



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.

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Pages in this Manual that were revised since Edition 3/24/07 are dated 6/5/07.

On the website is the file "**Checklist for Edition 6/5/07**" wherein changed pages are highlighted.

On the website is the separate file "**Revised Pages Only for Edition 6/5/07**" for easy printing.

On the website is the "**Summary of Rules Changes 6/5/07**".

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## 6/5/07 UPDATE:

Replace the Cover Page, Table of Contents Pages b and d, Rules Pages 1, 2, 2.1, 3.2, 4, 5, 7, 12, 14, 15, 16, 17, 21, 29, 34, 41.2, 46, 48, and Index Pages 1 thru 5.

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~ EDITION 6/5/07 ~

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## TITLE 1 - STANDING RULES

### DIVISION - GENERAL

#### Article 1 - Definitions

RULE 1. This compilation of the Standing Rules, Bylaws and Articles of Incorporation shall be known as THE SIR MANUAL.

RULE 2. Unless the provisions of the context otherwise requires, the general provisions and definitions set forth in this Division shall govern the construction of the provisions of the Standing Rules and Guidelines:

- a. The State organization of the Sons In Retirement, Incorporated, shall be designated as "Sons In Retirement, Incorporated", the "Corporation", the "State Organization", the "Corporate Body" or "SIRinc". (Revised 11/14/06)
- b. "SIR" may be used to refer to Sons In Retirement, Incorporated, the Corporate body, its Branches or its members.
- c. "State Board" means the State Board of Directors, the governing body of the Corporation.
- d. "President" means the President of the Corporation.
- e. "Vice President" means the Vice President of the Corporation.
- f. "Shall" and "must" are mandatory.
- g. "May" and "can" are permissive.
- h. The singular includes the plural and the plural includes the singular.
- i. "Active member" means "regular member". (Revised 9/24/02)  
"Inactive member" means a member so classified by a Branch Executive Committee.
- j. "Rule" means a "Standing Rule," an action by the State Board governing the operations of the State and the Branch Corporations.
- k. "Regulation" means an action by a Branch Executive Committee governing the operation of the Branch.
- m. (Deleted 6/5/07)
- n. Pages denoting a date "Revised", "Amended", or such term are to be read as "Effective". (New 4/23/99)
- o. (Deleted 4/13/04)
- p. "Excused" means approval of a single absence from a luncheon or SIR meeting. (Revised 6/5/01)

## Article 2 - General Provisions

RULE 3. The titles and subheadings have been included to assist the user in locating the various provisions and shall not be used in construing the provisions to which they refer.

RULE 4. The provisions of the Corporate and Branch Bylaws and Standing Rules are mandatory. (Revised 6/5/07)

RULE 5. Guidelines do not have the force and effect of the Standing Rules but should be followed except in circumstances where it would be imprudent to do so.

RULE 6. (Deleted 6-6-94)

RULE 7. No member of the Corporation or any Branch shall be given nor receive any gratuity nor shall any State Board or Branch officer have the authority to give a contribution or gratuity from the funds of the Corporation or Branch.

Plaques or similar awards honoring Branch or State members, committee chairmen or members for outstanding service to Sons In Retirement, Incorporated, are not considered gratuities under this Rule.

RULE 8. In General, the chain of corporate communications shall be:

- a. Individual member through his own Branch Executive Committee.
- b. The Branch through its Area Governor.
- c. The Area Governor through his Regional Director.
- d. The Regional Director to the President or the State Board.
- e. Reverse a, b, c and d for communications in the opposite direction.

RULE 9. Specific reports or correspondence as provided by the Standing Rules shall be directed to the person so specified.

RULE 10. A State appointee shall serve at the pleasure of the President and the appointment shall not extend beyond the President's term. (Revised 9/9/03)

RULE 10.1 (Deleted 6/6/06 - text incorporated in Rule 130)

Article 2 - General Provisions (Continued)

- RULE 11. There shall be included in the SIR MANUAL only the following:
- a. A frontispiece, Preface, Acknowledgment, Table of Contents, Index and such titles and headings as may be appropriate. (Revised 7/7/04)
  - b. Corporate and Branch Articles of Incorporation, and the IRS Exemption Certificate. (Revised 6/5/07)
  - c. Corporate and Branch Bylaws.
  - d. Standing Rules.
  - e. Guidelines, providing that no guidelines heretofore or hereafter promulgated shall take effect until 30 days after it has been submitted to the members of the State Board, and provided further that if any member of the State Board objects to a proposed guideline, in writing to the President within the 30-day period, the guideline shall not take effect unless and until it is approved by the State Board.
  - f. Such other material as may be specifically authorized by the State Board.

RULE 11.1 The official SIR Manual shall be published on the SIR Website promptly after approval of any new or revised rule, bylaw or guideline. (New 7/7/04)

RULE 11.2 The one official Branch hard copy of the SIR Manual shall be provided to the Branch Secretary during formation of the Branch. All other hard copies of the Manual are considered personal copies and shall be maintained by the holders.

- a. Each Branch shall designate a member, such as the Email Contact, to print new and revised pages directly from the SIR Website for distribution to the Branch Secretary. Each Branch shall consider reimbursing this person for his expenses, including at least five cents per copy when he uses his own printer.
- b. (Deleted 11/14/06)
- c. If the Branch Secretary has the need to receive hard copy pages for his Manual by mail, a request must be sent to the Chairman of the SIR Manual Subcommittee. The requested pages will be reproduced and returned via the U. S. Postal Service. (Revised 11/14/06 effective 1/1/07)

RULE 11.3 State Officers, Past Presidents, State Committeemen, Appointees and others authorized to have hard copies of the SIR Manual are individually responsible for printing new and revised pages directly from the SIR Website. Those who have the need to receive hard copies by mail must send a request to the Chairman of the SIR Manual Subcommittee and the requested pages will be provided. (Revised 11/14/06 effective 1/1/07)

Article 5 - SIR Awards and Certificates (Continued)

- g. In situations where a Branch-initiated HLM has not attended his home Branch luncheon meetings for at least 24 consecutive months, the Branch Executive Committee with two-thirds approval may request that the State President approve assigning that member as HLM Emeritus in the Corporate HLM records and the State Roster. He no longer counts toward any Branch's HLM limit. This action shall be initiated by letter to the President over the Big Sir's signature, through the Area Governor and Regional Director, outlining the circumstances that prompt the requested action including steps taken to contact the HLM. Giving due consideration to the request, the President shall approve or disapprove the action by return correspondence with a copy to the State HLM Chairman. If approved, the individual shall be reflected as HLM Emeritus in that Branch's membership.  
(Revised 6/5/07)
- h. An HLM shall be permitted to transfer from one Branch to another in accordance with the Standing Rules, provided that a member whose HLM initiated by a Branch shall no longer be counted by the initiating Branch in determining the number of HLMs authorized for it and shall not be counted in determining the number of HLMs authorized for the new Branch to which he transfers.
- i. An HLM shall remain an active member of his Branch until death, transfer, resignation or permanent relocation, but shall not be subject to attendance requirements and shall not be counted by the State Treasurer in determining the number of active members for the purpose of Corporate assessments.

RULE 25. Branch Charter Certificates. After a period of at least six months from the date of approval of the Form 33 - Application to Form a Provisional Branch - and all requirements have been met for the Branch to be chartered, the Provisional Branch Big Sir shall so state in writing to the Area Governor, who shall indicate his approval and forward it through the Regional Director to the President for approval. The matter shall then be sent to the Assistant State Secretary who will take the actions necessary to have the Branch Charter prepared by the Chairman of the State Certificates Subcommittee. He will complete the Branch Charter Certificate and send it to the Regional Director for suitable framing and presentation to the Branch.

RULE 26. Presidential Awards.

- a. Senior, Super Senior and Century SIR Certificates. SIR active members upon attaining the age of 90 are entitled to be awarded the Senior Sir Certificate; upon attaining the age of 95 are entitled to be awarded the Super Senior Sir Certificate; and upon attaining the age of 100 are entitled to be awarded the Century Sir Certificate. The Big Sir of the Branch must submit a Form 6 - Senior Certificate Order Form - directly to the Regional Director requesting he be issued the appropriate Certificate. Upon approval, he will forward the Form 6 to the Chairman of the State Certificates Subcommittee for processing. The Certificate will be sent back to the Big Sir for framing. The Big Sir shall contact the Area Governor for presentation of the Senior Certificate, Regional Director for presentation of the Super Senior Certificate and the President for presentation of the Century Certificate. The awards shall be presented at a suitable SIR function or regular monthly luncheon.  
(Revised 6/5/07)

## DIVISION 2 - THE BRANCH

### PART 1 - ORGANIZATION

#### Article 1 - General

RULE 40. Only active members of SIR and their guests shall be entitled to participate in activities of the organization. The number of active members' guests allowed to participate in an activity of the organization shall not exceed the number of SIR active members participating. See Rule 91 and Travel Rule 367 for exceptions to this rule. (Revised 6/5/07)

RULE 41. Regular monthly luncheon meetings are to be held by each Branch as required by the Branch Bylaws. Not more than two Holiday parties or Ladies Day functions per year may be held in lieu of regular luncheon meetings. (Revised 11/15/05)

RULE 42. Voluntary contributions may be solicited. (Revised 1/9/01)

RULE 44. A Branch shall not impose or collect dues, initiation fees or assessments. (Revised 11/17/00)

RULE 45. No Branch or Branch Activity shall conduct a raffle or lottery in violation of California State or Federal laws. (New 11/18/03)

RULE 46. Expense Claim Voucher - Form 15 for Branch expenses shall be submitted for approval to the Big Sir or if unavailable, the Little Sir. Expense reimbursement policy pertaining to purely Branch business shall be consistent with the SIR policy as detailed in Rule 38, or individual Branches may set their own policy by regulation. (New 11/15/05)



## Article 2 - Membership

RULE 50. Membership shall be open to men retired from full-time gainful occupation, regardless of age, race, color or religion. (Revised 1/11/93)

RULE 51. A member shall be an active or inactive member. (Revised 9/24/02)

RULE 52. Part-time work should not detract from eligibility for membership if employment does not adversely affect one's ability to attend Branch luncheon meetings.

RULE 53. An active member is a member in good standing in a Chartered Branch or a member in good standing that has transferred from a Chartered Branch to a Provisional Branch. (Revised 6/3/03)

RULE 54. An inactive member is a member of a Chartered Branch who has been placed on the inactive list by action of its Executive Committee. (See Rule 90 and following.)

RULE 55. (Deleted 9/24/02)

RULE 56. Each active member shall be identified with a Chartered Branch, except one who has transferred to a Provisional Branch. (Revised 6/3/03)

RULE 57. Each member shall be assigned an identification number that shall appear on a badge furnished to him. The badge shall also contain his Branch identification name or number or both, and his name in large type. The badge may include the organization, company or vocation from which the member retired, but not the position held.

RULE 58. When a member is terminated, or placed on the inactive list, his identification number may be assigned to an incoming member. (Revised 9/19/00)

RULE 59. An active member is entitled to vote on all matters brought before the Branch membership for decision and to hold office in the Branch. (Revised 6/5/07)

RULE 60. Members are obligated to attend all regular luncheon meetings unless prevented by illness or absence from the Branch locale.

RULE 61. (Deleted 1/9/01)

#### Article 4 - Maximum Membership

RULE 75. Each Branch shall establish a maximum membership that shall not exceed the maximum occupancy capacity of the meeting place to comfortably accommodate the members, subject to the safety rules as specified by state laws and regulations and as posted in the meeting place. (Revised 6/5/07)

RULE 76. After the maximum membership has been reached, the Branch should maintain a waiting list. Applicants shall be placed on the waiting list in order of receipt of their application for membership.

RULE 77. An applicant on the waiting list shall have no rights or privileges of membership but he may be invited to participate in Branch activities as a guest.

#### Article 5 - Dual Membership

RULE 80. Membership in more than one Branch at a time is not permissible.

#### Article 6 - Transfer of Membership

RULE 85. An active member may transfer his membership to a Provisional Branch or to another Chartered Branch by submitting a Membership Application to the Membership Chairman of the Branch to which he desires to affiliate. (Revised 6/3/03)

RULE 86. An active member who transfers to a Provisional Branch shall retain his active status. (Revised 6/3/03)

RULE 87. Sponsorship by a member of the Branch to which a member is transferring is not required. No priority is guaranteed if a waiting list exists.

RULE 88. Upon his acceptance by the Branch Executive Committee, the Secretary of the Branch to which the member is transferring shall so notify the Secretary of the Branch from which he is transferring and request his membership record. (Revised 9/13/05)

## Article 2 - Election of Branch Officers

RULE 130. Following his election and prior to the end of the year, the Big Sir-elect shall make appointments to all Branch committees to serve at the pleasure of the Big Sir during his service year. In particular, the Big Sir-elect shall appoint a Nominating Committee of three or more members of his Branch, other than himself or the Little Sir elect, to select a slate of nominees to stand for election as Branch Officers in the coming year to serve during the calendar year following election. Refer to Rule 255 for the appointment of the Auditing Committee. (Revised 6/6/06)

RULE 131. Members appointed to the Nominating Committee shall have served at least one year as a member of the Branch Executive Committee or as chairman of any other committee. The Nominating Committee, by May 31, shall inform the Big Sir of the proposed slate of Branch Officers. The names of all nominees shall be published in the July Branch bulletin or, if none, by written notice to each member. (Revised 6/5/07)

RULE 132. (Deleted 6/5/07)

RULE 133. (Deleted 6/5/07, and text moved to Rule 131)

RULE 134. Election of the officers shall be held at the August luncheon meeting. Additional nominations may be made from the floor. A nominee from the floor must signify his agreement to accept the office if elected. Voting for Branch Officers shall be by secret ballot. However, for any office for which there is but one nominee, voting may be by voice or by a show of hands. (Revised 6/5/07)

RULE 135. (Deleted 6/5/07, and text moved to Rule 134)

RULE 136. Immediately after the August election of Branch Officers, the Branch Secretary shall prepare Form 20 - Branch Personnel, providing the meeting place information and personal data of specific Branch personnel. One ORIGINAL of the Form 20 shall be forwarded prior to September 1, even though all positions may not be filled, to the Chairman of the State Roster Subcommittee and copies to others as indicated on the form. Alternatively, submission via email attachment is acceptable. (Revised 11/14/06 effective 1/1/07)

RULE 137. (Deleted 9/13/05)

RULE 138. After submitting the Form 20 following Branch elections, the Branch Secretary shall monitor the data reported thereon. Any changes that subsequently occur to the data should promptly be reported by entering only the changed information on a blank Form 20 and mailed to the Chairman of the State Roster Subcommittee and to others as indicated on the form. Alternatively, notification by email is acceptable. (Revised 11/14/06 effective 1/1/07)

## PART 3 - DUTIES OF BRANCH OFFICERS

### Article 1 - Branch Executive Committee

RULE 150. The Branch Executive Committee, subject to the State and Branch Bylaws and the Standing Rules, and with due consideration of the Guidelines, shall direct the exercise of all corporate powers of the Branch and the conduct of all its activities and affairs.

RULE 151. The Branch Executive Committee may adopt such regulations, not inconsistent or in conflict with the Corporate or Branch Bylaws or the Standing Rules, as it deems necessary to govern the activities of the Branch.

RULE 151.1 All activities on behalf of the Branch and not in conflict with Rule 13 and Rule 650 or any other rule, must be approved by the Branch Executive Committee. The approval must be effected by an affirmative vote of a majority of the Executive Committee at a regular or special meeting. The approval shall not be effective unless it is properly recorded in the minutes of the meeting. Also refer to Rule 405. (Revised 6/5/07)

RULE 152. A Branch regulation shall be adopted at a regular meeting of the Branch Executive Committee and the text thereof shall be set forth in the minutes.

RULE 153. A Branch regulation so adopted shall continue in effect until amended or repealed by the Branch Executive Committee, by a majority vote at a regular meeting of the body, the action being recorded in the minutes.

RULE 154. The Branch Executive Committee may delegate the management of any Branch activity to any eligible active member or members or committee, provided that such activities shall be exercised under the ultimate direction of the Branch Executive Committee.

RULE 155. The Executive Committee of each Branch in the Area shall nominate by July 31 of each year the member it proposes for Governor of its Area. A candidate for Area Governor must be willing to serve and must be a past or present Big Sir, or must have held or is holding the office of Little Sir, Secretary or Treasurer in the Branch, singly or in combination, for at least two years at the time he assumes the office. A past or present Big Sir is the preferred qualification. The nomination shall be made on Part 1 of Form 44 - Candidate and Election of Area Governor. The form shall be submitted to the current Area Governor on or before July 31. (Revised 9/13/05)

## 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 and Travel Committees on which he shall not serve in any capacity.

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 Rule 34. (Revised 6/5/07)

RULE 167. (Deleted 7/7/04)

## Article 3 - Little Sir

RULE 170. In the absence or inability of the Big Sir, or at his request, the Little Sir shall perform all of the duties of the Big Sir. When so acting, he shall have all of the powers of, and shall be subject to, all restrictions placed upon the Big Sir.

RULE 171. The Little Sir may be a member of any committee except the Nominating and Travel Committees on which he shall not serve in any capacity.

RULE 172. The Little Sir shall have such other powers and perform such other duties as may be prescribed by the Big Sir or the Branch Executive Committee.

## Article 4 - Branch Secretary

RULE 175. The Branch Secretary shall prepare and keep, or cause to be kept, in a separate file, the minutes of all Branch Executive Committee (BEC) meetings, whether regular or special. The minutes of all such meetings shall contain the names of SIR members present, the presence of a quorum and the proceedings. SIR Form 53 - Request for Approval of Branch Travel Event, shall be filed as an addendum to the Branch minutes for all travel activities and events approved by the BEC. The minutes of special meetings shall also contain how the meeting was authorized and noticed. The minutes shall be prepared within 10 days of the above meetings and the Secretary shall promptly mail a copy to the Area Governor and Regional Director.

The minutes do not need to be approved by the BEC prior to forwarding. If in any given month no BEC meeting was held, the secretary, in lieu of minutes, shall send a note by the end of that month to his Area Governor and Regional Director stating that no BEC meeting was held by his Branch for that month.

(Revised 11/15/05)

RULE 175.1 The Branch Secretary shall keep in a separate file, all documents relating to each Branch travel event, which includes copies of the minutes of the Branch Executive Committee meeting in which the travel event was approved, the Form 53 - Request for Approval of Branch Travel Event, SIR-qualified list of Travel Agencies, documentation to show the travel agency's insurance is current when the travel event is taken, SIR Contract Form 50, SIR Form 52 - Travel Event Financial Report and SIR Form 51 - Travel Event Foreign if applicable, and SIR Form 59 - SIR Travel Event Checklist. These travel files shall be maintained for two years after the travel event has taken place. (New 6/7/05)

RULE 176. In the absence or inability of the Big Sir and Little Sir, the Branch Secretary shall perform all of the duties of the Big Sir and Little Sir. In the absence of, or at the request of the Branch Secretary, a Member of the Executive Committee may preside at an Executive Committee or luncheon meeting. (Revised 9/19/00)

RULE 177. The Branch Secretary shall keep, or cause to be kept, in a place designated by the Branch Executive Committee, a list showing the name of each member of the Branch together with the name of his spouse (if any), his address, telephone number (including the telephone area code), and email address (if any).

RULE 178. In order to comply with our IRS agreement, the Branch Secretary shall arrange for the production of a Branch roster each year and a printed hard copy shall be furnished to the State Secretary via US Mail by March 1 of each year. A copy of this roster shall also be mailed to the Branch's Area Governor, Regional Director and each Big Sir in the Branch's Area. The roster is to contain at least the member's name, spouse's name, telephone number (including the telephone area code), mailing address and email address.

(Revised 6/5/07)

Paid advertising in the roster is prohibited. Acknowledgement of a gratuitous printing shall be confined to the back cover and shall contain only the name, address, telephone number, and email address of the entity and a concise description of the entity, such as: "a gambling casino, bar and restaurant"; "a full-service bank"; "a supermarket-pharmacy-deli"; along with their logo is permissible. Acknowledging more than three entities is prohibited.

(Revised 11/15/05)

#### Article 4 - Branch Secretary (Continued)

RULE 179. The Branch Secretary shall give, or cause to be given, notice of all meetings provided by the Branch Bylaws. (Moved from Page 16 - 11/15/05)

RULE 180. The Secretary of the current Branch of an Honorary Life Member shall notify the State HLM Chairman of the transfer, death, resignation and any change of address, telephone number or email address of that HLM. (Revised 9/13/05) (Moved from Page 16 - 11/15/05)

RULE 181. The Branch Secretary shall bring his copy of the SIR Manual to the Branch Executive Committee meetings for ready reference. (New 7/7/04)

#### Secretary's Records

RULE 182. The Branch Secretary shall maintain the following active records for the duration shown. (Revised 4/13/04)

- a. (Deleted 4/13/04)
- b. Minutes of Executive Committee meetings, for at least five years. (Revised 6/5/07)
- c. Bulletins, for at least five years. (Revised 4/13/04)
- d. (Deleted 11/16/04)
- e. A copy of each current regulation of the Branch and the date of its adoption together with a record of each regulation repealed and the date thereof, permanently. (New 4/13/04)
- f. Branch Rosters, for at least five years. (Revised 6/5/07)

RULE 183. The Branch Secretary shall maintain a separate permanent file containing the following less active records.

- a. (Deleted 4/13/04)
- b. The original or copy of the Branch Charter, and Branch Articles of Incorporation and each amendment thereof. (Revised 4/13/04)
- c. The written confirmation of tax exemption issued by (1) the United States Internal Revenue Service and (2) The State of California Franchise Tax Board.
- d. Written confirmation of the employer identification number issued by the United States Internal Revenue Service.
- e. Records of where and when the Branch was organized; the number of the Branch; the name of the Branch when organized together with any change in the name; the Charter date; the date on which the Charter was presented to the Branch; and the date of incorporation and the incorporation number. (Revised 4/13/04)

RULE 184. The Branch Secretary shall keep and maintain for two years such other records as may be prescribed in the Standing Rules. (Moved from Rule 200 - 11/17/00)

RULE 185. The Branch Secretary shall have such other powers and perform such other duties as may be prescribed by the Standing Rules, the Branch Regulations or the Big Sir or the Branch Executive Committee.

## Article 6 - Branch Treasurer

RULE 215. The Branch Treasurer shall keep and maintain, or cause to be kept and maintained, accurate accounts of the properties and financial transactions of the Branch, including accounts of its assets, liabilities, receipts and disbursements.

RULE 216. By the 10<sup>th</sup> of each month, the Branch Treasurer shall submit a completed Form 28 - Monthly Cash Report - including the membership and luncheon data covering the previous month, in accordance with the distribution instructions on the form. This report does not need to be approved by the Branch Executive Committee prior to distribution. The December Form 28 for any given calendar year is to be submitted to the Officers for that same calendar year that are on the distribution list of the Form 28. For example, the December 2006 Form 28 is to be submitted to the 2006 Officers listed on the form, by January 10, 2007. (Revised 6/5/07)

RULE 217. All money received or collected by or on behalf of the Branch shall be held in the custody of the Branch Treasurer. He shall deposit all such money in the name of and to the credit of the Branch with such depositories as may be designated by the Big Sir or the Branch Executive Committee. (Revised 1/28/03 by the Excom) (Confirmed 4/15/03)

RULE 218. The Branch Treasurer shall disburse, from Branch funds, the amount required to pay the pro rata assessment determined each quarter by the State Treasurer. Quarters start January 1, April 1, July 1, and October 1. The amount assessed shall be paid no later than the 15<sup>th</sup> of the first month in the quarter for which the assessment applies. Also refer to Rule 866. (Revised 11/15/05)

RULE 219. The Branch Treasurer shall disburse, from Branch funds, such other amounts necessary to defray the expenses of the Branch upon approval of the Big Sir or Little Sir. (Revised 11/13/01)

RULE 220. The Branch Treasurer is responsible for the collection of voluntary contributions.

RULE 221. The Branch Treasurer shall have such additional responsibilities and perform such other duties as may be prescribed by the Big Sir or the Branch Executive Committee.

RULE 222. (Deleted 11/15/05 effective 1/1/06)

## Insurance Coverage

RULE 223. The office of the Branch Treasurer is covered by a fidelity bond or criminal insurance policy in the amount established by the State Board. If additional or other type of coverage is desired by any Branch such coverage must be secured by the Branch at its own expense.



## PART 6 - CHANGING NAME OF BRANCH

RULE 335. To change the name of an incorporated Chartered Branch, the Branch Secretary shall contact the Assistant State Secretary who will prepare a Certificate of Amendment of Articles of Incorporation and send it to the Branch for execution. The Branch Secretary will sign the document and return it together with a check of the appropriate amount to the Assistant State Secretary. The Assistant State Secretary will prepare a transmittal letter describing the intended changes and mail two copies of the signed document from the Branch together with the check to the Business Filings Unit of the California Secretary of State. A self-addressed stamped envelope shall be included. Upon receipt of approval by the Secretary of State, the Branch name change shall become official.  
(Revised 11/14/06 effective 1/1/07)

## PART 7 - NON-RESPONSIBILITY DECLARATION

RULE 345. All notices, brochures, announcements, or other publications relative to group activities other than those involving travel, arranged for or by, or sponsored by Sons In Retirement, Incorporated, and its Branches shall legibly display the following wording:

All activities arranged for or by, Sons In Retirement, Incorporated, and its Branches, are for the convenience and pleasure of the members and their guests who desire to participate. Sons In Retirement, Incorporated, and its Branches do not assume any responsibility for the well being or safety of the participants or their property, in any matters pertaining to said activities.

The statement prescribed in Rule 436 shall be displayed with respect to activities involving travel.  
(Revised 6/5/07)

### Article 3 - SIR-Qualified Travel Agencies (Continued)

RULE 382. The following conditions provide grounds for the SIR State Board to have an otherwise SIR-Qualified Travel Agency removed from the list of agencies that must be used by SIR, Inc. or its Branches for events involving travel:

- a. Failed to comply with the provisions of a signed SIR and/or Travel Agency contract to the satisfaction of the SIR Designated Member signing said contract, or the Group Leader who accompanied the event, and these facts are documented and sent to the President through the corporate chain of communications with concurrence at each level.
- b. Refused to accept credit card payment from participants for a SIR contracted event. This provision does not apply to those events where the travel agency is only providing bus transportation to and from a specific event, such as a theater, sporting event, etc.
- c. Uses a SIR participant list for purposes of other than SIR approved events involving travel.  
(New 6/5/07)

### Article 4 - Branch Travel Program Administration

RULE 383. The BEC is responsible in every respect for the travel program of the Branch and, as part of this responsibility, shall require the BTC to use SIR Form 59 - Travel Event Checklist. This form shall be completed and used by both the BTC and the Big Sir on behalf of the BEC at every step of the Branch Travel Event process. Upon final completion of the form, it shall be submitted to the Branch Secretary for filing with the approval Form 53. (Revised 6/5/07)

RULE 384. A BTC may be appointed by the Big Sir. The BTC, under the direction and supervision of the BEC, is responsible for the planning, promotion and conduct of duly authorized Branch travel events. The BTC shall use the SIR Form 59 - Travel Event Checklist - for all Branch Travel Events as specified in Rule 383. (Revised 6/5/07)

RULE 385. The Big Sir may select one or more members to serve on a Branch Travel Committee to assist in the conduct of an effective travel program. A Branch Big Sir, Little Sir, Secretary or Treasurer may not serve on the BTC. Other elected officers of a Branch may serve as BTC or as a member of the committee but, as a member of the BEC, he must abstain from voting on Branch travel matters.

RULE 386. A Branch shall not, directly or indirectly, enter into an agreement or understanding with an Agency giving the agency the right to submit a proposal or bid on any or all future travel events of the Branch.

RULE 387. Upon approval of a State Travel Event by the State Board, no Branch shall thereafter authorize or otherwise schedule a Branch Travel Event that involves travel in an area covered by the State Travel Event within 12-months before or after the State Travel Event. This rule does not apply to any Branch Travel Event duly authorized by the BEC before the State Travel Event was approved by the State Board. Upon application by the BEC, the President may except from this rule a Branch Travel Event that he finds not to duplicate travel in areas included in the State Travel Event to the extent that the Branch event would adversely affect the State event.

RULE 388. An Area Travel Coordination Committee may be formed by two or more Branches within an Area or two or more contiguous Areas for the purpose of sponsoring and coordinating travel events. It shall be chaired by an ATC appointed by an Area Governor with due consideration being given to the recommendation of a majority of the participating Branches.

PART 2 - STATE GOLF (Continued)

RULE 506. A proposed event shall not be publicized or otherwise promoted by the Committee or the Branches or Members before it is authorized by the State Board. The Committee is responsible for preventing the distribution of any literature concerning such an event prior to its authorization by the State Board. (Revised 6/3/03)

RULE 507. All funds received by the Committee or its representative, in connection with a golfing activity, shall be processed in accordance with Rule 37. (Revised 6/5/07)

RULE 508. (Deleted 6/3/03)

RULE 530. (Deleted 6/3/03)

Article 4 - Regional Director

RULE 780. The territory within the geographic boundaries of Sons In Retirement, Incorporated, shall consist of the following Regions:

- Region No. 1 ..... Areas 12, 23 and 26
- Region No. 2 ..... Areas 19, 30, and 3 (Revised 1/1/00)
- Region No. 3 ..... Areas 3, 9, 14 and 27
- Region No. 4 ..... Areas 17, 18 and 3 (Revised 4/15/03)
- Region No. 5 ..... Areas 1 and 16 (Revised 6/5/07)
- Region No. 6 ..... Areas 2, 7, 8 and 24 (Revised 4/13/04)
- Region No. 7 ..... Areas 5, 10, 20 and 21
- Region No. 8 ..... Areas 22, 29 and 34 (Revised 8/7/00)
- Region No. 9 ..... Areas 15 and 33 (Revised 11/14/06)
- Region No. 10 ..... Areas 6, 13 and 25 (New 4/15/03)

RULE 781. Each Region shall have a Regional Director. The Area Governors in each Region shall meet on or before September 1 upon the call of the Regional Director for that Region and, by majority vote, elect a Regional Director for a one-year term to commence on January 1 of the following year.

The Regional Director shall act as Chairman and shall have no vote except to break a tie in the balloting.

The Chairman shall promptly report the results of the election to the State Secretary.

RULE 782. In the absence or unavailability of the Regional Director, the Area Governor of the lowest numbered Area in the Region shall call the meeting and act as Chairman with the right to vote. In the case of a tie vote the State Vice President shall be notified, and after reviewing the applicants' qualifications he shall cast the deciding vote. (Revised 11/16/04)

RULE 783. If an Area Governor is absent or otherwise unable to participate in the election of the Regional Director, the Big Sirs and Little Sirs of the Branches in the Area shall, by majority vote at a meeting called by the Big Sir or Little Sir of the earliest Charter Date, designate one of their number to serve in the Area Governor's stead. (Revised 9/28/99)

RULE 784. A candidate for the office of Regional Director must be willing to serve and must be a past or present Area Governor, or must have held or is holding the office of Big Sir, Little Sir, Secretary or Treasurer of a Branch in that Region, singly or in combination, for at least two years at the time he assumes the office. A past or present Area Governor is the preferred qualification. The Office of a Regional Director shall be vacated upon his transfer to a Branch in a Region other than the one in which he was elected and the vacancy shall be filled at the earliest possible date in an election conducted as provided in Rules 781 and following. (Revised 9/13/05)

RULE 785. Regional Directors shall serve one-year terms and be restricted to three consecutive terms, excluding any partial year immediately preceding the first such year. If a Director vacates the position for one or more calendar years, eligibility is reestablished. (Revised 6/3/03)

RULE 786. Each Regional Director shall submit to the President by April 25, July 25, October 25 and January 25 of the following year a report on the status of Areas within his Region. The Director who submitted the previous three reports shall prepare the January 25 report and submit a copy to the President of both the current and previous year. (Revised 6/5/07)

## Article 6 - Installation of State Officers

RULE 805. The State Board (Elected State Officers and Regional Directors) shall be installed at the meeting of the State Board called in November. The Area Governors shall be installed at the Governor Training Sessions. All shall take office on the following January 1. A President, Past President of his selection or the President-elect shall be the Installing Officer. Elected State Officers, Regional Directors and Area Governors that were not installed in November, and appointees to fill vacancies, shall be promptly and properly installed. The installation charge shall be the same as that prescribed for the installation of Branch Officers at Rule 141. (Revised 6/5/07)

## Article 7 - Meetings

RULE 810. The regular meetings of the State Board shall be held in January, June and November at the time and place designated by the President. Each member of the State Board shall be given written notice and the agenda of a regular meeting of the State Board not less than 10 days before the date of the meeting.

Special meetings of the State Board shall be held on the call of the President or upon a request to the State Secretary by a majority of the State Board. Written notice of a special meeting of the State Board setting forth the purpose, time and place of the meeting, shall be given to each member of the State Board not less than 10 days before the date of the meeting.

(Revised 11/14/06)

## PART 2 - DUTIES OF STATE OFFICERS

### Article 1 - President

RULE 815. The President is the chief executive officer, and is subject to the control of the State Board. He shall supervise and control the business affairs of the Corporation. He shall, when present, preside at all meetings of the State Board and at the Annual Meeting.

RULE 816. The President shall review and approve all State expenses, provided that the President may delegate any terms and conditions as the President deems necessary or desirable in the best interests of SIR. Neither the President nor the Vice President shall approve his own expenses.

(Revised 11/15/05)

RULE 816.1 No expenditure for a product, service or activity, the total cost of which exceeds \$1,500.00 shall be approved, nor shall funds be distributed, without first being specifically authorized by the State Board or, in the case of an emergency, first being specifically authorized by the State Executive Committee. Routine purchases of supplies and services (printing, copying, binding etc.), necessitated by the rules and regardless of cost, do not require prior authorization.

(New 11/15/05)

RULE 817. The President may sign, with the State Secretary or other Officer of the Corporation authorized by the State Board, any documents or other instruments that the Board has authorized, except where the signing and execution thereof has been delegated by the Board to some other officer or agent of the Corporation, or is required by law to be otherwise signed or executed.

RULE 818. The President shall have authority to appoint a Parliamentarian, and a State Advisor and establish temporary appointments or committees as he may deem necessary as is permitted per Section 265. (Revised 9/19/00)

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