 100 members being more than two, or more than two percent of the total active membership for a Branch with 100 or more active members, on the date of application.
- c. An **State** HLM shall be awarded to each Past State President. In addition, the State Board may, on its own initiative, **with a two thirds vote of the State Board**, award an HLM to other active members, based on outstanding or exceptional service performed by an active member at the Corporate level of SIR. Should the recipient of the State awarded HLM have been awarded a Branch HLM previously, the Authority code shall be changed from "BR" to "PP"(Past Presidents) or "SB" (State Board) and the State HLM shall supersede and replace the previously awarded Branch HLM and shall no longer count against the Branch's 2% Rule. (Revised 2/21/07)(1/14/14)**(11/1/16)**
- d. The recipient shall be presented the certificate specifying the facts upon which the honor has been bestowed in a matted and framed holder. The State shall also provide a distinctive lapel pin indicating the recipient has received the honor. (Revised 2/21/07)(1/14/14)
- e. The conferring of the HLM is reserved to the State Board. An active member of SIR can only receive one HLM, either through his Branch or as a State-initiated action, except as stated in c. above. (Revised 2/21/07)(1/14/14)
- f. When an HLM is conferred upon a Branch member, he shall be presented with an appropriate certificate, provided by the State Board, which sets forth the facts on which the honor has been bestowed. The President, or present or past State Officer designated by the President shall present this certificate. The Branch shall provide the member with an official lapel pin indicating he is a recipient of the honor and the certificate shall be appropriately matted and framed.

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, **11/1/16**)

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, **11/1/16**)

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 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 4 - Assistant State Secretary

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. (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)

RULE 850. The Chief Administrative Officer shall be also the Chairman of the INFOSYS Committee. He shall be responsible for the following subcommittees, and appoint their Chairmen:

- 1. Website Subcommittee**
 - 2. Database Subcommittee**
 - 3. E-Mail Subcommittee**
 - 4. State Roster Subcommittee**
 - 5. SIR Manual Subcommittee**
 - 6. Sir Forms Subcommittee**
 - 7. State Certificates Subcommittee**
 - 8. State Newsletter "SIR Happenings" Subcommittee**
- (NEW 11/1/16)**

DIVISION 2 - CORPORATE BYLAWS (Continued)

Section 227. . Chairman of a Standing Committee-Removal from office: The President shall have authority to remove the Chairman from office for cause, with the approval of the Board of Directors. A Chairman so removed shall have fifteen (15) days to make contact, in writing or person, with the State Board, seeking an opportunity to appeal the Decision. (New 8/1/2015)

Section 230 to 233 Deleted. (Revised 8/6/01) (Effective 1/1/02)