

SUMMARY OF SIR MANUAL CHANGES 01/12/2022 to 04/14/2022

Cover Page -	Updated Edition Date to 04/14/2022
Page a	Deleted Policy 17 Filling vacancies in SIR State Leadership Positions - now included in Policy 47.
Page b	Corrected Title of Policy 47 to read 'State Officer Elections'
Page 2	Revised Policy 3 - Organization - removed the Assistant State Secretary and the Assistant State Treasurer positions
Page 3	Revised Policy 5 - Definitions - removed the Assistant State Secretary and the Assistant State Treasurer positions
Page 10.1	Clarified that the conferring of all State HLMs is reserved to the State Board in Policy 10.
Page 12	Revised Policy 12 - Managing Funds - Branch and State - How to Manage Funds in State Committees and Branches - removed or Assistant State Treasurer position.
Page 14	Clarified the requirements for opening a Branch bank account and the authorization thereof in Policy 12.. Also that all bank accounts are in the scope of the annual Branch audit to ensure adequate fiscal management and record keeping.
Page 23	Clarified in Policy 14 that the P&P Chairman is authorized to update policies and procedures to standardize formatting or correct wording errors without Board approval.
Page 28	Deleted Policy & Procedure 17- and included relevant wording into Policy & Procedure Policy 47.
Page 32	Clarified Procedure for Policy 30 - How to File for a California Raffle License as the web links were not correct.
Page 35	Revised Policy 34 - Election of Branch Officers - to specify that in case of a vacancy in a Branch Officer position it shall be filled by a majority vote of the BEC. Additionally, a reference to Policy 31 that the size of the BEC is dependent upon the size of the Branch is included.
Page 37	Revised Procedure for Policy 35 - a. How to Form a New Branch - Forming a Provisional Branch, 3 - removed Assistant.
Page 38	Revised Procedure for Policy 35 - b. Granting a Charter, 5 and 6 - removed 'Assistant'.
Page 40	Revised Policy 37 - Disbanding/Merging Branches and Managing Inactive Branches - Managing Inactive Branches - removed Assistant State Secretary and Assistant State Treasurer positions.
Page 41	Corrected an error in Procedure for Policy 37 that to state that there are two options for disbanding/merger branches and not three.

Summary of SIR Manual Changes 01/12/2022 to 04/14/2022 continued:

- Page 42** Clarified in Policy 37 that the State Secretary is included in the list of administrators that the President confirms of a Branch disbandment and its date of disbandment.
- Page 47** Revised Policy 44 - The State Board - and eliminated the Assistant State Secretary and Assistant State Treasurer positions.
- Page 52** Revised Policy 47 - State Officer Elections - and eliminated Assistant State Secretary and Assistant State Treasurer positions and clarified State Officer term limits.
- Page 52.1** *Clarified in Policy 47 who is responsible to ensure all State Board and all State Committee positions are filled.*
- Page 53** *Clarified in Procedure for Policy 47:*
- How to elect State Officers other than Regional Directors and Area Governors.*
- How to fill a vacancy in the Office of the President, Vice President, State Secretary, State Treasurer and Chief Administrative Officer.*
- Page 54** *How to elect Regional Directors for the ensuing calendar year.*
- Page 54.1** *How to fill a vacancy in a Regional Director position.*
- Page 55** *How to elect an Area Governor for the ensuing calendar year.*
- Page 55.1** *How to fill a vacancy in an Area Governor position.*
- Page 58** *Revised Procedure for Policy 48 - Policies State - removed the Assistant State Secretary and the Assistant State Treasurer positions.*
- Page 62** Revised 5. Position Descriptions for Branches/State Officers and State Committee Chairmen - removed the Assistant State Secretary and the Assistant State Treasurer positions in the 'State' column.
- Page 67** Revised Bylaw 130 - removed the Assistant State Secretary and the Assistant State Treasurer positions from the State Board. Requires approval at 2022 Annual Meeting to become permanent.
- Revised Bylaw 131 - removed the Assistant State Secretary and the Assistant State Treasurer positions from the State Board. Requires approval at 2022 Annual Meeting to become permanent.
- Page 68** Revised Bylaw 140 - removed the Assistant State Secretary and the Assistant State Treasurer positions from the State Board. Requires approval at 2022 Annual Meeting to become permanent.
- Revised Bylaw 141 - removed the Assistant State Secretary and the Assistant State Treasurer positions from the State Board. Requires approval at 2022 Annual Meeting to become permanent.

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Revised Bylaw 148 - clarified the term limit for a regularly elected officer of the Corporation. Requires approval at 2022 Annual Meeting to become permanent.

Revised Bylaw 151 - A vacancy in the office of the Regional Director shall be filled by a majority vote by the Area Governors of the Region at a meeting called and presided over by the Vice President (instead of the Area Governor of the lowest numbered Area in the Region).

Requires approval at 2022 Annual Meeting to become permanent.

Revised Bylaw 154 - A vacancy in the office of the Area Governor shall be filled by a majority vote by the Big and Little Sirs of the Area at a meeting called and presided over by the Regional Director (instead of the Big Sir of the lowest numbered Branch of the Area).

Requires approval at 2022 Annual Meeting to become permanent.