



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 2/21/07 are dated 3/24/07.

On the website is the file "**Checklist for Edition 3/24/07**" wherein changed pages are highlighted.

On the website is the separate file "**Revised Pages Only for Edition 3/24/07**" for easy printing.

On the website is the "**Summary of Rules Changes 3/24/07**".

---

### **3/24/07 UPDATE:**

**Replace the Cover Page and Rules Page 3.5.**

---

**~ EDITION 3/24/07 ~**

Article 10 - Financial (Continued)

- a. The Treasurer shall deposit and/or distribute such funds through an FDIC or FSLIC insured depository approved by the State Treasurer in an account bearing the title "Sons In Retirement, Incorporated, 'Committee name' " with the SIR State Treasury federal identification number. This shall not apply to money received that is necessarily paid to a provider in connection with an event on the date it is received nor shall it apply to funds paid for travel which involves air or sea transportation and goods and services in connection therewith, which payments must be handled as provided in Rule 368 of the SIR Manual. (Revised 1/28/03 by the Excom) (Confirmed 4/15/03)
- b. There shall be three authorized signatures on the account -- the Committee Chairman, Secretary, and Treasurer. All checks or withdrawals from the account for \$500 or more shall bear the signatures of any two of the three authorized signers. (Revised 1/28/03 by the Excom) (Confirmed 4/15/03)
- c. At least every three months, the Committee Treasurer shall prepare a financial report showing the receipt, disbursement, and amount on hand of all funds in his possession. A copy of this report shall be sent to the Committee Chairman, State Treasurer, and President. (Revised 1/28/03 by the Excom) (Confirmed 4/15/03)
- d. The funds and accounts of the Committee shall be audited annually not later than January 31 by the State Audit Committee. The audit report shall be submitted to the Committee Chairman, State Treasurer, and President.

RULE 38. 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, or by 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.

- a. Reimbursable expenses include the following:
  1. Mileage: Personal motor vehicle usage at the rate of \$.25 per mile through April 30, 2007, and at the rate of \$.35 per mile on and after May 1, 2007. (Revised 3/24/07)
  2. Tolls: Bridge and road tolls.
  3. Lodging: For trip over 100 miles one way. Provide receipt.
  4. Meals: Actual cost including gratuity, but not including alcoholic beverages.
  5. Telephone: Long distance charges. Provide log or annotated bill.
  6. Other items as follows:
    - (a) Postage: Mailing and other delivery charges. Provide receipt or explain.
    - (b) Copies and Printing: Purchases of printed supply pursuant to one's SIR responsibilities. Provide receipt. Copies or documents produced on personal copier or printer, at \$.05 per side. Explain.
    - (c) Supplies: Such as envelopes, blank labels, etc. Provide receipt.
    - (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. Provide receipt and explain.
    - (e) Miscellaneous: Explain and provide receipts.
- 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.