



**SIR Inc Board Meeting  
Manteca Park Golf Club  
305 N Union Rd  
Manteca, CA 95337-4307**



**Tuesday, 1 November, 2016 at 9:30am**

**State Board Members**

President: Don Dill	Director, Region 3: Vic Mershon
Vice President: Jerry Strain	Director, Region 4: George Gorohoff
Secretary: Derek Southern	Director, Region 5:
Assistant Secretary: Dick DeVoe	Director, Region 6: Ed Benson
Treasurer: Karl Ryden	Director, Region 7: Patrick Misener
Assistant Treasurer: Jimmie Johnson	Director, Region 8: Allan Baxter
Chief Admin. Officer: Dean Steichen	Director, Region 9: Mark Stuart
Director, Region 1: Bob Roberts	Director, Region 10: Jim Filippo
Director, Region 2: Jerry Morrow	

**Invited Participants**

Past Presidents: All	Rules: Larry Powers
State Advisor, Parliamentarian: Dwight Sale	INFOSYS: Dwight Sale
Insurance: Angelo Coero	Certificates: Ron Flagel
Travel: Bob Spellman	

**Invited Area Governors**

No more than 4. Advise Secretary of the names and first 4 will be invited (only 1 per Region).

**Agenda**

9:30	Call to Order .....	Don Dill
	Verification of Quorum (9 of 16) .....	Derek Southern
	Blessing and Pledge of Allegiance to Flag .....	Bob Roberts
9:35	President's Welcome and Recognition of Attendees .....	Don Dill
	Agenda Changes (if any).....	Don Dill
	Approval of June Board Meeting minutes.....	Derek Southern
9:40	Opening remarks	
	President .....	Don Dill
	Vice President .....	Jerry Strain
	Secretary .....	Derek Southern
	Assistant Secretary.....	Dick DeVoe
	Assistant Treasurer.....	Jimmie Johnson
	Chief Admin Officer.....	Dean Steichen
10:15	Treasurer's Remarks and Report .....	Karl Ryden
	(all board members will have received current statements and should have read them)	
10:30	short break	
10:40	Year-end end Certificates of Appreciation .....	Don Dill, Ron Flagel
10:45	Swearing in of new Officers for 2017.....	Don Dill
10:55	2017 Annual Meeting planning .....	Derek Southern
11:05	Reviews .....	Regional Directors

**~5 minutes per Region.**

Content and format should follow instructions from President Dill.  
Reports to be sent to President Dill and Secretary Southern prior to the meeting  
by email as .doc or .pdf files. Call President Dill with any questions

12:00 Lunch  
 12:45 Preliminary Training Report.....Mark Stuart  
 1:15 Preliminary RAMP Training report.....Ed Benson  
 1:45 Standing Committee Reports  
     Rules .....Larry Powers  
     INFOSYS.....Dean Steichen  
     Insurance.....Angelo Coero/Don Dill  
     Travel.....Bob Spellman  
 2:30 Old Business .....Don Dill  
     New Business.....Don Dill  
         2018 Annual Meeting planning .....Derek Southern  
         (Please advise President and Secretary of any proposed  
         New Business prior to the meeting)  
 3:00 Adjournment. ....Don Dill

## Appendix A: Proposed Rule Changes

### **CHIEF ADMINISTRATIVE OFFICER-RELATED REVISIONS TO BYLAWS/RULES**

*[Referred by State Assistant Secretary Dick DeVoe and Rules Committee Chairman Larry Powers]*

*[Bylaws amendment approvals for Sections 130, 131, 140, and 141 at the 8/1/16 Annual Meeting established a new position titled Chief Administrative Officer (CAO). It is a member of the State Board, an Officer of the Corporation, and a part of the Membership of the Corporation.*

*The intent of the Bylaws amendments in establishing a CAO position is for the INFOSYS Chairman and the CAO to be one and the same. Presently the CAO is elected at the Annual Meeting to serve for the next calendar year with no specified responsibilities. However, the INFOSYS Chairman is appointed for the next calendar year by the President-Elect.*

*To resolve these issues, the following Bylaws and Standing Rule revisions are proposed.]*

### **BYLAWS SECTION 225- STANDING COMMITTEES**

Bylaws Section 225. The following are the established Standing Committees. The President shall appoint a Chairman for each committee, **except the Information Systems Committee (INFOSYS) whose Chairman is also the Chief Administrative Officer elected at the Annual Meeting.** 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
  13. State Budget Oversight Committee
  14. State Training & Development Committee
- (Revised Item 6 and added Item 12 - 8/6/07) (Added item 13 – 8/5/13) (Added item 14- 8/3/15) **(Revised INFOSYS appointment 8/?/17)**

## PART 2 - DUTIES OF STATE OFFICERS

### Article 10 -

#### Chief Administrative Officer

**RULE 850 (New).** The Chief Administrative Officer shall be also the Chairman of the INFOSYS Committee. He shall be responsible for the following subcommittees, and appoint their Chairmen:

1. Website Subcommittee
2. Database Subcommittee
3. E-Mail Subcommittee
4. State Roster Subcommittee
5. SIR Manual Subcommittee
6. SIR Forms Subcommittee
7. State Certificates Subcommittee.
8. State Newsletter 'SIR Happenings' Subcommittee

**Rule change proposal submitted by Ron Flagel, past Asst. State Secretary, and State Secretary Elect. The primary goal for the proposal is to expedite the review process for Branch initiated HLM's. Dwight Sale, Rules Committee, contributed to this proposal.**

**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. Branch HLM's 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, **and to the Chairman of the State Certificates Committee, who will monitor the**

**progress of the approval process**, 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. **(Revised 11/1/16)**

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. 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.

d. A **State** HLM shall be awarded to each Past State President. In addition, the State Board may, on its own initiative **with a two-thirds vote of the State Board**, award an HLM to other active members, based on outstanding or exceptional service performed by an active member at the Corporate level of SIR. Should the recipient of the State awarded HLM have been awarded a Branch HLM previously, the Authority code shall be changed from "BR" to "PP"(Past Presidents) or "SB" (State Board) and the State HLM shall supersede and replace the previously awarded Branch HLM and shall no longer count against the Branch's 2% Rule. **(Revised 2/21/07)(1/14/14)(11/1/16)**

e. The State HLM 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)(1/14/14)**

f. 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, except as stated in c. above. **(Revised 2/21/07)(1/14/14)**

**This Rules Revision is proposed by Bob Spellman, Chairman of the State Travel Committee. Changes to Rules 350 and 351 make corrections to conform with current practice for Branch Travel. The proposal includes elimination of form 48, and a change to form 46, which would be concluded after approval of the proposal.**

## **PART 8 – BRANCH SHORT TRIPS**

**RULE 350** Branches may contract for, and use a public carrier (a bus company) for one -, two- or three-day trips without going through a travel agency. The carrier must possess an active “Transportation Charter Class A Certificate” issued by the California Public Utilities Commission (CPUC) and have a Commercial Automobile Liability Insurance Policy that meets the requirement of CPUC General Order 101-E (a minimum of \$5 million liability coverage). Branches shall document these requirements on SIR Form 46 “Request for Approval of Branch Bus Trip” ~~and SIR Form 48 “SIR Branch Bus Trip Checklist.”~~ (New 11/9/10) (Revised 11/8/11)(11/1/16)

**RULE 351** Bus companies shall furnish to the State ~~Insurance Committee~~ **Travel Chairman** a “Certificate of Liability Insurance” that meets the requirements of CPUC General Order 101 E and names SIR as an additional insured to qualify as a SIR-Qualified Bus Company. The Certificate of Liability Insurance, under the Certificate’s Description of Operations, shall state “Sons In Retirement. Inc., and all authorized Branches and members, are additional insured’s under the policy as respects General Liability and Automobile Liability coverage subject to the terms and conditions of the policy.” (Revised 11/8/11)(11/1/16)

Based upon an approved Certificate of Insurance, the ~~Insurance Committee~~ **Branch** shall notify the State Travel Committee to show the approved Bus Company as a SIR-Qualified Bus Company on the SIR website. After a company is listed on the approved list any branch may contract with an approved Carrier and document this approval on SIR Forms 46 ~~and 48~~ for a specific trip planned by a branch. (New 11/9/10) (Revised 11/8/11)(11/1/16)

**RULE 352** The Designated Member (DM) appointed by the BEC to manage a bus trip shall be responsible for trip literature and collect fares from, the participants. He shall give the participants’ fares to the Branch Treasurer, who shall maintain a separate custodial sub-account in the branch financial records. Just prior to the event, the Branch Treasurer shall prepare a check for the event payable to the bus company and give it to the DM for payment to the bus company. (New 11/9/10)

**RULE 353** Upon completion of a bus trip, the DM shall comply with the requirements of SIR Form 47 – Short Bus Trip Financial Report, detailing the disbursement of the trip’s funds and distribute it per distribution indicated on the form. (New 11/9/10)(Corrected 04/08/15)