



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 issue is in the possession of and maintained by each Branch Secretary. All other hard copies at all levels of the SIR organization are considered personal copies and may be 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 7/14/07 are dated 8/6/07.

On the website is the file "**Checklist for Edition 8/6/07**" wherein changed pages are highlighted.

On the website is the separate file "**Revised Pages Only for Edition 8/6/07**" for easy printing.

On the website is the "**Summary of Rules Changes 8/6/07**".

8/6/07 UPDATE:

**Replace the Cover Page, Table of Contents Page b,
Rules Page 43.1, Corporate Bylaws Page 9, and Index Pages 1 thru 5.**

~ **EDITION 8/6/07** ~

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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 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. In addition, it shall address such issues and make such recommendations as may be directed by the President or the State Board. (Revised 8/6/07)

PART 7 – RULES COMMITTEE

RULE 607. The Rules Committee shall be composed of a Chairman and ten members. Three of these members shall be chosen from the present elected or past Big Sirs of the member Branches. The remaining seven may be chosen from past or present Regional Directors, Area Governors, and /or Past elected State Officers (President, Vice President, Secretary and Assistants and Treasurer and Assistants). Upon application from the Committee to the President or at his discretion the numbers of members may be altered. 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)

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. (New 8/6/01 effective 1/1/02) (Moved from Page 43 - 11/14/06)

RULE 609. The Rules Committee shall consider and shall submit to the President for his consideration, together with its recommendations, any proposal involving the Standing Rules or Bylaws that have been referred to the Rules Committee by the President, the State Board, an officer of the Corporation or by the joint action of the Executive Committees of ten percent or more of the Branches. (New 8/6/01 effective 1/1/02)

RULE 610. The Rules Committee in considering a proposal submitted under Rule 609 may make such changes therein as may be mutually agreed by the parties involved. The Rules Committee may recommend rejection of the proposal and/or, if it desires, recommend an alternate proposal. The Rules Committee shall submit its reasons for such rejection or alternate proposal together with the original proposal to the President. (New 8/6/01 effective 1/1/02)

PART 8 – AUDIT COMMITTEE

RULE 611. The President shall appoint a State Audit Committee composed of not more than three members, none of whom shall be the holder of an elective office, nor shall more than one member be from the same Branch. (New 9/24/02 effective 1/1/03)

RULE 611.2 As soon as practical after the appointment of its members, the committee shall make an audit of the books and records covering the financial transactions of the corporation, including State activities such as golf, bowling, travel and the like, for the calendar year just past and report thereon to the President. (New 9/24/02 effective 1/1/03)

RULE 611.3 The State Audit committee shall make such additional audits as may be prescribed by the Standing Rules or as directed by the President or the State Board. (New 9/24/02 effective 1/1/03)

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State Executive Committee

Section 220. There shall be a State Executive Committee composed of the President as Chairman, the Vice President, the State Secretary and the State Treasurer. The State Advisor shall meet with and advise the Committee. The Committee shall meet at the call of the President concerning matters requiring his attention.

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

(Revised Item 6 and added Item 12 - 8/6/07)

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~ HINTS ~

Individual Officers are listed under "Officers".
"Executive Committee" is a separate topic.
Administrative Committees are listed at "Committees".
Activity Committees are shown under the specific activity.
"Activities" in general is a separate topic.

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