



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 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 1/23/07 are dated 2/21/07.

On the website is the file "**Checklist for Edition 2/21/07**" wherein changed pages are highlighted.

On the website is the separate file "**Revised Pages Only for Edition 2/21/07**" for easy printing.

On the website is the "**Summary of Rules Changes 2/21/07**".

2/21/07 UPDATE:

Replace the Cover Page and Rules Page 3.1.

~ EDITION 2/21/07 ~

Article 5 - SIR Awards and Certificates

RULE 23. Sons In Retirement, Incorporated, through its Chairman of State Awards and Certificates Subcommittee, 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

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 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.
- 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 HLM will be awarded to each Past State President who is not the recipient of an HLM awarded through his Branch. In addition, the State Board may, on its own initiative, award an HLM to other active members who are not the recipients of an HLM awarded through their Branches, based on outstanding or exceptional service performed by an active member at the Corporate level of SIR. (Revised 2/21/07)
- d. For State-initiated HLMS, the provisions of Rule 24 as they apply to Branches do not apply to the State-initiated HLMS. If a Branch has an HLM on their roles who is now a Past President, he shall no longer be counted as a Branch-sponsored HLM for that Branch. The State Board, in conferring an HLM to an active member on its own initiative as specified in subsection c above, shall not be counted against the Branch limit. 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)
- 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. (Revised 2/21/07)
- 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.